



St. Vincent's

A C A D E M Y

Parent Handbook

2009-2010 Edition

Mission Statement

The mission of St. Vincent's Academy
is to provide quality learning experiences
which introduce the children to God
and the wonders of His world
and give them a foundation for
future academic and social growth.

I. The Academy

Ages

8 months through 5 years old (School-age classes available in the summer)

Year-Round Hours of Operation

The Preschool is open Monday through Friday from 8:30 a.m. until 5:30p.m. Part-time classes are available.

Closing Time

The Academy is scheduled to close at 5:30 p.m. We ask parents to cooperate in picking up their children by that time. If for some reason you should be delayed, please call the school (407-843-1997) to inform the teacher(s) in charge. A late charge of \$10.00 every 15 minutes will be assessed beginning 10 minutes after your child's pick-up time (1:00, 3:30 or 5:30). Late charges will be billed to your child's tuition.

Drop-Ins

We do accept drop-ins, 9-1, 9-3:30 or 8:30-5:30. Space is limited, please call for availability.

Conferences

Parent-Teacher conferences will be scheduled in the spring for children in the Pre-K Programs. Conferences for the two and three year old classes will be scheduled upon request. You are encouraged to meet frequently with your child's teacher to exchange thought and information. Anytime you have a question or concern, please speak with your child's teacher or the director.

Food and Rest Periods

The Academy will provide a nutritional snack for your child while here. Parents should provide a lunch for their child. Lunches should consist of foods that the child is easily able to feed him/herself, and a drink. We do not have refrigeration for lunches and recommend ice packs for perishable foods. All children are given the opportunity to rest after lunch each day. We recognize that children have different needs, and we do not insist upon a nap; however, it is necessary for them to rest quietly on their mats during this time. The children may also bring a blanket, pillow or stuffed animal from home for naptime. The Academy provides mats and cots for napping.

11. Financial

Registration

A registration fee is to be paid at the time of initial enrollment. This fee is nonrefundable and includes insurance and processing costs. This fee is due and payable annually at registration time for the upcoming school year. Along with the registration fee, the nonrefundable supply fee and registration form are required to secure a seat for your child.

Tuition Fees

Tuition is due on the first of each month and is considered late on the 15th. A late charge of \$25.00 will be assessed on the 15th. Returned checks will be assessed an additional \$25.00. Due to our program's licensing requirements, we must engage our staff based upon the number of children enrolled, therefore, we cannot give tuition refunds or credits when your child is absent.

Withdrawal Fees

Children may be withdrawn from St. Vincent's at any time; however, if you decide to withdraw your child during the school year, you are required to give the school a month's notice and are responsible to pay tuition for that month.

Summer Schedule

A summer program is available during the same hours and days as above. The program runs from June through August. In order to properly staff this program, we require you to commit to the entire two-month program and pay the tuition regardless of your vacation schedule.

III. Your Child Records

State regulations require us to maintain a complete file on each child. This includes your child's registration form, a health form and immunization records.

Discipline Policy

At the Academy, we believe that children are not bad, but have not yet developed self-control. We are here to help them see the consequences of their actions, and help them find constructive ways of dealing with their frustrations or creative mischief.

The learning environment at the Academy will be consistent and fair. The rules are designed to keep your child from getting hurt both physically and emotionally, and to keep our equipment from getting broken. The children will learn the rules and know what to expect if rules are broken. We ask parents to be supportive, consistent and patient with our rules and to reinforce at home our admonition to, use words, not hands. At no time will the teachers use physical punishment and likewise, the children are not allowed to hurt each other. We will use positive reinforcement such as hugs, smiles and praise, which are powerful rewards for following rules. Also, anticipating any problems before they occur or diffusing them immediately will be our first priority. When all else fails, time out will be used. Time out is a quiet time for the child to regain self-control, and to think about how to handle the situation more positively the next time.

The State of Florida requires that all staff members of childcare facilities be on the lookout for and report to the State, any and all cases of abuse to a child. The Academy is therefore obligated to report to the State any suspected cases of child abuse and/or neglect.

Parent Communication

One of the most important forms of communication at the Academy is email. We send out reminders, updates and the monthly newsletter via email. Please let us know of any changes to your address, so you do not miss any important news. Another means of communication is the Parents' Bulletin Boards, located in each classroom. Displays include newspaper and magazine articles, certificates, calendars, lesson plans/daily schedules and messages directed to the parents.

Cubbies and Home Folders

All children will have their own cubbies for their personal belongings. We ask that each child bring an extra change of clothes (including socks) in a Ziploc bag. These clothes will stay at school and will be used in case of spills or accidents. (If your child uses this extra change of clothes, please send another to replace it.) Each classroom will have a crate of Home Folders with a folder for each child. In these folders are items to go home, such as artwork and notes from the teacher. Please check your child's folder every day.

Release of Children

Children will not be allowed to leave with anyone other than those indicated in their files. Identification will be requested if the identity of the person attempting to remove the child is uncertain.

IV. From Home

Birthdays and Special Occasions

Parents are welcome to send cookies, cupcakes or other goodies to share with their child's friends on birthdays or other special occasions. Please let your child's teacher know in advance that you will be bringing a treat. The treat will be served at snack time.

Clothing

Because of the wide range of activities, it is recommended that the children be dressed in washable, comfortable clothing and tennis shoes and socks. St. Vincent's t-shirts are available to purchase. These shirts may be worn by the children daily or on school field trips, but are not required. Plastic smocks or aprons are provided by the Academy for art activities. Please remember that children are taken outdoors daily (weather permitting), and should be dressed accordingly. All sweaters and jackets should be marked with the child's name.

Toys and Candy

Children are welcome to bring blankets and/or stuffed animals for naptime. Other toys related to the theme or the letter of the week may be shared with the class. Please do not send in toy weapons of any kind. We also ask that all gum and candy, other than part of your child's lunch, stay at home.

V. Your Child's Health

Illnesses

For the protection of all the children, your child should be kept at home if he/she displays any of the following symptoms:

- A temperature of 100 degrees or greater
- Diarrhea
- Vomiting
- An unexplained rash
- Yellow or green nose discharge
- Eye discharge accompanied by redness and swelling

WE CANNOT ACCEPT CHILDREN AT THE ACADEMY IF THEY SHOW ANY OF THE ABOVE SYMPTOMS.

Parents are asked to exercise every precaution and keep their child at home should any other unusual symptoms occur. If the child has been exposed to a contagious disease, he/she should be kept home and the facts of the condition reported to the Academy. Strep throat, pinworms, viral infections, pink eye, mumps, measles, chicken pox, scarlet fever, etc. are among those conditions categorized as "highly contagious".

Although lice is not a disease, it is highly contagious and the Academy should be notified immediately if anyone in your family has them so we may treat our facilities. If your child does get lice, we will recheck him/her before returning him/her to class. If a child becomes ill during the day, he/she will be placed in an isolated area, and the parents will be contacted to take the child home. If the child has diarrhea, vomiting or fever, he/she may not return to the Academy until 24 hours after the symptoms have subsided.

Medical Emergencies

In the event of a medical emergency or accident, the Academy will contact 911, the parent/guardian, and the doctor of the child. If it is impossible to reach either the parent/guardian or doctor, and should emergency treatment be required, the child will be taken to Florida Hospital South. Your authorization for the Academy to contact your family physician and to take whatever emergency medical measures are deemed necessary, is part of this agreement.

Medication

All medication will be given at 12:30 p.m. with lunch. Please schedule your child's dosages accordingly. Parents **MUST** complete an Authorization for Medication and **SIGN** it. The medicine must be a prescription in the original bottle, and show the following: name of the child, prescription number, name of the doctor and amount and frequency of dosage. No medicine will be administered if these instructions are not completely followed. Teachers **ARE NOT** allowed to give out over-the-counter medicines.

VI. Miscellaneous

Dangerous Weather

In the event of threatening weather, such as a hurricane, the school may temporarily close, until the threat has passed. We will follow the same guidelines as the public schools. If Orange or Seminole County schools close, then the Academy will be closed. The director will keep parents updated through the school's voice mail or email. You may call the school to find out when classes will resume. At any time the students are in attendance and a severe weather warning is issued such as a tornado or flooding, we may request that the children be picked up early for their own safety as well as our staff.

Field Trips

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. The Academy cannot provide transportation for these trips; therefore parents will be given ample notice if they would like to take their child/children. We will provide regular classes for those children who cannot attend. From time to time, we will take walking field trips. Permission slips will be required and parents will be asked to volunteer as chaperones.

Parents' Groups

Parents participate in the Academy in a variety of ways. Parents will meet several times a year to share ideas and concerns. In addition, parents have helped in up-grading and maintaining the playground, obtaining toys and materials, building furniture, helping with fund-raising and volunteering in the classroom. In the future, we look forward to having a parent representative on our school board. We welcome parents and grandparents on field trips, during class time (whenever you wish to share your talents) or to help with various projects to benefit the children's classrooms. Parents are also most welcome to join their child for lunch at the Academy.

PLEASE FILL OUT AND SIGN, AND RETAIN THIS AGREEMENT FOR YOUR RECORDS, AND RETURN THE LAST PAGE TO THE ACADEMY FOR OUR RECORDS

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Parent Handbook Agreement

We, the parents or guardians of _____, have received a copy of the Parent Handbook. We have read, understand, and accept the terms and policies of St. Vincent's Anglican Academy.

Signature Date

Signature Date

Child's Name (Please Print) Date

Parent or guardian please check and sign and date below.

_____ **Yes**, St. Vincent's may use my child's photo in publicity pictures, which may appear in brochures, advertisements or the church website.

Signature Date

_____ **No**, I do not wish for my child's photo to be used for any publicity for the Academy.

Signature Date

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_____, have received a copy of the Parent
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