

Policies and Procedures Mighty Roots Academy Programs 2026-2027



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Our Mission

The mission of Mighty Roots Academy is to provide active, multiage learning in a nature-rich environment.

Our Philosophy

At Mighty Roots Academy, we believe it is most important to develop the skills of independent learning that equip students for a lifetime of inquiry and growth. A true education builds the skills needed for becoming a lifelong learner. We believe that students benefit most when skill building is the focus, no matter the subject.

To accomplish this, Mighty Roots Academy focuses on nature-based learning, mixed age groups, and cross-curricular courses that use active learning.

- **Nature Based Learning:** Nature is at the core of our program at Mighty Roots Academy. We take learning outdoors as much as possible: exploring, playing, and growing strong bodies and minds on our beautiful 5-acre campus.
- **Mixed Age Groups:** Traditional schooling is one of the only environments in our culture where individuals only interact with others of the same age. By using mixed age courses, students always have someone who knows more than they do from whom they can learn, yet at the same time have someone they can help teach. This creates an environment where our staff become guides. Students learn they are valuable and have something to contribute to the lives of others. They also learn how to seek guidance as they become life-long learners.
- **Cross Curricular:** Our classes bring together learning from core subject areas, practical arts, and performing arts for an education that focuses on the whole self not just the mind. When students deeply explore their interests, the learning follows naturally with the guidance of our specialized staff.
- **Active Learning:** At Mighty Roots Academy we *do* in order to learn. Our goal is that learning feels like play as students move, create, discover, imagine, and explore. Active learning helps foster a desire to always be learning as opposed to only learning while doing academic tasks.

Non-Profit Organization

Mighty Roots Academy is a 501c3 nonprofit charitable organization and does not discriminate. MRA has been a Missouri nonprofit organization from its inception and received 501c3 status in 2021.

Donations made to Mighty Roots Academy are tax deductible. Donations can be made at www.MightyRootsAcademy.com or by check.

Mighty Roots Academy is governed by a Board of Directors. Meeting minutes are available by request by emailing MRA@mightyrootsacademy.com. Board Members are listed on the website.

Our Goals

The primary goal of Mighty Roots Academy's approach is to train students to be curious about the world around them which leads to a constant and lifelong learning mindset as students learn how to learn. Academic success is a natural by-product of this approach.

Mighty Roots Academy aims to:

- Emphasize that “less is better,” meaning that the student is better off listening to and reading books, exploring nature, and learning about the world around them rather than grinding through workbooks that really do not teach as much as they might seem.
- Emphasize depth over scope of content so that courses really aim for mastery of key skills, which takes time and focused attention. In developing these skills, students will learn how to learn, and thereby will be motivated, competent, independent, lifelong learners.
- Challenge students by making the courses lively, inspiring, and centered around students' individual interest and learning needs.
- Allow families with multiple children the opportunity to provide quality, age-appropriate instruction for both older and younger children at the same time.
- Support families in their desire to homeschool by providing a variety of courses, programs, and services to meet their family's unique needs.
- Encourage parents to learn alongside their children through extension activities at home which are provided by our staff with select courses.
- Support parents by sharing in the education of their children, so that through time apart parents can be refreshed and therefore better educators of their children when together.
- Model and, when necessary, guide students in principles such as humility, graciousness, and concern for others.

PARTICIPATION CONTRACT

Mighty Roots Academy's Policies and Procedures 2025-2026

Homeschooling requires parents to assume sole responsibility for the education of their children. While Mighty Roots Academy provides a framework for education and provides the opportunity to work with qualified staff, it is expected that parents will provide the structure and reinforcement to enable their students to learn. As a supplemental educational environment with programs that do not meet daily, it is especially important that parents are fully responsible for their child's education at home, while supporting their student's participation in courses at Mighty Roots Academy. This Participation Contract is an essential means of maintaining an atmosphere of mutual respect and support critical to learning. The rules are intended to promote a culture of safety and courtesy among staff, parents, and students. By agreeing to abide by the Participation Contract, parents are supporting their own child's education and supporting the education of all students in the program.

Mandatory Meetings

Families new to the program must attend a Family Interview. New families are requested to participate in the Orientation meeting to meet Learning Guides and learn program rhythms.

Attendance and Supervision

Mighty Roots Academy programs are *drop-off programs*.

- For all programs, parents should drop students off between 9:15 a.m. and 9:25 a.m. as per the program schedule. Parents must pick students up between 3:00 p.m. and 3:05 p.m. Monday half-day students are picked up at 12:30 p.m.
- If students are being dropped off or picked up outside the regular pick up and drop off time, the student must be signed in/out and taken to or picked up from their Learning Guide for that class period and contact must be made with a Director or the Program Coordinator for approval.
- If someone besides the parent or regular pick-up person is picking a student up, their name must be written on the sign-in sheet and their ID will be checked.
- An additional childcare fee may be assessed to families if students are not picked up within 10 minutes of the program end time. The maximum fee shall be \$10 per child for the first 10 minutes and accruing in increments of \$10 per 10 minutes.
- Parents are *not allowed to remain on campus during the program day* unless they have received prior permission from one of the Directors to complete a pre-scheduled volunteer service.

Communication

Managing a program requires good communication. For that reason, every family is responsible for checking and reading email each week, as well as communications sent through our communication service app. Families are encouraged to directly communicate via the communication app with Learning Guides if there are questions or concerns. Learning Guides will also communicate directly with the students and families as needed for courses. Clear communication strengthens and helps everyone in the program!

Lunch and Discovery Play

Lunch for students is outside or in a designated classroom space with a supervising adult. Students of all ages must be outside with designated adult supervision.

There is no eating or drinking in any area of the buildings by students except at designated times or unless special arrangements have been made. A list of student allergies will be provided before the start of the program. Please pack snacks and lunches that do not include foods on our allergy list.

The goal of Lunch and Discovery Play is for students to spend as much time outside in free play as possible. Most days students will eat lunch outside at our designated area. This will be moved indoors when needed due to weather conditions. The remainder of the time is to be spent in free play with adult supervision.

Safety

- Only those associated with Mighty Roots Academy may be in the classrooms or on the grounds during program hours. All non-staff will need to check in with a Director or Program Coordinator for approval. All staff and students should remain alert and be prepared to report anyone in the buildings or on the grounds who does not belong.
- Students and parents should follow the drop-off and pick-up procedures and any instructions given by the drop-off/pick-up monitors to cross the driveway. The driveway is never a play area. Please help your children establish the habit of using the procedures demonstrated during the program orientation and the instructions given by any staff.
- Students may not congregate in the parking lot. Games may be played in the back parking lot section when cones are marking the area and only during Lunch and Discovery Play times. This is never allowed during a drop-off or pick-up time.
- Students must stay within the property limits of the grounds.
- All visitors must make every effort to avoid disrupting regular class routines.

Our Facility Policies

- All non-emergency communications and concerns regarding our facility should go through our Directors through our messaging app, by phone at (816) 873-2022 or via email at tracy@mightyrootsacademy.com or renee@mightyrootsacademy.com . Should the Director be unavailable, please contact a board member.
- The owner's home is on the property. Please note that the owners will be in their home while we are using the facility. In order to give the owners the privacy that is needed, never enter their home, or the front porch at any time.
- **Absolutely no smoking, vaping, or any recreational drug use on the facility grounds. This includes the parking lot during pick-up and drop-off.**
- In an emergency, call 911 immediately.

Inclement Weather Policy & Extended Class Day Schedule

We will make an in-house determination by 8 a.m. whether to hold classes. Most of the time we will follow the cancellation schedule for the Grandview Public Schools. This applies to classes being canceled due to road conditions. We may choose to differ from their cancellation schedule when cancellations are due to temperatures or other issues that would not affect Mighty Roots Academy's programming or when they choose remote learning. Families are always able to make the decision for themselves if they feel uncomfortable driving under various road conditions. Students are never penalized for missing classes. Cancellations will be sent via our messaging service. Classes will not be cancelled due to low attendance. Every effort will be made to make up days missed according to our schedule due to inclement weather or other factors. If you keep your student home from programming, message the program coordinator to let them know.

Cold and Hot Weather Guidelines

Because there is no such thing as bad weather, just bad clothing, Mighty Roots Academy will often take learning outside unless there is a severe weather alert. The amount of time outside may be adjusted depending on weather conditions such as extreme cold/wind chill, extreme heat, thunderstorms, and tornado watches. Students must come with appropriate winter weather gear, and are strongly encouraged to wear layers or have several layers available: coat, hat, gloves, snow boots, snow suit/pants extra socks, scarf, etc. All students should keep or bring a full change of clothing each day. MRA official cold and hot weather guidelines are as follows:

Cold Weather Guidelines:

- **13°F or Below (Feels Like/Apparent Temperature):** 13°F wind chills will be avoided. According to the National Weather Service, wind chills of 13° or below should move activities indoors and outside of the cold, as frostbite can set in very quickly.
- **13°F - 25°F (Feels Like/Apparent Temperature):** All students must have coats zipped, gloves on, ears covered with a hat, hood, or earmuffs, and warm footwear. We will still go outside for limited periods, and **students without proper gear will need to be picked up**. MRA has limited extra gear available for borrowing.
- **26°F – 45°F:** Students must wear a coat (hoodies and sweatshirts alone are not sufficient). Gloves and hats are recommended depending on wind and sun conditions. Footwear should be warm and waterproof.
- **Mud & Rain:** Our grounds get muddy this time of year, so please pack accordingly. Rain boots, rain suits, waders, or a full change of clothes are highly recommended. Waterproof outer gear is encouraged, and students may

bring umbrellas. **Students who get wet or muddy that do not have a change of clothes will need to be picked up.**

Hot Weather Guidelines:

- **90°F and Above (Feels Like/Apparent Temperature):** When the temperature is above 90 degrees, extra water will be made available during outside time and drink breaks will be encouraged. When temperatures are above 100 degrees, indoor breaks will be taken as needed, as well as required water breaks every 30 minutes. Students will be allowed to go indoors as needed to cool off.

Disciplinary Action at Former Education Institutions

It is the responsibility of the parents to notify Mighty Roots Academy in writing at the time of enrollment of a student's suspension or expulsion from any other educational institution. These matters will remain confidential. In some instances, this may warrant further inquiry from the Board.

Attendance Policy

Due to the nature of once and twice weekly courses, it is important for students to be in class so that they do not have gaps in the learning that takes place. It takes from the time of all students when a staff member has to help a student pick up on missed class experiences. At the same time, please keep sick children at home in accordance with our sick policy. If your student is absent, notify the Program Coordinator in advance.

Sick Policy

Students may not attend classes at Mighty Roots Academy if they are running a fever. They should remain at home for a full 24 hours after a fever has broken. Please remember that coming to Mighty Roots Academy sick spreads that sickness to other families and does not look out for the program as a whole. Some illnesses require those recovering to stay home longer than 24 hours. Please keep this in mind when deciding whether your student is healthy enough to come to Mighty Roots Academy. Please consult your doctor if you are unsure if they are still contagious.

Please notify the program coordinator if your student will be absent.

Behavior Policy

The Mighty Roots Academy setting is an exciting social environment for many of our students. It is for the benefit of all that we establish an atmosphere that supports learning. Such an atmosphere is based on respect for one another and the tasks we come together to undertake. Any behaviors which undermine or distract from the learning atmosphere are not allowed at Mighty Roots Academy. If deemed necessary, we may schedule additional mandatory individual or program-wide meetings for all parents and/or students, or for individual families.

These meetings will remind students about program policies needing attention including, but not limited to, policies regarding dress, manners, and/or behavior. Other offenses that may lead to dismissal include, but are not limited to theft, dishonesty, inappropriate or unkind speech, profanity, vulgarity, smoking, recreational drug use, public displays of affection (PDA), sexual contact, use of pornography, bullying, fighting, or overly rough physical contact/play.

Attire Policy

Modesty is our policy. Shorts should be longer than a person's fingertips when arms are resting at the sides. Skirts or dresses should have shorts or pants underneath due to the active nature of our program. Students should not wear overly tight clothes, or clothing with rude or inappropriate sayings or images. Shirts must cover the entire midriff. Please be aware of undergarments not showing when bending over or through loose shorts legs when sitting down. Belts or properly fitting waistbands are needed.

Dating and Public Display of Affection Policy

Mighty Roots Academy is a small community with students interacting together in multiple courses over an extended period of time and even many years. For this reason, friendship is encouraged over dating. Many of the same qualities that create a healthy dating relationship are also qualities of a strong friendship. Friendship is a great way to explore these characteristics in a safe way that does not lead to regret or awkwardness, for the student and those who have to be in courses with them. Mighty Roots Academy does not support or forbid dating relationships between students. Public displays of affection (PDA), however, between students on campus ARE strictly forbidden (SEE BEHAVIOR POLICY). This includes holding hands and kissing (of any kind) for example.

Electronics Policy

Students are allowed to bring electronic devices at their own risk. We see some electronic devices as tools for learning and it is acceptable for them to be used as such. It will not be permitted as entertainment or as distractions in class time. Learning Guides can further define device policy for their own courses. **Students are ONLY allowed to be on devices if instructed by a Learning Guide and in the manner in which they have been instructed.** If students are on devices without the permission of a Learning Guide, they will be taken away from the student. **The use of electronic devices is not allowed at all during Discovery Play.** Taking photos or videos of students is only allowed for program use. If this policy is broken, devices will be taken away from the student and must be picked up by the parent and content removed from the device.

Solicitation of Goods and Services

The selling of any goods or services (i.e., Girl Scout cookies, tutoring, raffle tickets, MLMs, etc.) is not permitted on MRA premises or via MRA communications unless associated with a Mighty Roots Academy sponsored function. Exceptions may be given if pre-approved by the Board of Directors. Reproduction and use of Mighty Roots Academy materials are for Mighty Roots Academy courses only and are not to be used for outside courses or programs. The reproduction, adaptation, distribution, or use of any part or parts of materials for commercial purposes (ex., for a similar course) without prior written permission from the Director or Board of Mighty Roots Academy is forbidden.

Attitude of Respect

A vital component of a learning atmosphere is respect. This includes respect for the tasks that we at Mighty Roots Academy are doing, respect for the adults who are there to guide us, and respect for those with whom we share this academy. A respectful attitude is the key to building both good character and true program spirit.

Respect for class times includes:

- Having a willingness to participate in planned class activities and always doing our very best. Respecting and using supplies as intended for the lesson. Following directions and Learning Guide requests the first time they are given.
- Not conversing socially in class. The appropriate time for that is outside of class or during Lunch and Discovery Play.
- Being ready to start as class begins. If for some important reason a student needs to enter or leave while a class is in session, they must do it quietly so as not to disrupt the class.

Respect for adults includes:

- Helping Learning Guides with supplies, tasks, cleaning, and errands.
- Helping to set up or break down, set out and clean up classroom and supplies, etc. as needed. Everyone can contribute in some way.

Respect for others includes:

- Being considerate. For example, do not discuss social arrangements or exchange gifts in front of those who are not included.
- Not bullying fellow students. A person is bullied when he or she is exposed, repeatedly or over time, to negative actions or words on the part of one or more other persons.
- Refraining from all gossip. Gossip has no place in our program and is an offense of program policy. Parents will be notified if their children are engaging in this behavior. One easy way to check if what is being said is gossiping is to ask yourself, “Is this something I’d be comfortable sharing in front of the person about whom I’m speaking?” If not, do not say it. This goes for adults as well.
- Being open to new friendships. It’s easy to fall into comfortable patterns with our friendships, but cliques rob students of meaningful relationships with those outside their “group”. We encourage all students to enjoy the blessings of new friendships.
- Conflict can happen anywhere. Even a small miscommunication can be hurtful. Learning Guides may arbitrate to help students reconcile conflicts with others by following the pattern of (1) Take responsibility for your own actions, (2) Say “I am sorry” or dialog about the issue, (3) Make a plan for doing something different moving forward, and (4) Ask for help from another staff member if necessary.

Respect for our facility includes:

- Remembering that the facilities are someone else’s home and property and should be treated with respect.
- Cleaning up after ourselves throughout the day and especially at lunchtime. This goes for both outside the building and inside.
- Using tables, chairs, and equipment as intended or instructed in ways that prevent damage.
- Taking care not to wear muddy shoes in the building.
- Caring for the wooded areas and outbuildings in ways that make them better, not causing damage.

Classroom Disciplinary Issues

Discipline by the staff during class will follow this procedure:

The student will be given one warning concerning inappropriate behavior. If the student continues to misbehave, he/she will be removed from that day’s class and will make a plan with the Program Coordinator to be successful when returning to class. Parents will be notified. If an issue persists after sincere attempts to address it with the parent and child, the Learning Guide will bring it to the attention of the Director, who will confer with the family to reach a resolution. Repeated misbehavior will result in further disciplinary actions determined by the Director in consultation with the Board of Directors to be appropriate for the situation, including missing a day or days of classes at MRA. In extreme or repeat cases, a student may be asked to withdraw from the course for the remainder of the year with no refund of fees or tuition.

Special Needs Policy

Mighty Roots Academy accepts enrollment of special needs students on a case-by-case basis. We are happy to serve families with special needs. We must make sure that what we as a program and staff are able to provide and will meet the students' and family's needs. Currently our staff do not have specific training in working with special needs. As long as the Board of Directors, Program Director, and family accepts the accommodation plan of action that is created, the student may enroll. There may be circumstances where enrollment is not possible due to already meeting the needs of currently enrolled students. If a student enrolls in programming and is accepted who has additional learning, behavior, physical, sensory, emotional, or medical needs that are not brought to the Director during the interview process, and it is later determined that MRA is not able to meet those needs, a family may be asked to withdraw.

Protocol for Addressing Concerns

In the event parents are dissatisfied with any aspect of the program or have a disagreement with anyone associated with the program, they are encouraged to seek resolution by beginning with privately addressing the matter only with the person(s) directly involved with the problem and to make a good faith attempt to resolve the issue. In general, parents have a responsibility to realize the negative effect gossip can have on others and on the program. For this reason, parents shall not discuss the matter with anyone else. Should parents be dissatisfied with the result of this approach, they should bring the matter to a Director or the Board of Directors if it involves a Director, and all parties will promptly be given an opportunity to be heard and present their concerns. Directors and the parents will agree to cooperate in making arrangements to meet in person in a timely fashion and at a time mutually agreeable to all parties.

Any such meeting is to take place no later than 8 days after the initial notice of the parent's request and shall be attended by the individuals (including parent, Learning Guides, Directors, or board member) involved. Should parents have concerns about the curriculum or the Learning Guide of a course, they should first speak with a Director to discuss the matter. In some cases, parents may be advised to address the situation with the Learning Guide directly. In other cases, a Director may find it necessary to intervene. The respective Director may bring the matter to the Board of Directors for further intervention if necessary. With regard to all of the above situations, the Mighty Roots Board of Directors will make findings with respect to the matter and determine what, if any, decision is appropriate, including a possible determination of suspension or termination of the academy's relationship with parent(s), student(s), Learning Guide(s), or other person associated with Mighty Roots Academy.

In the event of a decision of suspension or termination, there will be no refund of tuition or fees. In the case of a staff dismissal, the staff will only receive pay for the class sessions taught. The decisions of the Academy's Board of Directors are binding and final.

Failure to Abide by the Participation Contract or Unacceptable Conduct

In the event that a Director or the Board of Directors believes that any terms of the Participation Contract have been breached by any person associated with Mighty Roots Academy, the Board of Directors has the right to require a meeting in person to discuss its concerns. Additionally, should any conduct not mentioned in this contract be considered by a Director or the Board of Directors to be intolerable and a threat to the wellbeing of the academy, they reserve the right to require a meeting in person to discuss its concerns. For either circumstance, any such meeting is to take place no later than 8 days after the initial notice, and at a time mutually agreeable to all parties.

Failure to cooperate in scheduling and attending said in-person meetings will be grounds for the Board of Directors to suspend or terminate the family's involvement with and attendance at Mighty Roots Academy. The program's Board of Directors will make findings with respect to the matter and determine what, if any, decision is appropriate, including a possible determination of suspension or termination of the academy's relationship with parent(s), their child or children, a staff, or other person associated with the academy. In the event of a decision of suspension or termination, there will be no refund of tuition or fees.

Financial Matters

Enrollment/Tuition Payment Obligation

Mighty Roots Academy reserves the right to refuse enrollment to any family. All families are required to *submit an application* for each student and each program in which they would like to enroll. Families with their student(s) will also *complete an interview* before permission to attend will be granted. Mighty Roots Academy is intended for kindergarten through high school students with special Forest School programming for four-year-olds. **Age requirements for courses refer to the student's age as of August 20th of the program year.** Kindergarteners must be 5 years old by August 1st. All students must be under 18 years old as of August 20th. Any student who will turn 18 or is still 3 years old before August 1st of the designated academic year may not register without prior permission from the Board of Directors.

- The Enrollment Fee must be paid at the time of enrollment in courses for the program year.
- The Enrollment Fee applies to each student registered in a program.
- Enrollment is considered a **full year obligation** and tuition can be paid yearly or divided into a 10 monthly payments.
- For Monday Creative Options, enrollment is 27-weeks due to holidays, instead of 30 weeks like our other programming.
- Tuition can be paid in full before the program begins or divided into payments with a monthly fee. All program payments start in June. See Chart.
- Any family who defaults on payment may not be eligible for future attendance and may be turned over to collections.
- Enrollment is completed through our partner Our School Hangout.
- Separate application forms are completed, and fees paid for each student and for each program.
- Mighty Roots Academy is a supplementary educational program; therefore, students may attend a maximum of 3 days per week.
- All students and families must attend a Family Interview before being admitted to the program.
- Application fees are non-refundable unless Mighty Roots Academy is unable to place a student in their preferred program. Unenrolling early still requires full payment.
- Mighty Roots Academy understands that circumstances change, and other opportunities arise, and wants to reasonably accommodate those changes. Our general policy is that once a family has accepted their schedule and signed the Financial Commitment in the enrollment app, the family is responsible for the full tuition even if they make a change before classes begin.
- Families who do not pay their 1st tuition payment by June 10th may lose their spot in the program.

Payments and Enrollment

Please read our Financial Matters section carefully! Enrollment in Mighty Roots Academy programs is per year on dates set on the program calendar. When a family accepts a student's placement and schedule, tuition is required to be paid in full even if a family unenrolls before completing the program year or session. Upon enrollment, each family will agree to MRA's Financial Commitment clause on MRA's enrollment app. A \$50 course change fee applies to schedule changes after June 1st. Payments start on June 10th for full year tuition or payments may be divided into monthly payments that include a Monthly Payment Plan Fee, see charts below.

	Application Fee Re-enrollment	Tuition Pay in Full	Tuition 10 months: June- March	Discounts
Tuesday/Thursday Homeschool Academy	\$200	\$2,600	\$275 monthly	Additional Student: \$200
Monday Creative Options	\$200	\$1,350	\$150 monthly	Additional Student: \$100
Monday Forest School Only	\$200	\$810	\$90 monthly	
Wednesday Creative Options	\$200	\$1,500	\$165 monthly	Additional Student: \$100
Wednesday Theater & Lunch Only	\$200	\$1,000	\$115 monthly	
Winter Camp Cost per week	\$25 or No fee if added before Sept. 1st	\$140	\$ 40 each month Sept-Dec	

Late Fees

- Tuition payments are **due on June 10th** -If making monthly payments, payment is due **the 10th of each month**. A **monthly convenience fee is charged per student**.

NOTICE OF LATE FEES: A \$15 late fee will be assessed, for payments not made by the 13th.

Please note that chronic tardiness of payments may result in immediate loss of a student's place in the course/program or the termination of a family's participation at Mighty Roots Academy by the Board of Directors, and no refunds will be provided. Students whose payments are more than 30 days late will not be able to attend until their late tuition balance is paid.

Discounts

Mighty Roots Academy wants to make its program as accessible as possible while covering the needs of each course. For this reason, costs are kept as affordable as can be for all families. That does mean discounts are limited. Mighty Roots.

See the Enrollment and Tuition Chart on the previous page for Multi-Student Discounts.

Service Program Discount: Mighty Roots Academy has an optional service program. Having families serve helps keep our program running safely and efficiently and helps to keep it as affordable as possible for everyone. A list of service opportunities will be provided with the Service Discount Application Form upon request by emailing mra@mightyrootsacademy.com or through our website under the enrollment tab. To qualify for a service discount the application must be received by July 1st and approved by the service coordinator. Examples of service areas include special cleaning days, snow removal, building projects, grounds maintenance/projects, and gardening help. Service projects receive a discount of \$15 per hour of estimated project time. The entire project must be completed before the discount is applied to the account. Creative Options families may complete needed projects to receive up to a \$150 discount per student. Homeschool Academy families may receive up to \$300 discount per student. Service Discount Projects are calculated by complete project, not exact hours used. Half-Day families may volunteer but no additional discount is provided. If a family chooses the Service Discount option and is unable to complete approved tasks to fulfill their hours and complete their project, they will not receive the discount. Discounts will be applied once the service project is complete. Families who pay tuition in a lump sum will receive a refund once hours are completed or they may apply it to the following program year's enrollment. Request an application by email: mra@mightyrootsacademy.com.

Refunds

Application fees and tuition fees are nonrefundable. If a student applies for a program and is not placed due to lack of available space or Mighty Roots Academy not being able to meet the students needs, the Application Fee will be refunded. The only circumstance in which tuition may be refunded is if a course is cancelled or if it does not reach the required minimum number of students. In the case of a course that does not reach the minimum number of students required, a Director will notify families. Families will not be reimbursed for missed classes due to student illness, vacation, inclement weather, or other program closings.

Basic Rules of Mighty Roots Academy

Each student and parent must be aware of these rules and agree to follow them before they may attend Mighty Roots Academy.

A \$50 course change fee applies to schedule changes after June 1st.

1. Enrollment is a full program year commitment paid once a year or with a monthly payment plan. Unenrollment still requires full payment.
2. Students must stay with their designated class and under the supervision of a Learning Guide at all times.
3. Students are expected to show respect to Learning Guides, fellow students and courses by being on task, having a ready-to-learn attitude, as well as an attitude of teamwork while showing kindness.
4. When a student is absent, it is his or her responsibility to contact the Learning Guide for missed activities and work so they will be on track when returning to class. A Director must be contacted via our communication app if a student will be absent.
5. Students must save all social conversations for Lunch and Discovery Play, not during class. Conversations must be appropriate topics and kind to all who are participating in the conversation or can hear the conversation.
6. Attire needs to be modest and not distracting. Students must have appropriate weather gear according to MRA's Cold Weather Guidelines to be dropped off. Students dropped off without appropriate weather gear will need to be picked up.
7. Electronic devices are allowed only as learning tools when instructed by a Learning Guide. Use at other times will result in the devices being turned in to a Director and will have to be picked up by a parent. All electronics are brought at the owner's risk. We **recommend students do not bring electronics** unless a Learning Guide has asked for them to be brought for a specific class. This includes phones.
8. Lunch for all students is outside within designated areas under adult supervision. When moved inside, students must stay in the designated indoor area. All students must bring and eat lunch. Lunches should be healthy as they are students' fuel for the day. No candy or sodas.
9. Students must stay within the Mighty Roots Academy boundaries at all times.
Police will be called if a student leaves the grounds or is assumed to have left the grounds because they are hiding.
10. Students must show respect for students and adults alike in speech and attitude, as well as respond appropriately.
11. Friendship is encouraged over dating relationships. Public displays of affection (PDA) between students on campus are strictly forbidden.

Please sign and date here to affirm that you have read and will adhere to Mighty Roots Academy's policy and procedures:

SIGNATURE OF PARENTS:

_____ DATE: _____

_____ DATE: _____

SIGNATURE OF STUDENTS:

_____ DATE: _____