

PARENT & STUDENT HANDBOOK



UTAH STEM & ARTS
ACADEMY

www.utahsaa.com



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Dear Parents and Guardians,

Welcome to Utah STEM & Arts Academy! From the moment your child steps through our doors, we want them to feel both encouraged and supported. It is an honor to share in this exciting new chapter of their educational journey, and I personally want to thank you for placing your trust in us.

Every student at Utah STEM & Arts Academy holds immense potential, and our dedicated team is here to help them shine. We believe in nurturing not just academic growth, but also the creativity, confidence, and sense of wonder that make learning truly rewarding.

We encourage you to read through this packet and keep it handy; it's designed to answer your most pressing questions while reassuring you that we are here to help every step of the way. If you need any assistance, please reach out. We sincerely value open communication and look forward to partnering with you in your child's journey.

Thank you once again for letting us be a part of your child's story. We can't wait to see them learn, grow, and thrive in the days ahead!

With heartfelt gratitude,



Jaime Hamilton
Founder
Utah STEM & Arts Academy
Email: hamilton@utahsaa.com
Website: www.utahsaa.com

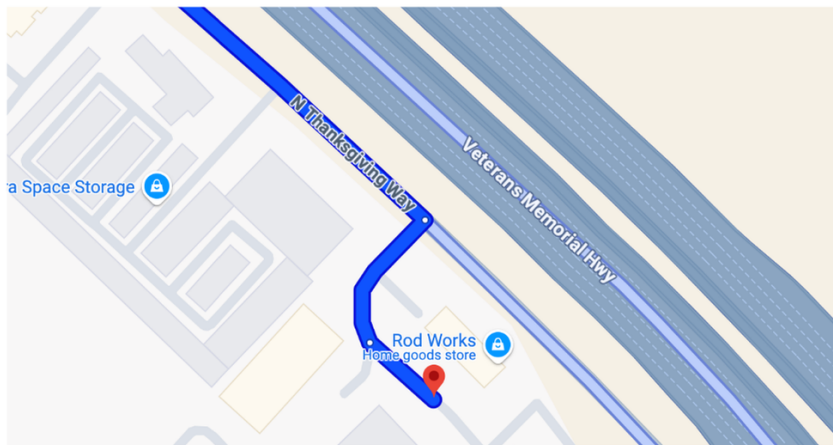


WELCOME

SUPPORT & COMMUNICATION CHANNELS

Lehi Address:

4275 N Thanksgiving Way, Suite 200, Lehi, UT 84043



Springville Address:

135 W 900 N St, Springville, UT 84663

Website

<https://www.utahsaa.com/>

Phone Number

435-246-2921

Email

admin@utahsaa.com

School Hours

Monday - Thursday
10:00am - 7:00pm

Instagram

[@utahstem_arts](https://www.instagram.com/utahstem_arts)

Monthly Newsletter

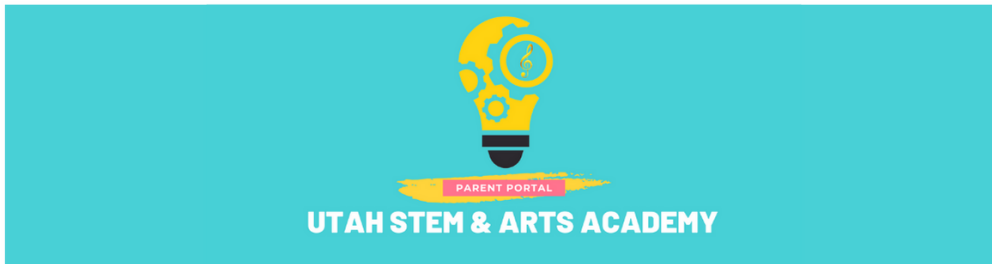
[Click Here to Join](#)

Facebook

[UtahSTEM.Arts.Academy](https://www.facebook.com/UtahSTEM.Arts.Academy)

PARENT PORTAL

Instructions



We're thrilled to announce that our Academy is partnering with MyMusicStaff, a scheduling and invoicing website that simplifies your experience! Through

MyMusicStaff, you can:

- View your student's schedule
- Check any recurring charges (if billed through MyMusicStaff)
- Access additional learning resources
- Receive important updates from teachers

Creating Your Parent Portal

We're rolling out our new Parent Portal for the first time, and we can't wait for you to sign up! Look for the email invitation with a link to create your UtahSAA Parent Portal at www.utahsaa.mymusicstaff.com

Using the My Music Staff Portal Calendar

Once logged in, you can easily enroll your student(s) in classes or view their schedules from the Calendar. The menu on the left side of the Portal will guide you through all available features.

Questions or Concerns?

- If you notice charges you don't recognize,
- Would like an invitation sent to a second contact (e.g., spouse, grandparent, or family friend),
- Or have any other questions,

please call us at 435-246-2921. We're always here to help!

Password Security

Your password is private and only visible to you. However, if you ever need help resetting it, we're happy to assist.

CALENDAR

No School
Registration Open
Classes Begin
Classes End

JANUARY ✨ 2025

SUN	MON	TUES	WED	THUR	FRI	SAT
			1 Holiday Break	2 Holiday Break	3 Holiday Break	4
5	6 First Day Back	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Martin Luther King Jr. Day	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY ✨ 2025

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 President's Day	18	19	20	21	22
23	24	25	26	27	28	

MARCH ✨ 2025

SUN	MON	TUES	WED	THUR	FRI	SAT
						1 Cross-Fall Registration Opens
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Spring Break					

APRIL ✨ 2025

SUN	MON	TUES	WED	THUR	FRI	SAT
		1 Spring Break	2 Spring Break	3 Spring Break	4 Spring Break	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY ✨ 2025

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Last Day of School	27 Summer Camp Prep	28 Summer Camp Prep	29 Summer Camp Prep	30 Summer Camp Prep	31

SUMMER CALENDAR

JUNE ✨ 2025

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2 First Day of Summer Camp	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 No Class/Camps 4th of July Break					

JULY ✨ 2025

SUN	MON	TUES	WED	THUR	FRI	SAT
		1 No Class/Camps 4th of July Break	2 No Class/Camps 4th of July Break	3 No Class/Camps 4th of July Break	4 No Class/Camps 4th of July Break	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST ✨ 2025

SUN	MON	TUES	WED	THUR	FRI	SAT
					1 Last Day of Summer Camp	2
3	4 School Year Prep	5 School Year Prep	6 School Year Prep	7 School Year Prep	8 School Year Prep	9
10	11 School Begins	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FAQ

Utah Education Fits All Scholarship | Harmony | MyTech High | Children's First Education Fund

Q: How do I register using Utah Fits All?

You can register for classes by filling out the registration form on our website or sending us a message including: name of student(s), classes, day and time of interested classes.

We will contact you to get your students enrolled.

Q: Are you an approved UEFA vendor?

Yes. Invoices are sent per student (effective December 1, 2024).

Q: Have all of your classes been approved by UEFA?

Yes.

Q: How do you do invoices for Harmony and MyTech High?

We automatically send you an invoice for students at the time of your preferred payment schedule (monthly, by semester, yearly).

Q: I don't have my scholarship money yet, can I still sign up?

Yes. We will send an invoice within the first week of classes so that payments can get set up through your preferred scholarship source.

Q: I can't access my Class Wallet for UEFA yet, can I still sign up and have my kids attend classes?

Yes. We will defer payments for UEFA families until the Class Wallet is accessible.

Q: What is a "Homeschool Block?"

Homeschool Blocks were created by the owner of the Academy—a homeschool mom! A "block" is a series of classes that are scheduled one right after the other. Often parents will drop their students off at the academy for their Homeschool Block and pick up when classes are finished.

This gives students the feel of a regular school day as they move from class to class.

Here is an example schedule you can put together for your student as a Homeschool Block.

Monday Block

10AM —Robotics

11AM — Coding

Noon — Stay for lunch at the Academy

12:30 — Piano

1PM — Photography

2PM — Video Game Development

Parents can either pick their kids up at 3PM or stay throughout the day.

FAQ

Curriculum

Q: Is the curriculum for the academic year or just per semester?

Our curriculum is designed for the semester. However, if students are taking a level 1 class they are automatically moved into the Level 2 classes for the following semester. No need to reregister or look for a new time and day. Level 2 classes are the same day and time as the Level 1 classes.

Q: Can I cancel my classes anytime?

Yes, parents can cancel their classes anytime. Note: A 30-day notice is required to receive any reimbursements from a payment made in advance.

Q: When do I pay for my classes?

Classes are paid on a prepaid basis. We can invoice monthly, by semester, or yearly. We are also set up to do auto payments.

Q: Can I start later in the year?

Yes. Level 1 classes are offered each semester. Music students can start anytime, as well as any students who pay for private lessons.

Q: What is your piano curriculum?

We use the Faber Piano curriculum.

Q: Do you have recitals?

Yes. The recitals are FREE with your monthly tuition.

Q: Do you offer any extracurricular activities?

Yes. Advanced Robotics students are eligible to sign up for the Academy Robotics Team. This is free with your monthly tuition. Video Game Development Students are eligible to join the Video Game Design Studio where we teach your students what it is like to be a part of a real Game Lab as they create video games together.

FAQ

About our Classes

Q: How many students are in each class?

Classes are between 3-8 students per class.

Q: Do you offer free trial classes?

Yes. Send us a message to check out a class.

Q: Are private classes available?

Yes. Private STEM classes can be booked for \$229 monthly. (Send us a message to schedule a private class.) All music classes (except for early drums) are private classes.

Q: Are music lessons private or group lessons?

All music lessons are private lessons, except drums and digital music.

Q: How many classes are there per semester?

There are 17-19 classes per semester.

Q: Are the classes divided by age?

Each class has a recommended age range. Due to the small class size, teachers are able to customize their teaching and assignments to fit the skill level and age of each student.

Q: Can you take multiple classes?

Yes. Take as many as you would like.

Q: How long are classes?

Stem classes are 1 hour, one class a week. Music lessons are 30 minutes, one class per week. (Exceptions for Holidays and Scheduled Breaks.)

FAQ

Payment

Q: Do I get a discount if I take multiple classes?

All of our classes are set at a discounted price to help homeschool parents get more for their money.

Q: How do you do invoices for Harmony and MyTech High?

We automatically send you an invoice for students at the time of your preferred payment schedule (monthly, by semester, yearly).

Q: I don't have my scholarship money yet, can I still sign up?

Yes. We will send an invoice within the first week of classes so that payments can get set up through your preferred scholarship source.

Q: I can't access my Class Wallet for UEFA yet, can I still sign up and have my kids attend classes?

Yes. We will defer payments for UEFA families until the Class Wallet is accessible.

Age Recommendations

Q: What ages do your classes begin?

Our Music and Early Robotics, and Early Drums classes start at 4 years old.

Class age recommendations depend on the needed prerequisites. See course descriptions for details.

Q: Do you offer adult classes?

Yes. Adults can sign up for adult classes. (Message us to schedule a class)

Q: Are there adults watching kids as they move from class to class?

While we have several adults in the building at that time, parents are responsible for their children.

ACADEMY POLICIES

"The Academy"

Refers to Utah STEM & Arts Academy LLC, including all its officers, employees, agents, and representatives.

"Direct Payment"

Refers to payments made directly by parents or legal guardians to the Academy for tuition or fees, without the use of third-party reimbursement or financial assistance programs.

"Invoice"

Refers to an itemized statement issued by the Academy to parents or legal guardians, or applicable third-party payors, detailing tuition or fees owed for services rendered.

"Parents or Legal Guardians"

Refers to individuals with legal authority and responsibility for the care and decision-making of a student enrolled at the Academy.

"UEFA"

Refers to the Utah Education Fits All program, a financial assistance program available to qualifying families for tuition reimbursement.

"Harmony"

Refers to Harmony Educational Services, a third-party organization that provides funding for educational expenses for eligible families.

"OpenEd" (also known as "My Tech High")

Refers to OpenEd, a direct reimbursement program allowing parents or legal guardians to pay tuition and fees upfront and subsequently seek reimbursement for qualifying expenses.

"Children First Education Fund"

Refers to a scholarship program designed to provide financial assistance to qualifying families for educational purposes.

"Class Wallet"

Refers to the financial processing system provided by the Utah Education Fits All program for managing and processing tuition and fee payments.

"30 Days"

Refers to a period of 30 calendar days, including weekends and holidays, unless otherwise explicitly stated in this document.

ACADEMY POLICIES

1. General Liability Waiver

All parents/guardians and adult learners must sign a general liability waiver before their first day of class. This waiver releases the academy from responsibility for injuries or accidents that may occur on the premises during classes or events, except in cases of gross negligence.

2. Health and Safety Policy

Medical Emergencies: Parents/guardians must provide emergency contact information and disclose any medical conditions or allergies. In severe cases, emergency services will be contacted immediately.

Sick Policy: Students or staff showing symptoms of illness (fever, vomiting, contagious diseases) are not allowed to attend until they are symptom-free for 24 hours.

Safety Measures: Emergency evacuation plans and regular fire drills. Equipment is inspected regularly for hazards.

3. Behavioral Policy

Clear behavior expectations are communicated to students and parents. Bullying, violence, or any disruptive behavior will result in warnings, parental notification, and potential removal from the academy without a refund.

A zero-tolerance policy for weapons or dangerous objects on the premises is strictly enforced.

4. Enrollment Policy

Registration Fees: We do not charge a registration fee. However, once your child is registered for classes, it is your responsibility to notify the academy staff via email or text if there are any changes to your schedule.

If a student does not attend their scheduled classes and no prior notice is given, the academy will issue an invoice for the first month of classes. This invoice must be paid within 30 days of the first day of classes.

If a student does not attend their scheduled classes and no prior notice is given, they will be withdrawn from their classes at the end of the month of initial enrollment and invoice start date.

ACADEMY POLICIES

5. Tuition Payments Policy

Tuition must be paid in advance according to the academy's billing cycle (e.g., monthly, semester, yearly). Payments are required to be made on time to ensure your student's continued enrollment. Late payments will incur a late fee of 10% of the total monthly invoice.

6. Payment Types and Specific Terms

Utah Education Fits All (UEFA):

All invoices for UEFA participants must be uploaded into Class Wallet within 30 days of the first day of the student's classes.

The Academy acknowledges that processing times may vary. Therefore, we only require an "in progress" status in Class Wallet as proof of submission.

A 3% Class Wallet processing fee will be added to all invoices for Utah Education Fits All classes.

If invoices are not uploaded into Class Wallet within 30 days after being sent, the Academy reserves the right to invoice parents directly, requiring payment via direct payment.

Parents paying via direct payment for UEFA classes retain the right to seek reimbursement through Class Wallet after payment is made.

Harmony Third-Party Reimbursements:

Harmony reimbursements must be received by the Academy within 60 days of the first day of the student's classes.

If the reimbursement is not received within this time frame, the Academy reserves the right to issue invoices directly to parents, who will be responsible for paying both any past-due amounts and future tuition via direct payment.

OpenEd Program:

OpenEd participants will be invoiced directly, and parents are responsible for making payments. OpenEd is a direct reimbursement program, meaning parents must pay tuition via direct payment first and then request reimbursement directly from OpenEd.

ACADEMY POLICIES

Direct Payment:

Families paying via direct payment have the following options:

Auto Payment:

The Academy will process tuition payments automatically each month.

Families are required to set up their payment details through the family portal, which will be provided upon registration.

The Academy guarantees that no charges beyond the agreed-upon tuition amount will be made.

Parents will receive a paid invoice monthly for their records.

Send Invoice:

Parents will receive an invoice via email for each billing cycle. Payment is due within 7 days of the invoice being sent.

Any unpaid invoices will be considered past due, and a late payment fee of 10% of the total monthly invoice will be applied to balances not paid by the due date.

7. Refund and Attendance Policy

Refunds Due to Academy or Teacher Absences:

Refunds will not be issued in the event of Academy closure due to extreme weather conditions.

In such cases, classes will transition to an online forum to ensure continuity of instruction.

If a teacher is unavailable due to illness, the Academy will provide a qualified substitute teacher.

Refunds will not be issued for these substitutions.

Refunds for Student Absences:

Refunds will not be issued if a student is unable to attend classes due to illness or other non-illness-related absences.

Parents and students are encouraged to contact their teacher to request an online version of the missed lessons to stay on track.

Refunds for Withdrawals:

A full refund will be issued if a written request for withdrawal is received by the Academy at least 30 days prior to the start date of the class.

Withdrawal requests received within 30 days of the class start date will not be eligible for a refund.

Scholarships:

Scholarships or discounts, if offered, must have clear terms and conditions including but not limited to Children First Education Fund.

8. Class Cancellations

The academy reserves the right to cancel or reschedule classes due to low enrollment or unforeseen circumstances. In such cases, affected participants will receive a refund or credit.

ACADEMY POLICIES

9. Media Release Policy

A media release form must be signed to grant or deny permission for the Academy to use photos/videos of students in promotional materials. Without consent, no student's likeness will be used publicly.

10. Code of Conduct for Staff and Volunteers

All staff and volunteers must undergo background checks and sign a code of conduct agreeing to uphold professional behavior and protect the welfare of students.

Staff must adhere to a no-contact policy, meaning any physical assistance with students must be appropriate, necessary, and explained clearly.

11. Equipment and Materials Usage

Students must handle Academy equipment and materials with care. Parents/guardians are financially responsible for damages caused by misuse or negligence.

Personal devices (e.g., laptops, tablets) brought by students must adhere to Academy guidelines, including cybersecurity protocols.

12. Drop-Off and Pick-Up Policy

Parents/guardians are responsible for timely drop-off and pick-up. Note: We have adults in the building from 10:00 AM - 7:00 PM. We do not provide direct child care supervision for students.

Only authorized individuals listed on the student's registration form may pick them up.

Identification may be required.

13. Emergency Closure Policy

In the event of severe weather, natural disasters, or other emergencies including but not limited to a zombie apocalypse, alien invasions and/or world wide power outages, the academy will follow local school district closures. In such cases, an online learning protocol will be put into place immediately.

14. Privacy and Data Protection Policy

The Academy collects personal information only for registration and communication purposes. Data will not be shared or sold to third parties.

Digital platforms used for online classes must comply with privacy standards to protect student information.

15. Intellectual Property Policy

Any projects, curricula, or materials created by the Academy remain the intellectual property of the Academy and cannot be reproduced or shared without permission.

Students retain ownership of their personal projects unless stated otherwise in the course terms.

ACADEMY POLICIES

16. COVID-19 or Health-Specific Policy (if applicable)

Masks and Sanitization: Mask mandates and sanitization protocols are implemented based on public health guidelines.

Quarantine Policy: Students exposed to or testing positive for contagious diseases must follow CDC or local health department guidelines before returning.

17. Complaint and Dispute Resolution Policy

Parents and students are encouraged to address concerns directly with Academy staff. If unresolved, a formal written complaint can be submitted for administrative review.

Mediation is required before pursuing legal action.

18. Facility Use and Third-Party Events

Rentals of Academy space for third-party events must include a signed agreement with proof of insurance and adherence to academy safety policies.

19. Inclusion and Anti-Discrimination Policy

The academy is an inclusive space. Discrimination or harassment based on race, religion, gender, sexual orientation, or disability is strictly prohibited.

20. Program-Specific Policies

Field Trips: Signed consent forms are required for all off-site activities. Parents are responsible for transportation unless otherwise specified.

Student Online Gaming Permission and Liability Release Form: This is required for students to participate in supervised online gaming activities with Academy teachers as part of an educational or extracurricular program offered by the Academy.

High-Risk Activities: Classes involving tools, robotics, or other potentially hazardous equipment require an additional waiver acknowledging the risks.



Medical Release and Liability Waiver Form
Utah STEM & Arts Academy LLC

Parent/Guardian Full Name: _____

Student's Full Name: _____ Date of Birth: _____

Student's Full Name: _____ Date of Birth: _____

Student's Full Name: _____ Date of Birth: _____

Address: _____

Phone Number: _____

Emergency Contact Name: _____ Emergency Contact Phone: _____

Medical Information

Primary Physician Name: _____ Physician Phone Number: _____

Known Allergies (if any): _____

Current Medications: _____

Special Medical Instructions: _____

I understand that Utah STEM & Arts Academy LLC and its employees, agents, and volunteers will not be held responsible for the costs of any medical or dental care or emergency transportation.

Consent and Release

I, _____, parent/guardian of the student(s) listed in this document, hereby give my consent for any medical care deemed necessary by a duly licensed Doctor of Medicine, or at the discretion of a school official based on a teacher's assessment of immediate medical needs. This care may be given under whatever conditions are necessary to preserve the well-being of my dependent during any school-related activities.

I hereby release and forever discharge Utah STEM & Arts Academy LLC, its staff, volunteers, and agents from any and all liability and claims arising from my child's participation in school-related activities, except for cases of gross negligence.

Acknowledgment of Understanding I have read this Medical Release and Liability Waiver Form, fully understand its terms, and understand that I am giving up substantial rights by signing it. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

(Print)Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**UTAH STEM AND ARTS ACADEMY LLC
MEDIA RELEASE FORM**

This Media Release Form (the "Agreement") is entered into by and between Utah STEM and Arts Academy LLC (the "Academy") and the undersigned parent(s) or legal guardian(s) ("Guardian") of the minor student identified below (the "Student").

1. Authorization and Consent: Guardian hereby grants permission to the Academy, and its representatives, agents, and employees, to photograph, record, or otherwise capture the likeness and/or voice of the Student. Guardian authorizes the Academy to use, reproduce, publish, and distribute these images or recordings, in whole or in part, for promotional, advertising, educational, or any other lawful purpose related to the Academy's operations and activities.
2. Scope of Usage This authorization includes, but is not limited to, the use of the Student's name, photograph, video, audio recordings, and/or likeness in various forms of media (including, without limitation, digital, print, social media, and website content) for marketing and promotional materials produced by or on behalf of the Academy.
3. Ownership and Rights: Any photographs, recordings, or other media captured pursuant to this Agreement are the exclusive property of the Academy. The Academy may edit, alter, copy, exhibit, publish, or distribute such media without limitation or the right to further notification, inspection, or approval by the Guardian. Guardian agrees that the Academy is not required to pay any compensation to the Guardian or the Student for the use of the Student's image or recordings.
4. Release and Waiver: Guardian, on behalf of themselves and the Student, releases and discharges the Academy, its owners, members, employees, agents, and any affiliated entities from any claims, demands, and causes of action arising out of or relating to the use of the Student's image or recordings, including any claims for compensation, libel, defamation, or invasion of privacy.
5. No Obligation to Use: The Academy has no obligation to use any photographs or recordings of the Student.
6. Duration of Consent: This Agreement will remain in effect indefinitely, unless revoked in writing by Guardian. Revocation will not affect any uses of media that occurred prior to the Academy's receipt of the written revocation.
7. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Utah. Any disputes arising hereunder shall be litigated exclusively in the state or federal courts located in Utah.
8. Entire Agreement: This Agreement constitutes the entire understanding between the parties concerning the subject matter herein and supersedes all prior or contemporaneous understandings. Any modifications to this Agreement must be in writing and signed by all parties.

Student Name (Print): _____

Guardian Name (Print): _____

Guardian Signature: _____ Date: _____

Address: _____

Phone: _____ Email: _____

By signing above, I acknowledge that I have read, understand, and agree to the terms of this Media Release Form.