



Burbrella Microschool

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Burbrella Microschool Parent Handbook

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1. Welcome Letter

Dear Parents and Guardians,

Welcome to Burbrella Microschool! We are thrilled to have your family join our vibrant and innovative learning community. Our mission is to provide a nurturing and dynamic educational environment where your child can thrive both academically and personally. This handbook is designed to give you an overview of our policies, procedures, and expectations, ensuring that you and your child have a successful and fulfilling experience with us.

Thank you for entrusting us with your child's education. We look forward to working together to support your child's growth and success.

Warm regards,

Dominique Burgess
Founder and Chief Sustainability Officer
Burbrella Learning Academy Inc.

2. Mission, Vision, and Values

Mission: Burbrella Learning Academy Inc. microschools are committed to fostering educational excellence and maximizing the potential of every child by partnering with community stakeholders to create innovative and inclusive non-traditional learning environments that operate as microschools.

Vision: Our schools create a dynamic and inclusive learning community that empowers students to discover their passions, reach their fullest potential, and become compassionate, responsible global citizens. We strive to provide a nurturing environment where creativity, critical thinking, and collaboration thrive, fostering lifelong learners who embrace diversity and positively impact the world around them.

Core Values:

Nurturing

- To present a warm, genuine, approachable environment that encourages active listening.

Holistic (Whole Child)

- This value defines a culture of acceptance around self discovering and creating a space and community of support within the learning environment.

Connection & Community

- To create a culture within the learning environment that encourages collaboration with stakeholders to enhance learning needs.

Affirmation of Self & Others

- To encourage awareness of oneself and celebrate and support diversity within others.
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3. General Information

School Hours and Contact Information:

- In-Person Microschool: 7:30 AM - 3:30 PM, Monday to Friday
- Online Microschool: 9:00 AM - 2:00 PM, Monday to Friday
- Main Office Phone: 336-567-4015
- Email: info@burbrella.org
- Website: www.burbrella.org

School Calendar: The school calendar, including holidays, professional development days, and special events, is available on our website and will be distributed at the beginning of the school year via class dojo.

Communication Channels: We use ClassDojo as our primary communication tool for sharing announcements, updates, and classroom activities. Please ensure you are connected to your child's class on ClassDojo.

4. In-Person Microschool

Daily Schedule:

Each pod has an outlined daily schedule please reach out to your classroom teacher if you haven't received it as of yet.

Attendance Policy: Regular attendance is essential for your child's success. Please notify the school by 8:00 AM if your child will be absent. After three consecutive absences, a doctor's note is required.

Drop-Off and Pick-Up Procedures:

- **Drop-Off:** Between 7:45 AM and 8:00 AM at the designated entrance.
- **Pick-Up:** Between 3:15 PM and 3:30 PM. Please ensure you have your parent ID card for security purposes.

Health and Safety Protocols:

- Daily health screenings are required for all students.
- Masks are optional but encouraged during flu season.
- Regular handwashing and sanitization are enforced.
- If your child is feeling unwell, please keep them at home.

Meals and Snacks:

- Students should bring a packed lunch and snacks or purchase lunch through the schools lunch program via our partnership with East Coast Wings & Grill or Americana Cafe.
 - Please ensure all meals are nut-free to accommodate allergies.
 - Water bottles are encouraged for all learners, and hydration stations are available on campus.
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5. Online Microschool

Virtual Learning Environment:

- We use zoom and google classroom as our online learning platform.
- Students will have access to live sessions, recorded lessons, and interactive activities.

Attendance and Participation:

- Students are expected to log in by 9:00 AM daily and actively participate in all sessions.
- Attendance is taken at the start of each session. Please notify the teacher in advance if your child cannot attend.

Technology Requirements:

- A reliable internet connection and a device with a camera and microphone (e.g., laptop, tablet) are required.
- Headphones with a microphone are recommended for minimizing background noise.

Online Etiquette:

- Students should dress appropriately for virtual classes.
- Cameras should be turned on during live sessions.
- Respectful behavior is expected at all times, and disruptive conduct will result in a parent-teacher conference.

Support and Resources:

- Technical support is available by contacting tgreenup@burbrella.org.
 - Online resources and tutorials will be provided to help learners and parents navigate the platforms as needed.
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6. Curriculum and Learning Approach

STEAM Education: We integrate Science, Technology, Engineering, Arts, and Mathematics into our curriculum to promote critical thinking and problem-solving skills.

Nature-Based Learning: Our outdoor learning experiences connect students with nature, fostering environmental awareness and hands-on learning.

Play-Based Learning: Play is a central component of our approach, encouraging creativity, social skills, and cognitive development.

Project-Based Learning: Students engage in long-term projects that integrate multiple subject areas, promoting deep understanding and real-world application.

7. Learner Expectations and Code of Conduct

Respect and Responsibility: Learners are expected to show respect for themselves, their peers, and their environment. They should take responsibility for their actions and contribute positively to the school community.

Behavioral Expectations: We maintain a positive and inclusive environment. Bullying, harassment, or any form of discrimination is not tolerated and will be addressed promptly.

Academic Integrity: Learners are expected to complete their work honestly. Plagiarism and cheating are serious offenses and will result in disciplinary action.

Consequences for Misconduct: Consequences may include a verbal warning, loss of privileges, parent-teacher conferences, or suspension, depending on the severity of the behavior.

8. Parent Involvement

Volunteering Opportunities: We encourage parents to volunteer in the classroom, during field trips, or at school events. Please contact your child's teacher to learn more about available opportunities.

Parent-Check-Ins: Conferences are scheduled twice a year to discuss your child's progress. Additional meetings can be arranged as needed.

Family Engagement Events: Throughout the year, we host various events such as Back to School Night, Family Orientation, and student exhibitions to engage families in the school community. It is important for families to support learners at these events throughout the year.

9. Student Support Services

Academic Support: We offer tutoring and enrichment programs to support learners who need additional academic help please contact our school support admins if you are interested in this.

Social and Emotional Learning (SEL): Our SEL program helps students develop emotional intelligence, self-awareness, and interpersonal skills.

Special Education Services: We provide individualized support and accommodations for students with special needs in compliance with their personalized learning plan.

10. Assessment and Reporting

Progress Reports and Report Cards: During parent check ins and throughout the school year parents will be updated on progress using various reporting methods.

Parent-Teacher Communication: Teachers are available for regular communication through ClassDojo or email. Please allow 24-48 hours for a response.

Standardized Testing: Students participate in standardized assessments as required by state regulations. Results will be shared with parents and used to inform instruction.

11. Policies and Procedures

Enrollment and Withdrawal: To enroll or withdraw a student, please contact the school's admissions office for the necessary forms and procedures. A minimum of two weeks' notice is required for withdrawals.

Emergency Procedures: In the event of an emergency, the school will follow established protocols to ensure the safety of all learners. Parents will be notified immediately through ClassDojo and email.

Privacy and Confidentiality: We are committed to protecting the privacy of our students and families. All personal information is kept confidential and is only shared with authorized personnel.

Unenrollment Procedures: Should you need to unenroll your child, please complete the unenrollment form available by contacting our school admission director at admissions@burbrella.org. Ensure all school property is returned and any outstanding fees are settled.

Burbrella Microschool Tuition Agreement

This Tuition Agreement ("Agreement") is made between Burbrella Microschool ("School") and the undersigned parent(s) or legal guardian(s) ("Parent(s)") for the enrollment of their child(ren) ("Student(s)") in Burbrella Microschool, covering both online and in-person programs. This agreement is for parents who are not on a state scholarship program.

A. Tuition Costs

In-Person Tuition:

- **Annual Tuition:** Each pod has an annual tuition rate that can be found on the tuition and fees document on the burbrella website.

Online Tuition:

- **Annual Tuition:** Each pod has an annual tuition rate that can be found on the tuition and fees document on the burbrella website.
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B. Payment Schedules and Options

Payment Schedule Options:

- **Annual Payment:** Full tuition amount due by August 1st, with a 5% discount applied.
- **Semester Payment:** Tuition is divided into two equal payments, due by August 1st and January 1st.
- **Monthly Payment Plan:** Tuition is divided into 11 equal monthly payments, due on the 1st of each month from August to June.

Late Payment Policy:

- **Payments not received by the 5th of the month will incur a late fee of \$30.**
- **If payment is not received within 30 days, the student may be suspended from participation until the account is brought current.**

Payment Methods:

- **Payments can be made via credit/debit card, ACH bank transfer, using the dream class platform.**
 - **Automatic payments can be set up for convenience.**
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C. Financial Assistance Programs

Scholarship Opportunities:

- **Burbrella Microschool accepts NC ESA and opportunity scholarships.**
- **Burbrella Microschools offer in house financial assistance to families using a third party system called facts. For more information and to see if you qualify, email our CFO rhughes@burbrella.org.**

Sibling Discounts:

- Families enrolling multiple children(3 or more) are eligible for a 10% discount on tuition for each additional child after the first.

Referral Program:

- Families who refer new students to Burbrella Microschool will receive credit towards their tuition for each successful enrollment, if you refer a family be sure they mention your name during the enrollment process.
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D. Cancellation and Refund Policy

Withdrawal Before the Start of the School Year:

- If the student is withdrawn before the start of the school year, a full refund of tuition paid, minus a \$375 administrative fee, will be provided.

Withdrawal After the School Year Begins:

- If the learner withdraws from the microschool after the school year begins a 3 week advance notice is required. Any tuition payments received will not be refunded if the student was in attendance during those days. Refunds will be considered and reviewed by the Burbrella Microschool board for approval.

Cancellation of Online Enrollment:

- For online students, access to the online platform will be terminated immediately upon withdrawal.
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5. Agreement Acknowledgement

By signing this Agreement, the Parent(s) agree to the terms outlined above, including the responsibility for the payment of tuition and fees as specified. The Parent(s) understand that failure to adhere to the payment schedule may result in the suspension of the Student(s) from Burbrella Microschool.

14. Acknowledgment Form

Please complete the acknowledgement agreement using the google form linked here.

<https://forms.gle/bj41fWnfMfpXrX9M7>