

Parent Information

Outside of health and safety, education is the most important thing to us at Home Brewed Education Services, LLC (HBES). We are a privately owned company that specializes in personalized learning for every individual at affordable costs. We are owned and operated by CEO, Ashley Ashcraft.

Ashley Ashcraft's credentials include:

- Bachelor's degree in Elementary Education from Minnesota State University, Mankato
- MN state licensed elementary educator, grades K-5
- Specialization and MN state licensed educator for middle school mathematics, grades 5-8
- Master's degree in Curriculum and Instruction from Capella University
- Currently is a doctoral candidate in Personalized Competency-Based Instruction through Capella University
- Owned HBES since 2012
- Worked with all ages at New Horizon Academy daycare center
- Substitute taught in Edina, MN
- Substitutes in Anoka-Hennepin school district, MN
- Teaches Statistics and Intermediate Algebra for a credit-recovery program through the Anoka-Hennepin school district
- Works with majority children who receive special services, most commonly ADHD, anxiety, depression, and autism

Confidentiality Agreement

HBES, LLC is a registered company in the state of Minnesota. Logo and name are the sole ownership of HBES, LLC and cannot be used or redistributed without the consent of the owner. Any third party intellectual property used will be for educational purposes only and not commercially redistributed without consent of the owner. When using any third party property, intellectual or otherwise, no business or client shall redistribute any material without consent of the owner of the property, regardless of intent for use.

HBES, LLC is owned by a licensed educator and, as such, is duty-bound to uphold the oath of full confidentiality. No personal or identifying information will be shared with anyone outside of the company.

HBES, LLC is a mandated reporter. Mandated reporting includes suspicion of maltreatment of self or other persons and will be reported to the proper authorities without notification or provocation from outside persons, including

parent or legal guardian. Maltreatment includes, but is not limited to, physical, mental, or emotional abuse or harm with one another including parent/student, student/student, parent/teacher, teacher/student relationships. This reporting is at the discretion of HBES employees and its owner.

Tax Deduction Eligibility

Federal taxes:

- Available to custodial parent only, regardless of who registered the student
- A percentage of the payments may be included as a child-care deduction
 - Child care because this is a drop-off services where the parent/guardian will not be present, regardless of educational services offered
- Income-based and age of child guidelines may apply, speak with your tax professional
- Can only be attempted to be deducted if the custodial parent is engaged in one or more of the following activities while child is under the care of HBES:

- Working or employed (at home or at a place of employment)
- Looking for work
- Certified volunteer activity
- Full time student studying

MN State taxes:

- Available to custodial parent only, regardless who registered the student
- Classifies as an educational expense as HBES will be providing educational assistance and/or tutoring services to your child while you are away
- HBES is owned and operated by a MN licensed educator and all employees are under the direction of a MN licensed educator
- Income-based eligibility may apply

You will receive a statement, sent to the address on file, on or before January 31 of the following year of services. This statement should be given to your tax professional and saved for documentation of potential tax credit. It is recommended that you keep any and all receipts as well to confirm all expenses with HBES.

If there are discrepancies with your statement in January, please reach out to Ashley Ashcraft at HBES at hbesvc@gmail.com as soon as possible.

For further information regarding your specific situation and the guidelines for deductions/credits, contact your tax professional.

Translation Services

Unfortunately, HBES does not have the ability to translate verbal or written communication. Copies of documents in English can be made available in paper or in electronic format upon request. If you need school work or instructions translated, contact your child's school for accommodations.

Allergy Information

You are not required to, but it is highly encouraged that you inform HBES personnel of any allergies that your child experiences, including food and environmental. If there are severe allergies where EpiPens are required, HBES is trained in how to administer EpiPens in emergency situations, however, it is your responsibility to give prior permission to and provide HBES with an EpiPen for your child. Please contact HBES for this paperwork.

Individuals with Disabilities and Who Receive Special Education Services

Home Brewed Education Services does not have accreditation as a special education facility. There are trained members of HBES who have experience working with students with disabilities and who receive special services through their home school (public or private). HBES will not diagnose any student with any diseases or disabilities.

If your student has a current IEP or 504 plan, it is up to their school to provide such services to the best of their ability during these times. If HBES is provided with the documentation by the parents it is completely voluntary. HBES will attempt to provide the student with any necessary accommodations where possible.

Payment Policy

- Payments are due upon registration
- If a student misses one or more sessions due to COVID-19 symptoms, HBES will issue a refund for missed sessions
- If you register your child online, you must pay online
- If you register your child in person, you may pay via personal check or money order or through the PayPal app
 - Make checks payable to HBES, LLC for exact amount only
 - Card payments or QR touch free payments may be assessed an additional 2% fee, per transaction, starting January 1, 2021

COVID-19 Policies

- If your child is experiencing a fever of 100.4 degrees Fahrenheit or experiences any of the following symptoms, please keep your child home and contact HBES as soon as possible
 - Dry, persistent cough
 - Fever
 - Shortness of breath or difficulty breathing
 - Muscle or body aches
 - Inability to stay awake/fatigue
 - Pressure in chest
- Avoid sending anyone to this facility who is elderly or who has a compromised immune system
- Face mask and/or PPE coverings are required in the building. Face mask will be provided if you do not have your own
- Unnecessary personal belongings are to be left at home. Do not bring more than the required items to participate
- Hand sanitization, hand washing, and bathroom procedures must be strictly adhered to, no exceptions.
- Social distancing must be maintained as much as possible. Where it isn't, face masks are required.
- If any persons are exposed to COVID-related illnesses, HBES will immediately notify all employees and parties that may have also been exposed and follow the documented COVID-19 response protocol as required by law
- For returning students, individual supplies will be kept in individual storage containers with HBES until the last registered day. At that time, the students may take their supplies home. Electronics bigger than calculators will need to be transported to/from the facility with the student. HBES is not responsible for lost or damaged items.
- Basic supplies (notebooks, pencils, markers, etc.) will be provided to students by HBES. Specific supplies (laptop, charger, calculator, workbooks, etc.) will not be provided by HBES and will need to be kept with the student at all times.
- HBES will comply with the COVID-19 response document that was submitted to the state of Minnesota and dated July 24, 2020. Additions or amendments may be made to this document and made available to employees as the situation and laws change.
- HBES will provide copies of this COVID-19 response via paper or electronic format upon request.
- Minimal black and white printing can be provided if it is for school use only

Parent Information Agreement

I have received, read, understand, and agree to comply with all information in the Parent Information packet.

Signature: _____ Date: _____

Printed Name: _____