



2022-2023 Procedures for Thursdays at Mud Creek/Mud Creek Studio:

Registration and Deposits:

- Students will be officially registered in a class once the **non-refundable** deposit and registration have been received online. Class deposits now include the previously separated 'facility fee' and are due at time of enrollment.
- Classes are available on a first come first serve basis. Parents and students must agree to follow the procedures and conduct as outlined.
- Registration for honors classes requires teacher approval and pre-requisite requirements. Please contact us at jana@mudcreekstudio.com for teacher approval prior to enrollment

Supervision:

- There will be a designated 'House Mom' facilitator, who will be on campus each Thursday for the sole purpose to help facilitate the procedures laid out in this document.
- There will be a minimum of 3 additional teachers on site at all times.
- Due to the nature of parking and the limitations of space all other adults and children not enrolled in classes should only be on site during the designated drop off and pick up time frames.
- No parent parking will be allowed on the driveway and must remain open for clear and efficient traffic flow for drop off and pick up in the driveway.
- **To respect our neighbors, please refrain from parking along the street or in the cul-de-sacs at either end of Branding Iron Court.**

Drop off and Pick up:

- Students should be dropped off in the designated area on time and promptly picked up at the conclusion of class. ***Students Temperatures will be checked at drop off.***
- Our facilitator is only responsible for implementing procedures and not for watching students who are dropped off early or not picked up on time.
- If a student is consistently picked up late, they may not be allowed to attend future classes. Parents should arrive to pick up their student before the designated end time.
- Early drop off will not be allowed. Students should be dropped off no more than 5 minutes prior to class.
- Students are only allowed on site while they are attending their enrolled class.

Tuition:

When enrolling at Mud Creek, you are enrolling and committing to our full- year program of classes. If you choose to drop a class, previously paid tuition is non- refundable. Our teachers are hired and depend on tuition based on that year commitment. To ensure that our teachers are adequately compensated for their time and commitment to our students, we strictly follow the tuition policy outlined below.

Our yearly tuition for classes are \$400 for a 1 hour and 20 min. course. That roughly works out to \$16 per 1 hour and 20 minute class. Even though that is a bargain for classes, we understand that is a large amount to pay at one time, so we are offering the opportunity to divide the tuition into 3 monthly payments.

You can choose to pay for the yearly course in one or three payments.

If you choose to pay in **3 installments**, this is the tuition payment schedule:

3 Payments Due:	All Classes: 1 hour and 20 min.
August 18, 2022	\$133
September 8, 2022	\$133
October 6, 2022	\$133

OR If you choose to pay in **1 installment**, the tuition is due at orientation on August 19th.

1 Payment Due:	All Classes: 1 hour and 20 min.
August 18, 2022	\$400

Tuition can be paid with cash or check at orientation and/or drop off or by Venmo to each individual teacher.

Ed Hale: @Theresa-Hale-13

Theresa Hale: @Theresa-Hale-13

Jana Hake: @Jana-Hake

Amber McElhaney: @Amber-Mcelhaney07

John Nuss: @John-Nuss-3

Class Cancellation:

- In the event that a teacher cannot obtain a substitute and needs to cancel a class due to illness, the teacher will utilize google classroom for instructions with live or recorded interactive instruction.
- If a student is absent, the tuition is not pro-rated. Students must be free of fever, vomiting, and diarrhea for 24 hours before attending classes. In addition, students must follow new COVID -19 procedures as outlined in the COVID-19 agreement form.
- If classes need to be cancelled due to inclement weather or a Mud Creek wide sick day, tuition will not be pro-rated and we will meet April 27 or schedule a virtual make up class.
- Thursdays at Mud Creek will follow the Rockwall ISD inclement weather cancellations unless otherwise notified. In the event of cancellation, we will notify via google classroom and our private Facebook group.

Calendar:

- August 18: Orientation (mandatory for all parents and students in honors classes)
- August 25: First day of classes
- October 13: Fall break
- November 17: last day of 1st semester
- January 19: first day of 2nd semester
- March 9: Spring Break
- April 20: last day of classes
- April 27: make up day

Conduct:

- Students are expected to come to class prepared and ready to learn.
- Students are to respect all adults, peers and their environment.
- Students should remain in their designated and assigned areas while on site.
- Any discipline issues will be addressed by the teacher directly to the parent.
- If discipline problems persist, the student will not be permitted to continue enrollment in the class.
- Students that become a distraction to the learning environment will not be tolerated.

Honors Classes:

Our goal is to prepare our Mud Creek students for success in college level classes and therefore we will have high expectations for students in these classes.

- To be eligible for enrollment in the middle school and high school honors classes:
 - your student must have maintained an 85 or above average in the pre-requisite class
 - If you are new to Mud Creek, then a teacher recommendation and an 85 or above average is required from your pre-requisite class.

- Students are expected to:
 - complete all homework on time in order to be prepared for class
 - participate in class discussions
 - maintain an 85 or above average in the current class
- Middle school and high school students and parents are required to attend orientation on August 18, 2022 and sign our parent/student/teacher contract of honors class expectations.
- Please contact us at jana@mudcreekstudio.com for teacher approval for honors classes

Procedure and Liability Form:

Each family will be required to sign procedures, contact info and liability waiver form and COVID 19-agreement and waiver form to be on file prior to attending classes.

Food and Drink:

- A water bottle (no glass) with a lid is encouraged. Please label with your students name. If your student stays for the whole day please send more than one water bottle.
- No other drinks allowed
- No Gum allowed
- Approved snacks listed below will be allowed for a Snack between classes or during the elementary study hall.
 - Granola/ Protein/Breakfast Bars: please don't send really messy bars
 - Carrot /Celery sticks and Bell Pepper slices (NO dressings or dips)
 - Apple slices, grapes, bananas
 - Beef Sticks, jerky and String Cheese
 - Sandwiches (please no peanut butter and jelly)
 - Tortilla wraps



Acknowledgment of Receipt of Mud Creek Procedures for 2022-2023

The Procedures document contains important information pertaining to my family's participation in Mud Creek.

If changes need to be made to the procedures, this will be communicated through email.

I agree to familiarize myself with its contents and comply with the information provided.

I have received the Mud Creek Procedures document and I understand that it is my family's responsibility to read and comply with the procedures contained in this document.

Parent's Name (printed): _____

Parent's Signature: _____ Date: _____

Parent and Emergency Contact Information

Parent Name: _____ Phone number _____

Email: _____

Spouse Name: _____ Phone number _____

Email: _____

Emergency Contact Name: _____ Phone number _____

Please list any allergies or special needs we should be aware of: _____
