



The Learning Tree — Academy —

Parent Handbook 2025-2026

“Train up a child in the way he should go; And when he is old, he will not depart from it.” Proverbs 22:6

Table of Contents

- I. Introduction & Mission Statement**
- II. Leadership**
- III. Educational Philosophy**
- IV. Academics**
- V. Attendance Policy**
- VI. Community Service Days & Extra Activities Policy**
- VII. Behavior & Conduct Policy**
- VIII. Dress Code**
- IX. Parent-Student-Teacher Collaboration**
- X. Admissions**
- XI. Financial Information**
- XII. Student and Parent Contract**

I. Introduction

Welcome to The Learning Tree Academy! We are a small, private, religious school based in Henderson, NC serving grades Kindergarten through eighth grade. We are committed to providing an inviting learning environment that ensures children are well-educated, well-rounded and well-equipped with the knowledge to become respectable citizens in our community, all for the glory of God. We hold our standards high for student academic success and for their moral and ethical practices according to the Word of God.

Mission Statement

The Learning Tree Academy partners with parents and the community to richly develop and educate children in a challenging, yet comfortable and supportive environment while ensuring that God's perfect design is the center of all beliefs and teachings.

II. Leadership

My name is Kimberly Overton, teacher and administrator of The Learning Tree Academy. I was born and raised in Henderson, NC where I attended a variety of schools within the county as a child. After graduating high school, I obtained an Associate's Degree from Vance Granville Community College. From there, I continued my education at East Carolina University obtaining a Bachelor's Degree in Elementary Education. I began working in the public school system for the following eleven years. During that time, while learning and growing as a teacher, I became a National Board Certified Teacher (current) and completed a Master's Degree in Education from East Carolina University. Moreover, teaching has always been my passion, my calling, and a gift that God has blessed me with for the service of His Kingdom. My exposure to varied learning environments and my time as a public school teacher have influenced the establishment of The Learning Tree Academy and its educational values and philosophies. I am grateful for your consideration in this learning venture for your child and I am eager to partner with you along the way!

III. Educational Philosophy

At The Learning Tree Academy, our goal is to provide an education to students that includes:

- Traditional literacy and numeracy at appropriate age and growth levels to prepare students to read, write, compute, and clearly articulate as well-educated members of their community.
- Specifically tailored instruction to meet the needs of students where they are and support them in reaching their full potential.
- Small learning circles to ensure students are receiving hands-on support as well as time to work independently through ideas and personal interests.

- Histories and Sciences based upon the Bible’s teaching of Creation and accurate historical facts to prepare them for entry into adulthood and more expansive and diverse communities.
- Biblical teaching and opportunities to learn, grow, and share in their personal relationship with Jesus Christ.
- Community service and connections that display Christ to others through acts of service.
- Hands-on application of skills in a variety of real-world scenarios to prepare them for independence as adults and beyond.
- Partnership with parents of students in order to be an extension of the like-minded teachings happening within the home setting.

IV. Academics

At The Learning Tree Academy, academic areas that will be taught for every grade level include:

- English Language Arts- including reading, writing, grammar and vocabulary studies
- Math
- Science
- Social Studies
- Bible Study/Apologetics (depending on age)
- Art, music, and physical activity included in daily/weekly activities

Academics are of the utmost importance at The Learning Tree Academy. As a part of our philosophy of education and religion, we believe that God made each of us in His image, but unique and special in our own ways, with our own individual interests and abilities. We also believe that learning is a process in which there is not always an “end”, but a continuation of connections between ideas and information; a continuation that will last and flourish well past the educational years. Therefore, students who attend The Learning Tree Academy will not receive letter or numerical grades on assignments nor will they receive standard, quarterly report cards with letter or numerical values that equate their abilities against a “normed scale”. In lieu of those documents, students, parents, and teachers/administrators will attend scheduled conference sessions to review the progress and growth of the student in all academic areas. We will be strongly focused on growth and competency/mastery of skills over being compared to a normed scale in order to foster a sense of growth versus a potential sense of inadequacy in not achieving the highest “number/score” possible.

Homework will **NOT** be assigned on a regular basis. We do believe that independent and leisurely reading should be a daily practice and there may be occasional projects that require some work from home or make-up work due to sickness or absences, but those will be the only times that homework will be assigned. Any suggestions given for extra practice for a skill that students are

struggling with should then be implemented and reinforced at home to ensure that students can be promoted and successful at a continual rate.

Students will be required to complete a nationally normed or standardized achievement test measuring spelling, grammar, reading, and mathematics each year they are enrolled in private school (G.S.115C-564). These results are required to be kept on file by the North Carolina Department of Non-Public Education. Throughout the school year, progress towards successful achievement of those tests will be tracked and conferenced with parents.

V. Attendance Policy

The Learning Tree Academy strives to provide a casual, comfortable, and inviting learning environment where students can be focused on their education without the stress of long school days filled with redundant information or activities. We also encourage general rest and wellness to promote the optimal health and well-being of our students. School days will consist of both structured and unstructured learning hours, broken into age appropriate lengths of time, that are integrated with hands-on activities, outdoor choice activities, and a communal lunch daily. School will convene on a regular schedule Monday-Friday from 8:00 a.m. until 2:00 p.m. There are also monthly wellness days built into the calendar to keep our students and staff members working under their healthiest possible physical and mental conditions. Please refer to the calendar for more detailed information.

We fully understand that children get sick, as do adults, especially during certain seasons of the year. We never want you or your child to feel guilty about missing school in the event of a sickness; learning can always be resumed when students return, rested and healthy. In the event of a teacher/administrator sickness, a substitute will be provided. In the event that there is a widespread sickness affecting multiple children, school could potentially be shut down for 1-2 days in order to thoroughly clean and disinfect and give students time to recover. Other than occasional sickness, students should attend school daily in order to ensure their optimal learning times are being put to best use. Failure to adhere to the attendance policy could result in removal of the student from the school.

VI. Community Service Days & Extra Activities Policy

At The Learning Tree Academy, we strongly believe that God calls us to serve others. Students will be involved with several community service days/projects throughout the school year. Students are required to participate in these events, within reason of their physical abilities. These projects will be varied between different community organizations and will not always, but could, include light to moderate physical labor or participation. All community service days will be supervised by the teacher/administrator and other competent adults related to the project and/or parent volunteers. Students will be required to have a signed permission slip to attend any activity that does not take

place on school property. Parents will be asked to participate or help to transport students in at least one community service day during the school year.

In addition to the Behavioral Policies set forth in this handbook, students must be mindful that during any community service event or project or any extra-curricular activity, they are representing The Learning Tree Academy and the values that we promote and hold as expectations. Parent conferences will be held in the event that behavioral policies are not upheld and students are subject to dismissal of activities and/or dismissal from the school.

VII. Behavior and Conduct Policy

Students who wish to be enrolled in and continue enrollment at The Learning Tree Academy will adhere to the following guidelines:

- Students will be generally respectful of any and all students and staff members that attend The Learning Tree Academy and abide by any and all rules set forth in this handbook as well as stated or spoken at school.
- Students will not engage in derogatory language or cursing in any form.
- Students will not bring weapons of any kind to school property.
- Students will not engage in the use of alcohol, tobacco or illegal narcotics.
- Students will not engage in cheating.
- Students will not engage in using school computers or devices for any use other than the academic purpose set forth.
- Students will not bully or harass another student or staff member for any reason.
- Students are allowed to bring cell phones to school but will not engage in the use/distraction of them during learning times.

Consequences to violating the above rules will include:

- Verbal or written warning or correction to student and/or parent.
- Parent conference to remedy behavioral situation.
- Suspension for any amount of time between 1-5 school days.
- Permanent dismissal from school.

VIII. Dress Code

While The Learning Tree Academy strives to provide a comfortable learning environment and we feel that students should be able to wear clothing to school that they are comfortable in, there are some limitations that students should abide by. As a basic show of respect for themselves and for others, students should adhere to the following dress code policies:

- No explicit graphics or print on any clothing garments.
- Shirts for students should not show areas of the midriff or cleavage.

- Shorts/skirts should be appropriate in length for the individual.
- No undergarments should be exposed due to ill fitting clothing.
- Pajamas and bedroom slippers are not permitted except during a planned event.
- Hats or headwear should not be worn inside during learning hours unless approved by the teacher/administrator.
- School t-shirts and appropriate bottoms are suggested for Community Service days; other dress may be needed depending on the activity and will be communicated prior to activity.

IX. Parent-Student-Teacher Collaboration

At The Learning Tree Academy, we believe that school and the education that teachers are delivering should be an extension of the learning that students receive from home. While we understand that most of the academic skills and topics will be covered by teachers, parents **MUST BE** active participants in their child's educational process and ethical/moral development at home as well. Students must be willing to be actively engaged in their learning and put forth their best effort to progress their academic learning. As previously mentioned, students will not receive grade-based report cards and instead, parents will attend scheduled conferences to review their child's progress. These scheduled conferences will occur three times per year: October, February, and May. If there are any issues or needs during the school year that warrant any additional conferences, parents must be willing to attend.

X. Admissions

The Learning Tree Academy is open to any individual seeking an education that aligns with our philosophies and values. Any individual seeking admission must abide by any policies or procedures laid out by The Learning Tree Academy in order to continue their admission. Admittance at The Learning Tree Academy is a privilege that can be removed if necessary due to students or parents who do not adhere to the policies set forth. The Learning Tree Academy prohibits discrimination of applicants based on applicant's age, race, color, sex, national or ethnic origin, or physical handicap. The Learning Tree Academy does reserve the right to select employees based on the values and ethics set forth.

To be admitted to The Learning Tree Academy, the following must occur:

- Complete the application for enrollment and submit to administrator.
- Pay registration fee of \$100.00 in order to secure spot for student in upcoming school year.
- Read and adhere to parent handbook policies by signing financial, behavioral, and parent contracts.
- Meet with administrator in order to establish partnership and understanding of settings and expectations.

- Provide assistance if needed in obtaining your child's academic record or transcript from their previous school.

To withdraw from The Learning Tree Academy, the following must occur:

- Meet with administrator in order to secure a Withdrawal Form.
- Ensure that financial account is in good standing in order to receive records or transcripts.
- Records will be transferred to the requesting school with a formal written request once the above mentioned have been completed.

XI. Financial Information

The Learning Tree Academy ensures that your child will receive a quality education and we do our best to make that education affordable to parents. Tuition accounts must remain in good standing in order for students to continue their admission to The Learning Tree Academy. We provide annual or monthly tuition payment options. Tuition schedules and/or any changes will be discussed and agreed upon between parents and administrator in the admissions meeting. Late fee of \$25.00 will be added after the 10th of each month. Consistently late payments will be addressed on a need basis.

The Learning Tree Academy is a direct pay school for the North Carolina Opportunity Scholarship through the SEAA program. More information can be found at <https://www.ncseaa.edu/k12/opportunity/>.

If scholarship funds for students do not cover the entire amount of tuition, parents are responsible for any and all payment balances. If parents fail to endorse scholarship funds by the dates set forth by NCSEAA, parents are financially responsible for all tuition and fees. If students are withdrawn during the school year and scholarship funds have to be refunded to NCSEAA, parents are financially responsible for any charges not covered by scholarship.

Please contact Kimberly Overton directly for more scholarship information for the 2025-2026 school year! 252-432-5104 or thelearningtreenc@gmail.com

Please see the chart below for monthly tuition information.

Please see administrator for sibling preference and discount information.

2025-2026 Monthly Tuition Chart

Option A: Annually- 1 payment of \$5,000 due August 1st. (This tuition option includes a 2.5% discount.)

Option B: NCSEAA Opportunity Scholarship or ESA+ Scholarship Applicant/Recipient (Parents are responsible for any/all tuition charges that are not covered by scholarship.)

Option C: Monthly- 10 payments of \$500 each due as follows:

Payment Number	Amount To Be Paid	Amount Remaining Towards Balance	Notations
Registration Fee Due to hold spot.	\$100	---	
Curriculum Fee Due 8/1/25	\$350	---	
Tuition 1 Due 8/1/25	\$500	\$4,500	
Tuition 2 Due 9/1/25	\$500	\$4,000	
Tuition 3 Due 10/1/25	\$500	\$3,500	
Tuition 4 Due 11/1/25	\$500	\$3,000	
Tuition 5 Due 12/1/25	\$500	\$2,500	
Tuition 6 Due 1/1/26	\$500	\$2,000	
Tuition 7 Due 2/1/26	\$500	\$1,500	
Tuition 8 Due 3/1/26	\$500	\$1,000	
Tuition 9 Due 4/1/26	\$500	\$500	
Tuition 10 Due 5/1/26	\$500	\$0	
Total Paid	\$5,000		

Option: _____ **Parent Signature:** _____

XII. Student and Parent Contract

I, _____ and _____
(student) (parent)

agree to uphold and display the values set forth above and follow any/all rules set forth in this handbook in order to continue admission at The Learning Tree Academy. Parents agree to be active participants in their child’s education and academic matters.

Student Signature: _____

Parent Signature: _____

Administrator Signature: _____

Financial Contract

I, _____
(parents)

agree to uphold the financial responsibility and make all payments as outlined in the handbook in order for my child to continue admission at The Learning Tree Academy. I understand that if I do not uphold this responsibility, my child will face dismissal from The Learning Tree Academy.

Parent Signature: _____

Administrator Signature: _____