

Parent & Student Handbook

Free Spirit Winter Haven

A Homeschool Co-Op by 365 Seed Labs LLC

1848 5th St SE, Winter Haven, FL 33880

www.freespirit-wh.com

Welcome!

Welcome to Free Spirit Winter Haven, a creative and supportive homeschool enrichment co-op for children ages 6 to 16. Our program is designed to nurture curiosity, collaboration, and critical thinking in a relaxed, hands-on learning environment. We're so glad you're part of the Free Spirit family!

1. Program Overview

Free Spirit Winter Haven is operated as a division of 365 Seed Labs LLC and functions under the Florida Fictitious Name registration. Classes are held at a private residential property with dedicated learning spaces, outdoor features (including a G-scale model railway), and access to creative tools like 3D printers and crafting equipment.

2. Enrollment & Tuition

Tuition Options

- **Monthly Plan:** \$120/month - includes one weekly 2-hour class sessions
- **Semester Term Pass:** \$540 per child for the 5-month term - includes one weekly 2-hour class sessions
- **Drop-In/Trial Class:** \$35 per 2-hour session (space permitting)

Discounts

- Sibling Discount: 10% off for the second child, 15% off for the third or more

Payment Schedule

- Monthly tuition is due by the 1st of each month
- Enrollment and supply fees are due one month before term start
- Late fees: 5% per week late

Term Calendar

- **Fall Term:** August to December
- **Spring Term:** February to June

Paying via Step Up

We are an approved direct pay provider. If you pay with Step Up funds, please complete the registration form including and check the box for payment via Step Up.

Then log into your Step Up portal and proceed as follows:

- (1) Go to marketplace.
- (2) Click on “Find providers”.
- (3) Select Student
- (4) Search for “Free Spirit”.
- (5) Select “Free Spirit Homeschool Club”
- (6) Choose from the available options

Monthly and Semester Terms:

- Select Enrollment Fee (\$75) if enrolling for the first time in the current year
- Select Supply Fee (\$50) if enrolling for the first time in the current semester term.

Siblings:

Use the **sibling discount** (after you select another student in your Step Up account) if enrolling more than one child.

Complete one form for each child you wish to enroll.

Refund & Make-Up Policy

- Full refund of prepaid tuition/supply fees (excluding enrollment fee) if withdrawn 14+ days before the term starts
- No refunds for Monthly Plan once the month begins
- Semester Term Pass may be prorated for medical emergencies or relocation only
- Drop-in class fees are non-refundable unless canceled by the co-op
- Missed weekly classes may be made up in another session (if space allows) with 24-hour notice
- STEM Fun-Run events are included for enrolled students; no make-ups or refunds
- If a class is canceled by Free Spirit Winter Haven, a make-up date or credit will be offered

3. Terms & Conditions

Free Spirit Winter Haven operates as a **license-exempt instructional program** under Florida Administrative Code 65C-22.008(3)(b), offering classes of two hours or less and providing no meals or transportation. We are not a child-care facility and do not provide custodial supervision.

Parents/guardians retain full responsibility for their child before and after each class session. All instructors and volunteers with unsupervised contact must pass a Level 2 background screening in accordance with Florida Statute 402.305.

We are committed to compliance with all local and state guidelines for home-based educational programs.

4. Code of Conduct & Safety Rules

Respect for Others

- Be kind and cooperative with instructors, volunteers, and classmates
- Bullying, teasing, or disruptive behavior will not be tolerated
- Follow directions

Respect for Property

- Handle tools, materials, and equipment carefully
- Return items to their proper place
- Don't touch others' work without permission

Conduct

- Stay in designated areas unless given permission
- No running or rough play (especially near the garden railway)
- Use respectful language at all times

Safety

- Closed-toe shoes are required
- No use of sharp or powered tools without adult supervision
- No food or drink in workshop spaces

Class-Specific Rules

- **Art Studio:** Clean up your space, wear mess-friendly clothes, don't interrupt other students' work

Illness Policy

- Stay home if sick, feverish, or vomiting within 24 hours
- Hand washing is expected after restroom use and before snacks
- Parents will be contacted immediately if a child becomes ill during class

Discipline Policy

1. Verbal warning and redirection
2. Temporary removal from the activity
3. Parent conference
4. Dismissal from the program (no refunds for misconduct)

Garden Railroad Safety (Appendix)

- Enter layout only with instructor permission
- Never step on or cross tracks unless instructed
- Keep hands/tools away from moving trains
- No handling electrical equipment
- No running; beware of trip hazards
- Keep personal belongings outside the track area
- Wear sun-safe clothing and closed-toe shoes

Photography & Media Release

Please complete the separate consent form to indicate whether you give permission for your child to appear in photos or videos used in:

- Social media
- Websites
- Print materials
- Event promotions
- Educational documentation

No names or identifying details will be shared without additional written consent.

Medical & Allergy Information

Each enrolled child must have a completed medical & allergy form on file, including:

- Known allergies (e.g., food, bee stings, latex)
- Medical conditions or medications
- Emergency contact information

- Consent (or non-consent) for basic first aid and emergency treatment

Contact & Communication

For questions, class updates, or emergencies, please contact:

Free Spirit Winter Haven

Email: contact@freespirit-wh.com

Phone: 813 327 3295

We look forward to an inspiring and joyful learning experience together!