



# FAMILY HANDBOOK

A COMPLETE GUIDE FOR FINCH PARENTS

UPDATED SEPT 2025

PARENTS  
EXPECTING THE  
BEST IN  
EDUCATION

Welcome to the Family

## THE FINCH WAY

IT TAKES A  
VILLAGE

And your  
village just got  
larger

*Policies\* Tuition and Fees \* School Supply List*

# School Supply List



☐ Laptop with working Headphones (no tablets)

☐ Tablets for students K-2 only

☐ Student Gmail Account Send Email address to  
homeschoolatfinch@gmail.com

☐ 8 Primary Composition books w/penmanship lines and  
drawing space (K-2)

☐ 8 Standard Composition Books (3rd through 7th)

☐ 8th-12th Grade

☐ One Journal or Digital journal per subject for note-taking. Style  
of your choice, must be durable to maintain throughout the  
year. (Options: Composition books, binder with divider, ring  
notebooks, etc)

☐ **Middle and High Individual  
Desk Supplies**

sharpened pencils

color pencils

highlighters

red pen

scissors

pink eraser

dry erase markers

dry erase lap board

index cards

protractor

compass

**Elementary  
Classroom  
Donations**

pencils

erasers

child scissors

rulers

Glue Sticks

Printer Paper

**Supplies are to be refreshed as needed.**



# UNIFORM POLICY

## Monday

### STANDARD UNIFORM:

- Maroon, White, Yellow, or Gold Polo Collared Shirt
- Khaki Bottoms

Or

### SPIRIT UNIFORM:

- Finch Tee
- Khaki Bottoms or
- Finch Joggers

## Tuesday

### STANDARD UNIFORM:

- Maroon, White, Yellow, or Gold Polo Collared Shirt
- Khaki Bottoms

Or

### SPIRIT UNIFORM:

- Finch Tee
- Khaki Bottoms or
- Finch Joggers

## Wednesday

### STANDARD UNIFORM:

- Maroon, White, Yellow, or Gold Polo Collared Shirt
- Khaki Bottoms

### SPIRIT UNIFORM:

- Finch Tee
- Finch Joggers
- Sports Bottoms

## Thursday

### • Free Dress

Uniforms are optional on this day for students . However, appropriate dress code must be followed.

## Friday

### • Optional Attendance

### • Free Dress

Uniforms are optional on this day for students . However, appropriate dress code must be followed.

## Shoes and Sock



**FORMAL UNIFORM:** PICTURE DAY, FORMAL FIELD TRIPS/SPECIAL OCCASIONS

**(PARENTS WILL BE NOTIFIED WHEN STUDENTS SHOULD COME DRESSED FORMALLY)**

- White Collard Button Down Shirt, Maroon Tie. Khaki Bottom or Romper



- We do allow students to be more expressive with shoe selection; however, we do ask parents to use proper judgement in disallowing any shoes that could pose as a distraction during class time.
- Light up, Noise making shoes and Sandals are prohibited.

# 2025-2026 School Calendar

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3	4	5	6	7			1	2	3	4	5								1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6					1	2	3	4						1								
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			

Zen Week  
 No School  
 First Day of New Quarter  
 Registration Due  
 Fridays are OPTIONAL

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

# TUITION AND FEES

## REGISTRATION

(per family-due in order to secure space)

### New Family Registration Fee

Existing Family Registration (due annually by April 15)	\$150
K-6th Curriculum Fee (Due annually -July 1)	\$100
7th-8th Curriculum Fee (Due annually -July 1)	\$100
High School Curriculum Fee (Due annually -July 1)	\$150
High School Dual Enrollment Annual Fee	\$75

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## ANNUAL TUITION

On Campus \$8,184

(Due August 1)

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## MONTHLY INSTALLMENTS

(Due the 1st of each month for 12 months)

On Campus \$682

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## BI-MONTHLY INSTALLMENTS

Due on the 1st and the 15th of each month

On Campus \$341

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## HOMESCHOOL DROP-IN FEES

### Monthly Subscription

Due the first of each month

- Includes 4 Drop-Ins
- \$125 (for one child)
- \$30 each additional child from the same household

### Daily Drop-In Rate

Due 24 hours before Drop In Day

- \$40 per day (per child)

### Payment Options

- Zelle: [homeschoolatfinch@gmail.com](mailto:homeschoolatfinch@gmail.com)
- Credit/Debit Card: via invoice payment
- Automatic Withdrawal: set up available upon request



## Financial Agreement

Description of Service	Fee	Term
<b>NEW Family Registration</b>	\$150	Upon Enrollment
<b>Returning Family Registration</b>	\$100	Annually
<b>Curriculum</b> (Elementary and Middle School)	\$100	Annually
<b>Curriculum</b> (High School)	\$150	Annually
<b>High School Dual Enrollment Registration</b>	\$75	Annually
<b>On- Site Tuition</b>	\$682	Monthly

Payment Rules and Regulations: Kindly confirm receipt of these documents by replying to this email.

\_\_\_\_\_ **Registration and Curriculum Fee:**

Due Annually by **April 30**. These fees are non-refundable

\_\_\_\_\_ **Annual Tuition:**

Total Tuition is due by **June 1**.

Families may also opt to pay monthly or bi-monthly as outlined below.

\_\_\_\_\_ **Monthly Payments**

Payments are due by the **1st of each month**.

For bi-monthly payment plans, payments are due on the **1st and 15th** of each month.

Payments that are **30 days past due** may result in disenrollment.

\_\_\_\_\_ **Payment Methods:**

**Zelle Payments** can be sent to: [homeschoolatfinch@gmail.com](mailto:homeschoolatfinch@gmail.com)

**Credit/ Debit Card Payments** are accepted via invoice payment.

Automatic Withdrawal set up available upon request

\_\_\_\_\_ **No Refund/ Credit:**

There are no refunds or discounts given for absences, including sickness, vacation, or school

Closures due to inclement weather or other unforeseen circumstances.

No refunds or credits are given for early disenrollment.

\_\_\_\_\_ **Agreement Period:**

This agreement is valid for a **12- month term** from the date of signing.





## STUDENT SICK POLICY

THE INTENTION OF THIS POLICY IS TO PROVIDE A HEALTHY AND SAFE ENVIRONMENT FOR OUR STUDENTS. SOME ILLNESSES AND SITUATIONS REQUIRE A CHILD TO BE ABSENT FROM SCHOOL TO PREVENT THE SPREAD OF INFECTION TO OTHER CHILDREN AND TO ALLOW THE CHILD TIME TO REST, RECOVER AND BE TREATED FOR THE ILLNESS. IN ORDER TO HELP KEEP OUR CHILDREN HEALTHY, FINCH ACADEMY REQUIRES ADHERENCE TO THE GUIDELINES OF THIS POLICY.

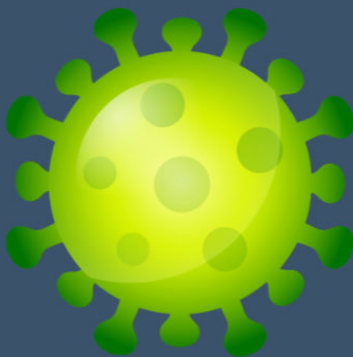
CHILDREN WILL NOT BE ALLOWED TO ATTEND SCHOOL OR SCHOOL RELATED ACTIVITIES IF THEY HAVE ANYTHING CONTAGIOUS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING:

- FEVER: MAY RETURN WHEN FEVER FREE (UNDER 100 DEGREES) FOR 24 HOURS, WITHOUT MEDICATION
- DIARRHEA / VOMITING: MAY RETURN WHEN SYMPTOM FREE FOR 24 HOURS
- STREP THROAT: MAY RETURN AFTER 24 HOURS OF ANTIBIOTIC TREATMENT AND NO FEVER FOR 24 HOURS
- CONJUNCTIVITIS (PINK EYE): MAY RETURN 24 HOURS AFTER TREATMENT BEGINS AND EYES ARE FREE OF DISCHARGE
- HEAD LICE: MAY RETURN AFTER TREATMENT AND REMOVAL OF ALL LIVE LICE AND NITS FROM HAIR
- RING WORM: MAY RETURN AFTER TREATMENT BEGINS; AREA SHOULD BE COVERED WHILE IN SCHOOL FOR FIRST 48 HOURS OF TREATMENT
- IMPETIGO / STAPH / MRSA: MAY RETURN 24 HOURS AFTER TREATMENT STARTS; WOUND MUST BE COVERED WITH DRESSING TAPED ON ALL 4 SIDES
- COMMUNICABLE DISEASES (SUCH AS, BUT NOT LIMITED TO - INFLUENZA, CHICKENPOX, MEASLES, MUMPS, PERTUSSIS, MENINGITIS, MONONUCLEOSIS): MAY RETURN WHEN CLEARED BY THEIR MEDICAL PROVIDED

IF A STUDENT ARRIVES AT SCHOOL WITH SYMPTOMS, OR DURING THE SCHOOL DAY BEGINS TO SHOW SYMPTOMS INDICATIVE OF A CONDITION LISTED ABOVE, A PARENT/GUARDIAN WILL BE CONTACTED AND ASKED TO PICK THE CHILD UP AS SOON AS POSSIBLE. THE PARENT/GUARDIAN NEEDS TO MAINTAIN DIRECT CONTACT WITH THE SCHOOL AND THE STUDENT'S TEACHER IF THE CHILD IS DIAGNOSED WITH ANY COMMUNICABLE DISEASE SO THE SCHOOL CAN TAKE APPROPRIATE STEPS TO PROTECT THE ENTIRE STUDENT POPULATION.



# COVID 19



## COVID-19 Symptom and Exposure Check

Has your child had any symptoms listed below ?

- Fever (100.4°F/38°C or higher) or chills
- Cough
- Headache
- Sore throat
- Loss of taste or smell that started in the last 10 days Children may say that food “tastes bad” or “tastes funny”
- Feeling out of breath or having a hard time breathing
- Diarrhea, nausea or vomiting
- Fatigue
- Muscle aches or body aches

1. If your child has any of the symptoms above or has been exposed to someone with COVID 19:

- Have your child tested for COVID-19. PCR test is preferred; however, an antigen test is permissible after Day 2 of onset of symptoms.
- Keep your child at home until you get their test results.

2.If your child receives negative results, an official report including child's name and date of test must be submitted to [admin@finchacademy.com](mailto:admin@finchacademy.com) in order for student to return to school.

(Please note students with symptoms must be symptom free before returning.)

3.If your child test positive for COVID-19, they may not return to school until the following criteria are met.

- Has been fever free for 24 hours without medication
- AND all symptoms are clear
- AND have received negative results after Day 5 from onset of symptoms
  - Day 5 or later negative results from ANTIGEN test: student must wear mask while attending until after day 10.
  - Day 5 or later negative results from PCR test: student may return as usual (mask indoors and fresh air breaks outdoors)



# MEDICATION POLICY



The following principles and procedures will be followed when a parent requests that a student be permitted to take medication at school. "Medication" is considered both a physician's prescription or over the counter items such as cough drops, pain relievers, or other nostrums.

1. The administration of medication to students shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it and only when such administration has been requested and approved by the student's parents and physician.
2. Students requiring medications at school shall be identified to the school by parents.
3. All medications (prescriptions and over the counter items) must be delivered to the school office by an adult. All medications for students must be kept in the office. Students may not carry medication on their person or keep it in their desks or backpacks .
4. A written statement shall be required of:
  - The parent, who shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician.
5. All medications brought to the office to be administered to a student must be in the original, labeled container with the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given.
6. Authorization forms are available in the school office or on our website. Forms must be filled out completely and signed before medication is administered.
7. Any change in the dosage or type of medication given must be authorized in writing by a physician.
8. A list of students needing medication during school hours, including the type of medication, times, and dosage, will be maintained in the office.
9. Under no circumstances are school personnel to provide/administer over the counter medicines or nostrums to students without first obtaining written consent from the parent and physician.
10. At the end of the year parents must claim any medication remaining at school or it will be disposed of by the school.





a warm note to say

# THANK YOU

For trusting me as a part of your  
village