

Student and Family Handbook 2025–2026



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1. Welcome to Aloha Micro Academy!

This handbook outlines the necessary policies and procedures to maximize your Aloha Micro Academy experience. Please note that these policies and procedures are subject to change at Aloha Micro Academy's sole discretion, at any time, as the program evolves and as applicable laws and regulations change. Please do not hesitate to contact our Aloha Micro Academy Coach or Advisor with any questions.

2. Program Overview and Attendance

2.1. Hours and Attendance

Unless otherwise stated, Aloha Centers are open Monday through Friday, 6:00 A.M. to 9:00 P.M. and operate consistent with the published local calendars on the Aloha Center website. Students are not permitted to remain at Aloha after closing time. Aloha Learning is not responsible for the care or supervision of students beyond program closing time. Local calendars can be found on the individual location pages linked below:

[AZ- ALOHA PHOENIX
AND TEMPE
UT- SALT LAKE CITY](#)

[Fayetteville, AR
Brentwood, CA, and
Fresno, CA](#)

2.2. Open Door Policy

At Aloha Micro Academy, we recognize that all students are unique and learn in different ways. Thus, we are committed to giving students the flexibility they need to maximize their learning experience. For this reason, Aloha Micro Academy operates on an "open door" basis. What does that mean? Let us explain.

Unless otherwise stated, your pod's learning center will be open from 6:00 AM to 9:00 PM Monday through Friday. Each student may come as frequently or infrequently as they wish based on their enrolled plan. Students may come for a whole day or a partial day. It's your choice. We are here to offer support when and if your student needs it. Our small group pods make this amount of flexibility possible.

Each pod is assigned a dedicated Aloha Micro Academy coach. This means that your student will receive close, individual academic support and be closely supervised. Aloha Micro Academy does offer transportation services; a waiver must be signed to utilize this service.

2.3. Drop Off and Pick-Up

Aloha Micro Academy at 6:00 A.M. Students may not be dropped off before Aloha opens. KaiPod Learning closes at 9:00 P.M. Students must be picked up by this time each day. Families should communicate with their Aloha Micro Academy Coach as soon as possible if they know they will be late. Standard School hours are until 5 pm. Grades Pre-K through 5th Grade students must pay \$10/hour every hour after 9 pm, and a guardian is absent. Grades 6+ can stay with no additional charge based on maturity. If the student remains mature and in charge of their actions, they do not need childcare services for grades 6-12.

Inclement Weather Days

Aloha Micro Academy Centers follow the inclement weather policies of the local school districts. On days when the regional district in which Aloha Micro Academy is located is closed due to snow or inclement weather, Aloha Micro Academy will also be closed. Aloha Micro Academy will do the same if the district is delayed or closed early.

2.4. What to Bring

Students should bring the following items to the pod each day and leave valuable personal items at home. Aloha Micro Academy is not responsible for lost, damaged, or stolen personal property.

- Academic materials (i.e., laptop, laptop charger, workbooks, pencils, etc.)
- Curriculum or academic content to work on for up to three hours
- Headphones
- Reading a book of their choice
- Lunch, snacks, and a water bottle

2.5. Daily Communication: Newton by Aloha Micro Academy

As part of the highly personalized model, Aloha Micro Academy Coaches communicate regularly with families through our new Aloha Micro Academy application, Newton. Families are invited to the application before a child's first day of attendance. Newton can be accessed on a smartphone ([iOS](#)/Android), tablet, or computer. Newton may be updated throughout the day with real-time notifications about their day. Families may communicate directly with their Aloha Micro Academy Coach via direct messaging on the application. Students also receive a School Email address. This address should be what they use when registering for any school-related services and programs.

2.6. Curriculum (Additional Fees Apply)

Aloha Micro Academy offers access to the following optional curricula at no cost. These research-based programs have a proven track record of student academic growth and achievement, allowing students to work at their own pace and prioritize reading, writing, and math skills. If you would like to opt in to any of these programs, please reach out to our academic team at admin@alohamicroacademy.org **CURRICULUM WILL SHIP WHEN FUNDS HAVE BEEN RECEIVED, NOT BEFORE. THIS INCLUDES STATE FUNDING. THIS CAN RESULT IN DELAYS, SO IF ABLE PAY CURRICULUM UPFRONT AND ASK ODYSSEY FOR REIMBURSEMENT.**

- [Lexia](#) (K-12th Reading)
- [Dreambox Reading Park and Plus \(K-12 Language Arts\)](#)
- [MYSTERY SCIENCE](#)
- [IXL](#)

- Discovery Social Studies Techbook
- Handwriting Without Tears
- PEARSON ALL SUBJECTS
- SAVVAS ALL SUBJECTS AND CTE, DUAL ENROLLMENT WITH UNIVERSITY OF PITTSBURGH
- ASU PREP DIGITAL AND DUAL ENROLLMENT, CTE ALSO AVAILABLE
- Supplementary INTERPLAY CAREER TRAINING AVAILABLE WITH Additional FEES.

2.7. MAP Growth Assessment (Optional – Complimentary)

At Aloha Micro Academy, we offer the MAP Growth math and reading assessment for free at the beginning and end of the year. This assessment helps our Aloha Micro Academy better understand how to support its students. To opt out of MAP assessments, our academic team will send an opt-out form before the testing dates. [TESTING OPT-OUT](#)

2.8. In-Person Supports at Aloha Micro Academy

Aloha Micro Academy is a small group program supported by experienced educators. Due to the small group format of our learning pods, outside tutors, aides, or paraprofessionals cannot join enrolled students on site. However, we can support virtual meetings!

3. Enrollment Plans, Payments, and Cancellation Policies

3.1. Enrollment Plans

Aloha Micro Academy offers the following enrollment plans. Families' attendance days at enrollment must remain consistent during the one-semester commitment. Alternate days may be requested and are subject to availability on a first-come, first-served basis. After the one-semester commitment, families may adjust their enrollment plan with 30 days' written notice.

- HALF-TIME ENROLLMENT
- FULL-TIME ENROLLMENT

3.2. Pricing

To view specific pricing and calendars for each location, visit the links below

[AZ - Phoenix and](#)

[Tempe](#)

[UT- SALT LAKE](#)

[ALOHA ONLINE](#)

[Aloha Brentwood](#)

[Aloha Fayetteville, AR](#)

3.3. One-Month Happiness Guarantee

At Aloha Micro Academy, we want to ensure every family feels confident about joining our community. That's why we offer a 30-day Happiness Guarantee. This guarantee allows families to experience KaiPod Learning risk-free while we fit for your child's educational journey.

- Families have 30 days from the enrollment start date to determine if Aloha fits them. Our team also assesses whether we can effectively meet your child's needs during this period. Due to our program's flexible attendance policies, the 30-day period begins on the first available date of enrollment as selected in the enrollment form, not your child's first day of attendance.
- The first payment of the chosen payment schedule is nonrefundable and must be paid in full at the time of enrollment.
 - 10 Payments Plan: The first installment, representing 1/10th of the annual tuition, is nonrefundable and due in full.
 - 2 Payments Plan: The entire first payment, representing half of the annual tuition (with the 5% discount applied), is nonrefundable and due in full. No refunds are provided if a family downgrades their plan or withdraws before the end of the semester.
 - 1 Payment Plan: The annual tuition (with the 10% discount applied) is nonrefundable and due in full. No refunds are provided if a family downgrades their plan or withdraws before the end of the academic year.
- To leave the program for 30 days, written notice to admin@alohamicroacademy.org is required to terminate enrollment. The one-semester commitment is waived if written notice is received within the 30-day Happiness Guarantee period.
- After the 30-day Happiness Guarantee period ends, families are locked into the one-semester commitment and the remaining tuition.

3.4. One-Semester Commitment

All Aloha Micro Academy enrollment plans require a one-semester commitment. This policy ensures stability and consistency for both students and the KaiPod Learning community.

- Semester 1 begins with the local KaiPod calendar (typically August or September) and ends on December 31st. Semester 2 starts on January 1st and ends on the last day of the local Aloha Micro Academy calendar. Students who join after the school year begins are committed to a standard one-semester time of 5 months period. Withdrawal before the end of the semester commitment is not permitted after the 30-Day Happiness Guarantee period ends.
- Families cannot change their child's enrollment plan during the one-semester commitment, including upgrades, downgrades, or changes in attendance days. If there are extenuating circumstances, email hello@kaipodlearning.com.
- After the one-semester commitment, families may:
 - Upgrade or downgrade their enrollment plan with 30 days' written notice via the <https://form.jotform.com/251647003545049>.
 - Withdraw from KaiPod Learning with 30 days' written notice to admin@alohamicroacademy.org per the Cancellation & Withdrawal policies below.

3.5. Cancellation & Withdrawal

Families withdrawing after the 30-day Happiness Guarantee period must fulfill their one-semester commitment, including payment of the tuition balance during that commitment. After the one-semester commitment, families may withdraw from KaiPod Learning with 30 days' written notice to admin@alohamicroacademy.org. To finalize the student's withdrawal, the following must be completed:

- Written notice of cancellation must be submitted to hello@kaipodlearning.com at least 30 days before the last date of enrollment.
- If the family is eligible for cancellation (i.e., outside the one-semester commitment), it will receive a [Cancellation Form](#) that must be completed within three days of providing written notice. If the Cancellation Form is not received within three days of written notice, the withdrawal request will be paused until the completed Cancellation Form is received.
- Any outstanding account balances must be paid in full before processing the withdrawal. If the account balance is unresolved, the unpaid balance will be referred to collections.
- Please note: Any loyalty pricing tiers, such as inaugural pricing, are forfeited at withdrawal time.

3.6. Payment Schedule

For the 2025-2026 school year, Aloha Micro Academy HAS DIFFERENT OPTIONS FOR EACH FAMILY.

- TUITION PAYMENTS ARE DUE IN DIFFERENT SEGMENTS: 1) DEPOSIT DUE WITHIN 1 WEEK OF BEING ENROLLED.

- 2) WHEN THE STATE FUNDING IS APPLIED TO CLASSWALLET OR ODYSSEY, YOU MUST PAY THE REMAINDER FOR THE FIRST SEMESTER.
- ANY FAMILY NOT RECEIVING STATE FUNDING MUST PAY IN FULL. 1) WITHIN THE WEEK OF ENROLLMENT, THE DEPOSIT OF 20% IS DUE. THE REMAINDER CAN BE PAID IN MONTHLY INSTALLMENTS.

3.7. Late Fees

Payments must be received by the 10th of the month to avoid a late fee. If payment is delayed (excluding payments made through ESA, ClassWallet, or Step Up EMA – see appendix for details), a \$25 late fee will be added to the invoice. Late payments cannot be paid using ClassWallet, ESA, or Step Up EMA. They must be paid using a personal credit card, personal debit card, or ACH transfer. Timely payment ensures uninterrupted enrollment and helps maintain seamless operations. Accounts overdue by 30 days result in the suspension of enrollment. After 30 days of nonpayment, Aloha Micro Academy reserves the right to charge the personal card on file. Accounts overdue by 60 days are referred to collections.

3.8. Nonpayment Penalties

After 30 days of nonpayment, KaiPod Learning reserves the right to charge the personal card on file or place a student's enrollment on a temporary suspension until the account balance is paid in full. Refunds will not be provided if the card on file is charged due to nonpayment. Families that usually pay via ClassWallet or Step Up may submit the receipt for reimbursement. Suppose the student's enrollment is placed on a temporary suspension. In that case, the student will not have access to their Aloha Micro Academy during this suspension period, and no refunds or credits will be provided for missed time. All outstanding invoices must be paid in full to reinstate enrollment invoices, including the current month's invoice and any exceptional enrollment fees. Suppose the account remains unpaid for 60 days. In that case, Aloha Micro Academy reserves the right to terminate the student's enrollment at its sole discretion, and any remaining balance will be sent to collections.

3.9. Payment Methods

Aloha Micro Academy offers the following convenient payment methods. Families will automatically receive invoices and payment receipts via email according to their selected payment plan schedule.

- Personal Credit Card
- Personal Debit Card
- ACH (Electronic Funds Transfer)
- ESA Debit Card
- ClassWallet
- Step Up EMA (available in Florida for PEP and FES-UA scholarships)*

*Families who wish to use ClassWallet or the Step Up for Students EMA platform should refer to the appendix at the end of this handbook for detailed instructions.

- ODYSSEY
- WEBSITE PAYMENT PLANS

3.10. Sibling Discounts

Sibling discounts are applied automatically to the least expensive plan for children in the same household, as follows:

- First Child: Full Tuition
- Second Child: 10% Discount
- Third Child: 15% Discount
- Fourth+ Child: 20% Discount

3.11. No Refunds or Makeup Days

Due to Aloha Micro Academy's Open Door Policy, families are charged their selected payment plan fee regardless of student attendance. As such, no credits, prorated discounts, makeup days, or refunds are provided for sick days, missed days, vacation days, calendar holidays, calendar professional development days, or half-days. Similarly, no credits, prorated discounts, makeup days, or refunds are provided if a family downgrades mid-year, if a family pre-paid for tuition via the 1 Payment Plan or 2 Payment Plan.

3.12. Inaugural Pricing Tier

Students who enrolled in Aloha Micro Academy during the initial special enrollment period with the inaugural pricing tier are eligible to retain these discounted rates as long as they maintain continuous enrollment. If the student withdraws from the program, the loyalty pricing tier will be forfeited and cannot be reinstated, even if the student re-enrolls later. Additionally, newly enrolled siblings of students with inaugural pricing are not eligible for these loyalty discounts and will be charged the standard rates listed on the Aloha Micro Academy website.

3.13. Re-Enrollment & Early Withdrawal

To secure re-enrollment for the upcoming school year, students must remain enrolled in Aloha Micro Academy through the end of the current academic year. Re-enrollment guarantees the reservation of the student's spot for the following year.

- Re-Enrollment Process: In Spring 2026, eligible students will receive invitations to re-enroll for the 2026-2027 school year. Re-enrolled students have their spot guaranteed over the summer break.
- Early Withdrawal and Eligibility: If students withdraw before the end of the 2025-2026 academic year, they forfeit their spot and become ineligible for re-enrollment. Their spot may then be offered to students on the waitlist. Any loyalty pricing tiers, such as inaugural pricing, are forfeited at withdrawal time.
- Rejoining After Withdrawal: Students who withdraw and later wish to return are not given priority on the waitlist. For example, if a student withdraws in April 2026 but plans to rejoin in September 2026, their spot is not guaranteed. Re-enrollment after withdrawal is subject to availability and requires submission of updated enrollment forms.

4. Code of Conduct/Honor Code

Aloha Micro Academy strives to provide all students with an inspiring and encouraging experience. Our Code of Conduct ensures a positive, supportive, and harmonious environment for students, families, coaches, and staff. This Code applies to all enrolled students and their family members and is in effect whenever students attend an Aloha Micro Academy Center or participate in an Aloha Micro Academy Learning-sponsored activity.

4.1. **Core Values and Community Norms**

To foster a respectful and inclusive community, all members of the KaiPod Learning community—students, parents/guardians, and staff—are expected to:

- **Demonstrate Respect:** Treat others with kindness and consideration, recognizing the diverse perspectives, identities, and needs within the community.
- **Communicate Constructively:** Address concerns respectfully and directly, seeking resolution through collaboration and mutual understanding.
- **Promote Safety and Well-Being:** Act in ways that support the emotional, physical, and social well-being of others.

4.2. **Appropriate Dress**

Aloha Micro Academy fully supports self-expression and strives to maintain a safe and supportive learning environment. Students must wear appropriate dress that is safe and comfortable for learning and allows for active participation in all activities. Appropriate dress reflects positively on the Aloha Micro Academy community while also supporting a safe and supportive learning environment.

4.3. **Cell Phones**

Using technology effectively and responsibly is paramount to success in today's world. Students are welcome to bring cell phones. However, we ask that they remain out of sight to promote a collaborative and social experience.

4.4. **Technology prohibits using social media, playing media, or playing video games on any electronic device while at ALOHA MICRO ACADEMY UNLESS IT IS DURING A TEACHER-LED CLASS. Unless required for an academic assignment, students are asked to stay off all social media platforms (examples include but are not limited to YouTube, TikTok, Facebook, Instagram, Discord, etc.) while at Aloha Micro Academy.**

4.5. **Personal Property**

Aloha Micro Academy is not responsible for lost or stolen personal property. Students are discouraged from bringing valuable items to any Aloha Micro Academy-sponsored activity.

4.6. **Responsible Use Policy**

Since many Aloha Micro Academy students are enrolled in an online school or homeschool, using devices, technology, and the internet is an integral part of the daily schedule. As such, all students must use all devices responsibly. Responsible users are respectful, use

appropriate language, protect the privacy of themselves and others, and respect the learning of themselves and others. Students are responsible for their devices and all online conduct.

4.7. Anti-Bullying and Harassment

Bullying is strictly prohibited in ALOHA. Incidents of bullying that ALOHA administrators and/or staff become aware of will be investigated promptly and dealt with according to local law. Referrals may be made to the local police department as warranted. The terms “bullying” and “cyberbullying” include verbal, written, physical, and electronic acts of harm or present a threat of harm to another individual, infringe on their rights, or interfere with their education. Even if they do not occur on KaiPod property or using KaiPod equipment, these acts are covered by the anti-bullying policy if they disrupt the educational process. Any KaiPod Learning student who believes they are a bullying victim should immediately report all information regarding the offensive behavior to their ALOHA Learning Coach, an ALOHA Advisor, or another responsible adult. Retaliation against a person who reports bullying, provides information during an investigation, or has reliable information about bullying is strictly prohibited.

4.8. Suspension and Termination

All Aloha Micro Academy plans require a commitment of one semester. After the first semester, families may withdraw from the program at any time, for any reason, with thirty (30) days’ advance written notice. No refunds will be provided for any terminations or cancellations. Aloha Micro Academy reserves the right to suspend or terminate any student from its program at its sole discretion. Behavior that may lead to a suspension or termination includes, but is not limited to:

- Disrespecting, threatening, intimidating, or verbally abusing another child, adult, or Aloha Micro Academy Coach;
- Intentionally damaging property;
- Physically assaulting or harming another child, adult, or KaiPod Learning Coach;
- Sharing or displaying explicit content from a video game, television show, movie, website, or other form of media;
- Bringing a weapon or other tool with the intent to harm another child or adult;
- Being under the influence or in possession of an illegal or mind-altering substance.
- Also since we do have a policy of Ohana not adhering to any part of the handbook or allowing Aloha to manage internal issues can result in us canceling your enrollment.
- Sharing external documents, including emails and texts with non-Aloha staff or non-registered parties can result in expulsion.

Aloha Micro Academy will immediately investigate any incidents. In its sole discretion, Aloha Micro Academy will determine the consequences of the results of these investigations. Should a student be involuntarily discharged or expelled from the program, the family forfeits all tuition payments.

5. Health and Safety

Aloha Micro Academy is committed to creating a safe and healthy student environment. From authorized pick-ups to illness policies and allergy accommodations, we ensure guidelines are in place to support the well-being of every student.

5.1. Authorized Pickup Persons

Students will only be released to parents and/or guardians or those listed as Emergency Contacts and/or Authorized Pick-up Persons. Pick-up persons may be asked to show photo identification as verification. In order to safeguard children, Aloha Micro Academy will need copies of any court-ordered custody agreements. Without a custody agreement, KaiPod Learning staff cannot prevent the release of children to their parents.

5.2. Transportation

Aloha Micro Academy, Phoenix and Tempe, provides transportation options if arrangements are made. Children will not be driven to empty houses. An adult must be present to receive the child. If the child is 13 and older, parents may sign a waiver for the child to be returned to their homes without a parent present. Otherwise, each child must be picked up by a parent or authorized person by closing time. If someone other than the parent or authorized individuals is to pick up a child, the parent must notify the Aloha Micro Academy Coach either that day or before, and inform them of who will be picking up the child. Parents should tell anyone picking up their child that they will need a photo ID.

5.3. Food and Allergies

Aloha Micro Academy students should bring their lunch and snacks to KaiPod daily. It is not guaranteed that every KaiPod will be able to heat food. As such, it is highly recommended that students not bring any lunch items that must be heated or prepared. Students should also get a water bottle to hydrate continually during the day. Please note that KaiPods are nut-free to promote a safe learning environment for all students. Families will be notified beforehand if any additional foods are banned from a specific learning pod due to severe allergies.

5.4. Illnesses

Aloha Micro Academy is committed to the physical well-being of all students at our sites. As a result, we may ask a student to stay home from Aloha Micro Academy if:

- Their illness prevents the student from participating in the program activities or resting comfortably.
- Their illness results in greater care needs than staff can provide without compromising the health and safety of the other students.
- The student has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness; diarrhea; vomiting two or more times in the previous 24 hours at home or once at the center; mouth sores, unless a physician states that the student is non-infectious; rash with a fever or behavior change until a physician has determined that the illness is not a communicable disease; purulent conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment; tuberculosis, until the student is non-infectious; impetigo, until 24 hours after treatment has started or all the sores are covered; head lice, free of all nits or scabies and free of all

mites; strep infection, until 24 hours after treatment and the student has been without fever for 24 hours; hepatitis; chicken pox, until last blister has healed over.

A student who has been excluded from KaiPod may return after being evaluated by a physician, physician's assistant, or nurse practitioner, and it has been determined that they pose no serious health risk to themselves or to the other students. Nevertheless, KaiPod may make the final decision concerning the student's inclusion or exclusion from KaiPod.

5.5. Emergency First Aid, CPR, and Medical Treatment

By enrolling in Aloha Micro Academy, the family of the enrolled student authorizes the staff of Aloha Micro Academy, who are trained in the basics of first aid/CPR, to give the student first aid/CPR when appropriate. The family understands that every effort will be made to contact them in the event of an emergency requiring medical attention for the student. Suppose the family or emergency contacts cannot be reached, and a delay would be dangerous to the student's health. In that case, the family hereby authorizes the program to transport the student to a medical care facility and to secure necessary medical treatment for the student, including, but not limited to, an epinephrine auto-injection for suspected exposure to a life-threatening allergen.

5.6. Medications

Aloha Micro Academy Coaches are trained in medication administration or overseeing self-administration. As such, Aloha Micro Academy administers, stores, or provides any prescription or over-the-counter medications to students. However, we'll do our best to be flexible in ensuring your child gets the necessary medicines. Since our ALOHA Coaches can administer medication, we have the following two options:

- A parent or guardian is always welcome to come to the Aloha Micro Academy and administer the medication or authorize another trusted adult to do so.
- If a parent or guardian wants their child to self-administer medication, KaiPod Learning requires this authorization form to be completed. This form includes a section for a physician to declare that the child is able to self-administer the medication. Furthermore, KaiPod Learning requires that your child only bring what they need with them (rather than the entire bottle).
- Our staff can administer medication with clear written instructions, and a completed waiver and form are attached [here](#).

6. Terms and Conditions

6.1. Agreement (In Enrollment Form)

This Contract is between Aloha Micro Academy (hereinafter the "Program") and the parent(s) or legal guardian(s) (hereinafter referred to as "Parent," which term includes the singular or plural, as applicable) of the student listed above (hereinafter "Student"). All persons signing this Contract are jointly and severally liable for the tuition and fees. The parent's signature and/or initials on this contract provide evidence of the parent's understanding and agreement to the contract terms, as follows. By signing below, Parent represents and acknowledges that Parent is/are the parent or legal guardian(s) of the student identified above ("Student") with legal authority to agree to the terms and conditions of this Authorization. Parent consents to the Student's participation in the program operated by the Program, incing/her/their attendance at the Program. To ensure that the Program is fully equipped to support the Student, the Parent agrees to share the Student's academic data, including but not limited to: academic programs, curriculum, and gradebooks. Parent authorizes Student's school or educational program to share any academic data with the Program. Parent forever releases, acquits, discharges, and covenants to hold harmless Program and its agents, employees, officers, directors, successors, and assigns of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses, and compensation on account of, or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damage which Parent may now have or may hereafter have that result from or relate to the Student's participation in the Program or engagement in related activities unless such injury, loss, or damage is due to the gross negligence of Program. "Related activities" include but are not limited to activities sponsored by, carried out by, or otherwise involving the Program or a related third-party, such as after-hours or weekend program events, field trips, excursions, and community service activities. Notwithstanding anything contained in this Authorization to the contrary, no personal liability shall accrue against any individual officer, director, member, partner, fiduciary, employee, agent or representative of the Program, or any heir, personal representative, successor or assign of the foregoing with respect to any matters arising under this Authorization. Parent assumes liability for and shall indemnify and hold harmless Program from and against any and all losses, damages, penalties, liabilities, claims, actions, suits, costs, and expenses, including reasonable attorney's fees, whether in law or in equity, of any kind or nature whatsoever, imposed upon, incurred by, or asserted against Program in any way directly or indirectly relating to or arising out of any negligent or other wrongful act or omission of the Student. The provisions of this paragraph shall survive the termination of the Student's participation in the Program. In signing this Authorization, Parent acknowledges and represents that Parent has read the foregoing Authorization, understands it, and signs it voluntarily. Parent executes this Authorization for full, adequate, and complete consideration. Parent understands that Parent is permanently giving up rights, including, but not limited to, the right to sue. Parent hereby asserts that participation is voluntary and that Parent knowingly assumes all risks. Parent has carefully read this agreement, has carefully considered it, and attests that Parent fully understands and knowingly and voluntarily accepts its terms in their entirety and without reservation, including the release of all known and unknown claims.

6.2. Media Policy

Aloha Micro Academy may take and to use photographs, videos, audio recordings, or other testimonials of student's name, image, voice or likeness for KaiPod's website, social media (Twitter, Facebook, LinkedIn, Instagram, etc.), video presentations, press releases, articles, brochures, newsletters, audio-visual presentations, websites and other educational, marketing, or promotional materials. Aloha shall be the sole owner of the materials and have the right to publish or otherwise use or disclose them. Families and students do not have any right to compensation, notification, or review in connection with Aloha Academy's use or disclosure of the materials. The family of the enrolled student hereby agrees to release and hold harmless Aloha Micro Academy and its affiliates. Its and its employees, agents, assigns and successors from all demands, actions, causes of action, suits, damages, claims and liabilities, of every name and nature, both in law and in equity, including, without limitation, any claims for defamation or invasion of privacy under state and/or federal laws, in any way related to the taking, use or distribution of any such photographs as defined and described above. Aloha Academy's media policy is voluntary. Please complete our Media Opt Out Form today. To opt out of this media [Form](#).

6.3. Consent for Observation Of Students

From time to time, third parties who are neither Aloha Micro Academy staff nor parents of other students may visit KaiPod Learning while the student is there and observe my child, without interacting with the student or being identified to such third parties. There are benefits to allowing such observations. For example, it will enable community members, such as prospective students and their families, to learn about the program and tour the facility. Enable so allows Aloha Academy's administration to interact with prospective community partners, which may provide services to Aloha Micro. Academy By enrolling in KaiPod Learning, the family of the enrolled student gives general informed consent to allow this type of non-interactive, de-identified observation of the student.

6.4. Non-Discrimination

Aloha Micro Academy does not discriminate on basis of race, color, ancestry, national origin, religion, creed, sex, gender identity or expression, sexual orientation, marital status, pregnancy or pregnancy related condition, genetic information, disability, veteran's status, age, or homelessness in admission to, access to, employment in, or treatment in its programs and activities. KaiPod Learning is committed to empowering students of all backgrounds to achieve their full potential. Accordingly, it does not discriminate in admission to, access to, or participation in its services, programs and activities on basis of race, color, national origin, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language, academic achievement, genetic history, military status, marital status, homelessness, or any other classification protected by law ("Protected Characteristics" with all state and federal laws. As such, KaiPod Learning will not tolerate any form of discriminatory treatment, including discriminatory harassment. All staff, students, and families are expected to conduct themselves in an appropriate and professional manner. Discriminatory harassment occurs when one's behavior creates a hostile, offensive, or intimidating learning environment based

on another's Protected Characteristic. Should any member of the KaiPod community have a concern or question about discriminatory behavior, they should immediately notify a Aloha Micro Academy Coach or Aloha Micro Academy.

6.5. **Mandated Reporting**

Aloha Micro Academy Coaches and staff members are mandated reporters and must, by law, report reasonable suspicion of abuse or neglect to the authorized authorities in each state.

7. **Questions?**

Many parents or guardians have specific questions, suggestions, or concerns. We want to be able to meet your needs in the most efficient way possible. This guide will help you direct your questions.

Topic(s)	Contact	How to Contact
Daily Programming Attendance Academic Progress Social-Emotional Wellbeing	Aloha Learning Coach	Newton Application In-Person Meeting
Program Feedback Manager Communication	Christie McAlister	christie@alohamicroacademy.org
Media Opt Out	Form	Media Opt Out Form
Enrollment Plan Changes Billing Questions & Cancellations	Enrollment Team	Enrollment Plan Changes

APPENDIX

ESA Payments in Arizona

Aloha Micro Academy is an approved ESA vendor. Families may pay for KaiPod Learning using their ESA funds in two different ways:

- **Personal Card + Submit for Reimbursement**

Families may pay their Aloha Micro Academy fees using ACH debit email, they may submit the receipt for reimbursing using the receipt provided via email.

- **ClassWallet Direct Vendor Pay**

Aloha Micro Academy offers the following system to address the slow processing times of ClassWallet invoices, ensuring families can avoid late fees. **Note:** ESA payments received from ClassWallet via the vendor pay platform are nonrefundable. Any accidental overpayments will be applied to the family account as a credit.

- Invoice Submission:

- Families must upload their invoices to ClassWallet by the 10th of the month to avoid late fees. Families are responsible for covering ClassWallet processing fees to ensure KaiPod Learning receives the full balance due on the invoice.
- Proof of submission (e.g., a screenshot or confirmation email) must be sent to hello@kaipodlearning.com by the 10th of the month.

- Late Fees:

- If proof of submission is not received by the 10th of the month, a \$25 late fee will be added to the invoice. Late fees cannot be paid via ESA funds and must be paid using a personal credit card or debit card.
- If proof of submission is not received within 30 days, the student's enrollment will be suspended until the account balance is paid in full. If payment is not received within 30 days, KaiPod Learning reserves the right to charge the card on file. During this suspension period, the student will not have access to their KaiPod Learning Center, and no refunds or credits will be provided for missed time. To reinstate enrollment, all outstanding invoices, including the current month's invoice, must be paid in full. If the account remains unpaid for 60 days, KaiPod Learning reserves the right to terminate the student's enrollment at its sole discretion, and any remaining balance may be sent to collections. Timely payments are essential to maintain uninterrupted access to the program.

- Payment Tracking:

- Aloha Micro Academy will track ClassWallet payments. Upon receipt of any payments, Aloha Micro Academy will update the balance ledger within the family's billing account. If payments are not received from ClassWallet within the current processing times, families are still responsible for the balance due and may be asked to pay with a personal card. Receipts will be provided for submissions for reimbursement.

Step Up for Students EMA Payments in Florida

Aloha Micro Academy **Payment Plan**

- Families must reserve funds in their child's EMA account by the deadline below. [Here is a tutorial video.](#)
- Aloha Micro Academy will process the reserved funds at the end of each month to ensure the amount matches the deducted amount. If funds are not reserved before the end of the month, KaiPod Learning reserves the right to charge the card on file.
- Please note that funds must be reserved based on the enrollment plan. Any pro-rated start date discounts or sibling discounts will be deducted once KaiPod Learning processes the reserved funds at the end of the month.

- August 1, 2025
- September 1, 2025
- October 1, 2025
- November 1, 2025
- December 1, 2025
- January 1, 2026
- February 1, 2026
- March 1, 2026
- April 1, 2026

■ May 1, 2026 **Paymentments Plan**

To qualify for a 5% discount, payments must be made using a personal ACH, I credit card, or debit card, and then submitted to SUFS EMA for reimbursement. Important: No refunds will be provided if a family downgrades their plan or withdraws from KaiPod Learning before the end of the semester.

● **1 Payment Plan**

To qualify for a 10% discount, the full payment must be made using personal ACH or credit card and submitted to SUFS EMA for reimbursement. Important: No refunds will be provided if a family downgrades their plan or withdraws from KaiPod Learning before the end of the academic year.