Parent Handbook

2025-2026

WELCOME

Welcome to Seacoast Charter Academy VPK. This handbook has been written to describe our program, policies and the myriad of practical details that go into making each school day as happy and successful as possible. Please review it and keep it for reference, as it will answer many of your questions. The Pledge of Cooperation, located at the end of the handbook, must be signed and returned at the time of registration.

A note from the Administrator

Thank you for giving us the opportunity to care for your child. We believe our success at Seacoast Charter Academy VPK comes from the close relationship between the school, the child and the parent. Working together helps to meet the academic, emotional, social, and spiritual needs of your child. We are excited to provide your child with an environment in which he/she can grow and thrive. We look forward to having you and your child as part of the Seacoast Charter Academy family.

Thank you again for taking the time to review this information. If you have questions regarding any of the provisions herein, feel free to contact me.

Marla Stremmel, Administrator
(904) 562-4780
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While we strive to keep our policies and procedures unchanged, we reserve the right to make changes if necessary. If changes are made, we will notify you promptly of the occurring change.

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SECTION 1 - SEACOAST CHARTER ACADEMY VPK

1.1 Mission Statement

The mission of Seacoast is to provide a **student-schooled education,** focusing on the whole child. We want our **students to develop a true love for learning by creating a positive learning environment** with innovative technology and high-quality education, focused on an arts integrated, **hands-on curriculum** with the overall goal of giving our students a **lifetime appreciation of learning** and the development of their **unique talents and abilities**.

1.2 Vision Statement

Seacoast Charter Academy strives to be a light in the Arlington community partnering with area businesses, parents, and teachers to give our students a lifetime appreciation for learning.

1.3 Our Philosophy

Preschoolers are active learners who learn at different rates of speed according to their age and stage of development. Developmentally appropriate activities in learning schools aid in the education process. The curriculum will strive to incorporate spiritual, emotional, social, physical, and mental concepts that children can use in their daily lives. The purpose of Seacoast Charter Academy VPK is:

- To help children to feel good about him/herself
- To help children grow in trust, independence, and initiative
- To help children explore the world around him/her
- To help children develop small muscles through art, puzzles, blocks, and home living activities
- To help children exercise large muscles through movement activities indoors and outdoors
- To help children enjoy creative expression through music, art, and other play activities
- To help children to think and make choices through individual and group activities
- To help children make progress in solving problems, sharing, and expressing oneself
- To help children begin to show respect, love, and acceptance for others

Instruction occurs best in an environment that is conducive to learning. Effective instruction requires good order and discipline--absent of distractions, friction, and disturbances that interfere with the effective functioning of the student, class and school. A friendly, cooperative atmosphere, in which students and school personnel work toward mutually recognized and accepted goals, facilitates effective instruction.

VPK children are active learners who learn at different rates according to their age and stage of development. Using developmentally appropriate activities in learning schools aids in teaching. The curriculum will strive to incorporate spiritual, emotional, social, physical and mental concepts the VPKers can use in their daily lives.

1.4 Educational Objectives

For the social and personal development of students, the school should aim to support parents in helping students:

1. To understand that each one is a special, and that they have been given time and talents.
2. To learn that it is virtuous to demonstrate love and respect for all persons regardless of who they are, because they are all special.
3. To become responsible, dependable, and contributing members of society, who realize their need to serve others.
4. To help the student to have clean health habits and use the body wisely.
5. To obtain a proper perspective on material possessions and on the use of them.
6. To develop self-discipline and self-responsibility based upon respect for and submission to properly constituted authority.

For the intellectual and academic growth of students, the school should endeavor:

1. To train students to evaluate all subject matter.
2. To promote high academic standards, encouraging students to use their potential and work to the best of this/her ability.
3. To work with students at a level appropriate to their development and ability, recognizing the uniqueness of each student.
4. To assist students to see that their total being, including their mind and learning, is an instrument.
5. To teach basic facts, concepts, and skills necessary for further education and subsequent experience by:

    - Teaching and encouraging good study habits.

    - Training students in the development of effective communication skills in the area of reading, writing, speaking, and listening.

    - Introducing students to the fundamentals of independent research, critical thinking, logical reasoning, and enjoyment of learning.

- Helping students to use their talents creatively and resourcefully and to develop an appreciation for the talents of others.

6. To assist students to develop the capacity to understand people, including those of other national, ethnic, and social groups.
7. To teach responsible citizenship, preparing students to become participating members of society, with respect for our legacy of freedom, proper submission to authority, and the determination to uphold standards.
8. To aid students in the interpretation of international events.
9. To produce an understanding of and appreciation for the world, an awareness of man's role in his environment, and his responsibility to use and preserve it properly.

Working with school families, Seacoast will endeavor:

1. To assist parents in instructing their children to lead wholesome lives.
2. To provide parents with resources regarding healthy family living.
3. To foster consistency, cooperation, and communication between the home and school.
4. To help parents understand the purposes and programs of the school and encourage them to be actively involved in the life of the school.
5. To seek parental input on important school issues.

1.5 School Hours

Seacoast Charter Academy is open from 8:00 am to 4:00 pm and EDC is 6:30am – 6:00pm, Monday through Friday, unless stated on the school calendar. The curriculum part of our program begins promptly at 8:30 am. We encourage you to arrive by 8:00 am to ensure that your child is in the classroom by 8:30 am, so they may benefit to the fullest extent possible from this valuable learning experience.

1.6 Admissions

Acceptance to Seacoast Charter Academy VPK is granted to those students of any race, color, and national or ethnic origin, and on the basis of available space. Every student enrolled at SCA is placed on a probationary period of 90 days. During this time, any student who does not cooperate with any aspect of the educational program, or whose attitude and/or actions are not in harmony with the aims and ideals of Seacoast, we reserve the right to dismiss the student. However, the student will be allowed to readmit for the following school year on the basis of his/her progress.

SCA reserves the privilege of setting and maintaining its own standards for students conduct, dress, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements. It also maintains the right to suspend or expel any student who violates the standards herein.

1.7 Enrollment Procedure

The following items are to be on file at the office of Seacoast Charter Academy:

1. Student Application (completed)
    - Disciplinary Practices Acknowledgement
    - Parent Handbook Agreement
    - Attendance Policy Agreement
    - Mission Statement Agreement
    - Volunteer Sheet
    - Parent Questionnaire
    - Video/Audio Agreement
    - Uniform Policy Agreement
    - Emergency Medical Authorization Form (notarized)
    - Financial Commitment Agreement Fee
    - Assessment Consent Parent Letter
2. Birth Certificate (copy)
3. Student's Social Security Card (copy)
4. Certificate of School Entry Health Examination (Original)
5. Certificate of Immunization OR Immunization Waiver (Original)
6. Recent Picture
7. Educational Book/Supply Fee ($50.00 non-refundable)
8. Registration Fee ($100.00 non-refundable)
9. Tuition First Week
10. Automatic Tuition Payment Agreement
11. Copy of legal documentation showing authority as Guardian (if needed)

VPK Students

1. VPK Certificate
2. Attendance Policy

1.8 Lost and Found

All lost and found items will be turned into the office and kept there for one month. Items not claimed after one month will be given to a charitable group or retained for our emergency clothing supply. SCA cannot be responsible for any items lost or stolen before, during, and after school hours. Each student, parent, visitor and employee must be responsible for his/her own belongings. Parents are encouraged to label all student items including clothing, backpacks, sleeping rolls, etc.

1.9 Open Door Policy

Seacoast Charter Academy VPK maintains an open door policy with all parents of enrolled children. Parents will have immediate access without prior notice to the school. In situations where there is custody or domestic issues the following will apply:

- Seacoast must be provided with the most recent certified copy of any court order and any amendments to the order, i.e. custody order, restraining order, or a protection order from abuse
- Seacoast will follow the order of the court. Deviations from the court order will only be made if there are written instructions from the custodial parent/s (joint custody will require both parent signatures)
- If there is not a copy of a court order or a copy has not been provided to Seacoast VPK, then both parents will have equal access to their child. By law, the school may not deny access to a child by parent without a court order.

If there is a verbal or physical conflict on school campus, Seacoast will contact the police.

SECTION 2 – FEES

2.1 Tuition

Fees are based on reserved time and not on the actual time that a child spends at the school. There will be no reduction in the basic rate should a child not be in attendance at the school for the contracted time. Parents will be billed for all days including holiday, sick, and emergency closings.

Tuition is **due on FRIDAY FOR THE UPCOMING WEEK**.

VPK: $75.00 (current family) $100 new family weekly tuition (8:30-3:30)

2.2 Collection of Fees

Fees are payable by automatic withdrawal (EFT) or credit card. Payments should be made through the front desk.

All financial responsibility is handled through the Accounting Department. If you have any questions, please see the front desk to set an appointment to see the Administrator.

Note: You will not be able to register your child for the upcoming year if you have a past due balance. Also, **once an incurred balance is two weeks past due, a student may not return to school until the balance is paid in full.**

2.3 Automatic Withdrawal

Seacoast Charter Academy VPK offers an automatic withdrawal. Documentation for automatic withdrawal may be obtained from the front office.

2.4 Registration Fees

A $100.00 non-refundable annual registration fee is due at the time of enrollment. This non-refundable fee covers the school year from August to May. Registration fees are not refundable under any circumstances.

2.5 Supply Fees

A $50.00 non-refundable annual book/supply fee is due at the time of enrollment. This non-refundable fee is for the school year only. Failure to pay will result in temporary suspension of services.

2.6 Late Pick Up Fees

A late fee of $20.00 Cash or $25 Credit card will be assessed for children who are not picked up by 3:30pm or if enrolled in EDC after closing time of 6:00 PM.

If a child is not picked up by 7:00 pm and every attempt to reach an authorized adult has failed, Seacoast Charter Academy will be forced to contact the Sheriff's office to report child abandonment.

The late fee is due upon receipt. If payment is not received in a timely matter, the student will not be able to attend until payment is made in full. Services can be terminated if this continues to be a problem.

2.7 Late Payment Policy

Weekly Tuition is due on Friday of each week. If tuition payment is not received by 6:00 pm on Friday, a **late fee of $25.00** will be access to your account. If fees continue to go unpaid that week, your child will be placed on a **DO NOT ACCEPT** list Friday afternoon. The following Monday, your child's care will be terminated until payment of current balance is paid in full.

2.8 Returned Check Fees

In the event your check is returned there will be a Non-Sufficient Funds (NSF) fee assessed in the amount of $40.00. All returned checks must be replaced with a money order or cashiers check for the total amount owed, plus the NSF fee. Our bookkeeping procedures do not allow for a check to be re-deposited. **After receiving two NSF notices, NO further checks will be accepted.** In addition, child care will be suspended until all fees are paid in full.

2.9 Delinquent Accounts

A student may be dismissed if the account is delinquent longer than **ONE WEEK**. Seacoast reserves the right to turn over delinquent accounts to our attorney for collections. If the account is turned over to collection, the parent is responsible for all cost incurred to SCA, in addition to all attorney fees incurred.

2.10 Holidays

Tuition does not change for weeks that include holidays.

New Years Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Friday. Holiday Schedule will be posted on the Parent Bulletin Board.

2.11 Attendance

Because you are paying for your child's spot in our program, full tuition is charged each week whether your child is present or not.

2.12 Vacation

Children are allowed to take up to **two weeks' vacation** per school calendar year (August – May), of which they will not be charged a weekly tuition fee. We require **ONE WEEK ADVANCE** notice by completion of a vacation request form. This form provides the documentation we require to credit your account properly and are available at the front desk.

SECTION 3 – ATTENDANCE

3.1 Attendance Policy

Regular attendance is essential to the success of the student. The school schedule should be considered when planning vacations, shopping, dental appointments, and other engagements.

1. Following any absence, students are to bring a written excuse from a parent stating the reason for the absence from school, in order for the student to return to class and receive make-up work. Absences and tardiness may be excused under "extraordinary circumstances" if appropriate documentation is provided. These include:
    a) Hospitalization of the child, his parents or guardian (must provide a doctor's note).
    b) Illness of the student, his parent or guardian that requires the ill person to remain at home (must provide a doctor's note).
    c) Death of a member of the student's, parents' or guardians' immediate

family (obituary or death certificate required).
d) Court ordered visitation (court documents must be provided).
e) Parent or guardian's military deployment (military documentation must be provided).

2. A student may go out of town with his/her family. This must be pre-arranged through the school office. We require a **ONE WEEK** notice by completion of a vacation request form. This form is required to credit your account properly. Each child may take up to **TWO weeks' vacation** per school calendar year (August – May).

3. Students arriving after 8:30 am will be considered tardy. When tardy, a tardy slip must be obtained from the office for admittance to class. Excused tardies include such unforeseen conditions such as a flat tire, wreck, or sudden illness. Over- sleeping is not an excused tardy. **Three unexcused tardies is equal to one absence.**

4. When a student is absent, it is required that you contact the front office or teacher to let them know the reason and when the child will return.

5. If a student is absent for five consecutive instructional days, a parent must call the school to give a return date. If this is not done, the student will be dismissed from Seacoast VPK

6. Parents must sign students in/out daily. This is mandatory by the state of Florida. Teacher notebooks for this purpose are located at the receptionist's desk.

3.2 VPK Attendance Policy

An attendance policy is in effect for Seacoast VPK programs, along with the additional notes below.

1. A child may not miss more than 26 days per year for illness. A child may not miss more than 28 days per year regardless of circumstance.

2. Students attending the VPK program arriving after 8:30 am will be considered tardy. When tardy, a tardy slip must be obtained from the office for admittance to class. Excused tardies include such unforeseen conditions such as a flat tire, wreck or sudden illness. Over- sleeping is not an excused tardy. **Three unexcused tardies is equal to one absence.**

3. Parents must complete and sign an attendance verification form EACH month. These forms will be distributed on the last instructional day of each month and must be signed and returned to the teacher the same day.

4. Children who do not meet attendance requirements will lose VPK funding and be withdrawn from Seacoast Charter Academy VPK.

3.3 Arrival

Please leave your cell phones in your vehicles and give your child your full attention during the transition from home to school.

Parents are required to sign their child in/out in the Sign IN/OUT books located at the front desk.

To help decrease the spread of viruses, **PLEASE ASSIST** your child in washing his/her hands before arriving to the classroom.

Our school opens at 8:00 am and if enrolled in EDC at 6:30am. No child will be accepted prior to this time. Write your child's name on all of his/her items, including clothing. This helps to avoid the loss of items. **PLEASE DO NOT** send toys from home with your child.

It is best if you are prepared to say goodbye at the front desk. Prepare your child in advance by letting him/her know that you will say goodbye at the door. It is hard for a parent to leave a crying child, but be assured that they are usually playing by the time you arrive at your car. Feel free to call us to check on your child.

The curriculum part of our program begins promptly at 8:30 am. We encourage you to have your child in the classroom by 8:00 am, so they will benefit to the fullest extent of the learning experience.

3.4 DEPARTURE

Our school closes at 3:30 pm or 6:00pm if enrolled in EDC. If there is an emergency that prevents you from picking up by this time, please call 562-4780 and let us know that you will be late. **A charge of $20 cash and $25 credit card is assessed after 3:30pm and after 6:00pm if enrolled in EDC**. Consistent late pickups may result in dismissal from SCA.

A strict departure policy is in place for the safety of our students. Persons permitted to pick up the student are parents, legal guardians, "Authorized Persons" (those whose name appear on the student enrollment form, and others for whom the parent has made prior written arrangements through the office). Identification will be asked if we are not familiar with the individual picking up. The individual must sign the child out for the day in the Teachers sign in/out book. *Unless there is written notification or a legal document in a student's file to the contrary, the school will assume that a student's natural parent is the custodial parent.*

****SAFETY NOTE**** An obviously intoxicated parent may not leave with their child. It is our responsibility to delay the parent and call the local police department.

ALL CHILDREN MUST BE SIGNED IN/OUT DAILY. THIS IS MANDATORY BY THE STATE OF FLORIDA. A KIOSK IS LOCATED AT THE FRONT DESK.

3.5 Pick-up Policy

Parents or authorized adults are required to sign the child out of the school on the Parent Sign In/Out Sheet located at the front desk. During dismissal at 2:45 parents are to drive up and show their student card. Staff will come to the car with the sign/out log and students will be brought to the car.

The parent or authorized adult is responsible for supervision of the child once the child has been signed out of the school.

Parents are requested to handle any school business (payment, conferences with administrator, etc) prior to checking the child out of the school.

3.6 Authorized Pick Up/Emergency Pick Up

Only authorized persons listed on the Authorized Persons for Pick Up form are permitted to have access to your child and to remove your child from the school. The following procedures apply:

- It is the responsibility of the registering parent to notify the school **in writing** of all persons authorized to pick up your child from the school.
- Parents are required to complete the Authorized Persons for Pick up and emergency form at time of enrollment. Only persons listed on this form will be permitted to remove the child from the school.
- Persons on the authorized list, but are unfamiliar to the staff, will be required to show proof of identification with a picture I.D.
- Changes/updates to the Pick-Up list must be made on the original enrollment form located in the office.
- Individuals must be at least 18 years of age, in order to sign a child in or out of the school.
- In an emergency, the school will contact the parents first. If the school is unable to reach the parents, the staff will call the persons on the listed form until someone is reached.

It is the parent's responsibility to ensure that an authorized person is available to pick up the child on time.

If a parent or authorized adult appears to be under the influence of alcohol and/or drugs, the staff will attempt to contact the other parent or authorized adult on the pick up list. Seacoast Charter Academy does not have the right to deny the parent access to their child, but the staff will contact the police immediately if the school is not able to contact other parent or authorized adult to pick up the child.

3.7 Late Pick Up

A late fee of $20 cash or $25 credit card will be assessed for children who are not picked up by closing time of 6:00 PM.

For a child remaining after 6:00 pm, we will call all home, work, and cell numbers to reach the parent/guardian. If the parent/guardian cannot be reached, emergency contacts will be notified.

If a child is not picked up by 7:00 pm and every attempt to reach an authorized adult has failed, Seacoast Charter Academy will be forced to contact the Sheriffs office to report child abandonment.

The late fee is due upon receipt. If payment is not received in a timely matter, the student will not be able to attend until payment in full is made. Services can be terminated if this continues to be a problem.

3.8 Fire Lane

Parking in the Fire Lane is STRICTLY PROHIBITED. Under no circumstances should a parent park in the Fire Lane for arrival and/or dismissal of a student. This also includes parking in undesignated parking areas. Seacoast Charter Academy takes the safety of the students very seriously. When blockage occurs in the Fire Lane, safety vehicles are not able to get through. **The Jacksonville Sheriffs Department monitors the parking lot for violators. Parking in the Fire Lane will result in a $25.00 ticket from Seacoast and may result in a ticket from the Sheriffs Office**.

3.9 Illnesses

Parents are required to notify Seacoast if their child has a communicable disease, so that parents of children in the classroom/school may be notified. Only information about the communicable disease will be shared. Seacoast will follow Confidentiality Policy and Procedures.

Seacoast conducts a health check on each child upon arrival to the classroom. A child may not be accepted into the school if staff deems the child is too ill to attend or is contagious.

DCF requires that parents be called when a child has a fever or an infectious disease. Therefore, if a child develops an illness at school, a parent will be called to take the child home. Illnesses include a fever of 100 degrees or more, diarrhea, vomiting, green mucus from nose, and etc. **Parents are required to make arrangements within thirty minutes.** Any child who is ill will be cared for and isolated from other children until the arrival of a parent or another authorized person.

A child with a communicable illness must be **symptom free** for a minimum of 24 hours from the time the parent signed the child out of school. **This means a child may not attend school the**

day following the development of the illness. A note from a physician may be required for re-admittance.

NOTE: A child with diarrhea may not return to school until they have had a normal bowel movement. A child with green, thick or mucous runny nose may not return until the nose is clear. Conjunctivitis (pink-eye) is contagious without fever; therefore, a child must remain at home until symptoms have disappeared.

We require parents to call and notify the school regarding the child's symptoms and/or diagnosis. This enables the staff to notify other parents in the event of a contagious illness outbreak.

NOTE: Because VPKers will be ill on occasional, it is helpful to have plans for alternate care in case of illness. We understand that illness of a child is hard for working parents, but SCA policies are intended to protect all of our children from catching illnesses that can spread through a class. We ask that you help your child and your child's teacher by not sending your child to school when they are not feeling well.

Please help you child practice hand washing at home. It is imperative that children wash their hands with soap and water every time they use the restroom and before eating to help avoid the spread of germs.

3.10 Absences

Parents are requested to notify Seacoast if a child will not be in attendance that day. This notification will assist us to more effectively maintain appropriate child staff ratios.

Parents are required to notify Seacoast if their child is ill. The Department of Children and Families require we document within one hour of normal drop-off time that we have attempted to contact the family. This notification will assist Seacoast to track any illnesses that may occur at the school. Information regarding illnesses will be shared on a need to know basis.

3.11 Special Request

Parents are requested to notify the teacher and the Administrator if there are any special needs or instructions for the child's day. Special requests must be submitted in writing and may include, but are not limited to; health issues, family situations, alternative pick up person, early pick up time, or any other issues the school should be aware of to best meet the individual needs of the child.

3.12 Medication

The school will only administer medication prescribed by a physician. <u>No over the counter medication</u> unless accompanied with a doctor's note.

Parents must follow the policy for Administering Medication if the child is to receive medication during the day. A Medicine Release form is located at the front desk and must be completed in

full for Administration to give medicine. A student requiring medicine for longer than 10 days MUST have a medical form from the doctor.

The school is not permitted to administer any internal medication, including aspirin, without parental consent. All medication must be left with the school receptionist and must be in labeled bottles with specific instructions as to its use. The medicine will be dispensed to the student at the prescribed hour from the office. Students are not permitted to carry medication of any kind (not even aspirin). If medication is found on a student, the Administrator will be consulted to determine action.

Cough drops are not permitted for ages 5 and under due to choking hazards. In the event a child becomes ill, he/she will be given proper attention, and the parent notified. In the case of a serious accident, parents will be notified immediately. If parents cannot be located, the school will call the physician designated on the enrollment application.

3.13 Termination/Withdrawal

Seacoast Charter Academy reserves the right to terminate services and/or refuse re-enrollment of students or families who have demonstrated disharmony regarding purpose, objectives, standards, policies, rules, and regulations of the school to which may include, willful destruction of property, if the student poses a threat to safety and welfare of other children in school's care, physical or verbal abuse by the parent/student upon the School Staff, and/or refusal to follow Seacoast policies. Termination may also occur if insufficient funds are not repaid promptly and/or students who have a past due balance of more than one week.

A two week written notice is required from parents that are withdrawing their child from Seacoast. Parents are responsible for any fees if proper notification is not provided. Any past due balances are due on last day of enrollment. Balances remaining after 30 days will be referred to Seacoast collection agency.

In the event that a child is absent for two consecutive weeks, without proper notification to the office, the child will be considered withdrawn from the program and the reserved classroom space will be filled. All tuition and any related charges are due and payable during this two-week period. To re-enroll, normal registration/supply fees will apply. The child will then be considered for enrollment upon space availability.

SECTION 4 – PARENT INVOLVEMENT

4.1 Parent Volunteers

Seacoast Charter Academy VPK has an Open Door policy with all parents of enrolled children. Parents are not only welcomed, but also highly encouraged to volunteer in their child's classroom. The teachers and administrators greatly appreciate parents who volunteer their time and talents to help in the programs of the school. Please see the teacher for information about volunteer opportunities.

- All visitors are required to sign in at the front desk before proceeding to the classroom.
- All volunteers must pass a background screening.
- The Discipline Policy (see 5.15 & 5.16), Standards of Conduct (see 5.17), and Visitor Policies (see 5.22) will apply to all volunteers at all times.
- Siblings of children in the program may not attend when a parent is volunteering in the classroom.
- Parents may be asked to help with certain tasks such as cutting out items for the classrooms, sharing information about their job or hobby or culture, chaperoning on field trips, donating items, and reading to a group of children.

Parents are encouraged to participate in the Seacoast Parent/Teacher Organization, PACTS. Also, if applicable, volunteers such as student interns will be required to fill out an employment packet as well as be subject to state and federal background checks.

4.2 Take Home Activities

Although Seacoast Charter Academy VPK does not assign "homework" for VPKers, we do send home suggested activities to enhance the learning taking place in the classroom.

4.3 Ways Parents Can Help at School

Prepare your child in advance of arriving at school that you will be leaving him at the front desk door and that you will be returning at a specified time. It is hard for parents to leave a crying child at the door, but be assured that they are usually busy playing by the time you are in your car and on your way. Feel free to call us and check on your child. We want you to feel confident about leaving your child with us.

= Confer with the teacher, but refrain from discussing the child in his presence. They hear and understand what you are saying!

= Realize that arrival and departure times are not convenient times for a teacher to have lengthy discussions with a parent. Their full attention should be on the children in their room, including your own.

= Work with the teacher concerning any problems that may arise.

= Share with us any upsetting experience you think may help the teacher understand your child better.

= Please notify us of any situation at home that could affect your child's behavior. We feel that our VPK is a ministry. We hope that you will feel free to come to us at any time for a listening ear. We have an "open door" policy and you are welcome anytime.

= Help your child to attend regularly and to be on time. This is a pattern that is set for the rest of a person's life.

= Help your child understand that his teacher will not ask him/her to do anything that will hurt him/her. We are here to teach and have learning experiences in a safe environment.

4.4 Ways Parent Can Help at Home (Parent Responsibilities)

Breakfast is an important beginning to a VPKer's day. Seacoast Charter Academy VPK serves breakfast from 7:45 am – 8:00 am for students, if you are enrolled in EDC this starts at 6:30am. If arriving after 8:00am, a parent may stay in the lunchroom with the students. Parents wishing for students to eat breakfast should arrive by 7:45 am.

= VPKers do best on a regular routine. They do not like surprises.

= A VPKer functions best with a consistent bedtime that is unrushed.

= As a parent, take the initiative to guide your child rather than punishing him for something they did not know how to do.

= Give acceptable choices rather than "no".

= Try using more positive statements than negative. Example: "You are a bad boy". There is no such thing as a bad child, only inappropriate behavior. Encourage your child to make "good" choices.

= Ask your child what they did at school each day, and review the material they bring home. Reinforce the things they are taught, and help them to practice concepts and techniques.

4.5 Parent-Teacher Conferences

All parents/family are invited to attend scheduled formal parent/teacher conferences to review their child's progress and needs and to set goals for the child. Conferences can be scheduled at any time as needed or as requested by parent or teacher.

SCA teachers and administration welcome these opportunities and are eager to help with students' problems. Please call the office to schedule a conference with the teacher and/or the Administrator. You may also email your teacher directly to set up an appointment time.

NOTE: All parents are welcome in the school. However, when a visit to the classroom is necessary, you have to check in with the office first. **DO NOT GO DIRECTLY TO THE CLASSROOM.** If you wish to talk to your child's teacher, please arrange for a private conference by emailing the teacher/dojo or calling the office. Do not meet the teacher before or after school or detain the teacher from his/her responsibilities. Teachers are very happy to arrange for conferences with parents at a scheduled time. Please be considerate of your child's teacher.

4.6 Parent Surveys

Seacoast Charter Academy VPK is interested in your feedback. Anonymous parent surveys will be distributed at least once every other year. Your responses will ensure we are meeting the needs of our families.

4.7 Parent Bill of Rights

We believe that parents have rights and that their concerns are reasonable and important.

A Healthy Learning Environment

- Parents have the right to know that their child will be safe at school, both physically and emotionally.
- Parents have the right to know that all children will be treated fairly regardless of race, creed, national origin, economic status, gender, or age, and that each child will be treated as an individual.
- Parents have the right to know that the staff is experienced and trained in child development.
- Parents have the right to know that any negative or cruel behavior among students or between students and staff will not be tolerated.

Clear, Courteous Communication

- Parents have the right to be treated with courtesy by all members of the staff.
- Parents have the right to participate in meaningful parent-teacher conferences to discuss their child’s school progress and welfare.
- Parents have the right to visit schools and classes.
- Parents have the right to know that they can approach a staff member with a concern and that the staff member will listen carefully and will do everything possible to address the issue.

SECTION 5 – HEALTH & SAFETY

5.1 Child Abuse and Neglect Reporting

Seacoast Charter Academy has the responsibility for the prevention, identification, and reporting of child abuse and neglect (sexual, physical, emotional). Under Florida Law, cases of possible child abuse and neglect are reported immediately to the Department of Children and Families. The abuse hotline is 1-800-96-ABUSE.

5.2 Confidentiality of Records

The School maintains the policy that all records of children and families are confidential. The school office will not release copies of student records without the written consent of a custodial parent/guardian. Originals of records cannot be given to anyone. Parents may request copies, and other schools may request transcripts.

5.3 Change of Information

The school office must have the student's correct telephone number and home address on file at all times, in case it is necessary to contact the home. Additionally, the school should have each parent's correct work telephone numbers. If a change in any of these occurs, please notify the school office promptly. All such information will be held in strict confidence. It is the Custodial Parent's responsibility to report any change in court decisions immediately. Verbal notification will NOT suffice; all Court papers must be on file.

5.4 Emergency Closing and Inclement Weather

If the threat of a natural disaster such as hurricane, tornado, flooding, etc., is imminent, we will follow the Duval Public School System for closure guidance. Once the storm passes and is out of the area, we will assess the school for damage and re-open as soon as possible.

The following steps must be confirmed before opening the school:

- The school must have power and any physical damage must be repaired.
- There must be available staff in the school to provide appropriate and required staff to child ratio.

In the event that SCA is closed due to a providential hindrance or safety-related issue, the administration will attempt to inform parents as soon as possible.

Parents are responsible for child care tuition even in the event that the school is closed due to natural disaster.

5.5 Child Health Services

Seacoast Charter Academy VPK is required by the Department of Children and Families to have on file for each child a Physical and/or Immunization Record OR Waiver of Immunization. **You have ten (10) days after enrollment to bring in the original forms: Physical Examination (Form 3040) and Immunization (Form 680)**

5.6 Screenings

Screening is a process to determine whether or not a child has any developmental concerns that may require further evaluation and follow-up. Screenings conducted at the school may include vision, hearing, speech/language, nutrition, dental, and overall development. The Ages and Stages Questionnaire will be used at least once per year. Please find included in the registration packet a consent form for screenings.

Parents will be informed in writing of their child's screening results. At home activities may be recommended based on the results of the screenings. If further evaluation or services are needed, parents will be referred to the appropriate agencies or to their personal pediatricians. Additional screenings and parent conferences will be utilized as a means of follow-up on screenings that result in referrals to outside agencies.

5.7 Child Health Emergencies

In the case of accidents and incidents, staff will contact parents and complete an accident/incident report in which both staff and parents sign. This serves as documentation that parents were informed of the accident/incident and any necessary follow-up. It is very important that you make sure that your child's teacher and the front office are aware of changes in phone numbers or emergency contact persons. Please keep this information up to date.

5.8 Accidents

We take all precautions to insure the safety of your child while under our care. However, in the event that a child is hurt at our school, the following procedures will be followed:

- An accident report will be filled out by the child's teacher and depending on the type of injury, the parent may be called.
- The parent will be asked to review the accident form and provide a signature. A copy will be given to the parent.

If the accident requires further attention, you will be notified. Please be sure to keep his/her information up to date. If necessary, 911 will be called.

Note: Seacoast employees are all trained in CPR, First Aid, and Blood Borne Pathogens.

5.9 Medication Administration

The school will only administer medication prescribed by a physician. No over the counter medication unless accompanied with a doctor's note.

All medication administered by the school staff must be authorized by the child's physician by first completing an Administration of Medicine form. All medicines, over-the-counter or prescribed, must be in the original container.

If non-prescription medication is to be given, a note from the physician, stating the name of the medication and the dosage instructions, must be attached.

Staff will inform parent/guardian immediately of any noticed side effects or changes in behavior.

Parents are strongly encouraged to give all medications at home. If this is the case, please notify your child's teacher so that any behavioral changes and/or allergic reactions may be noted.

Medication will be stored in a locked secure area inaccessible to children. **NO MEDICATION MAY BE PLACED IN THE CHILD'S CUBBY/BOOKBAG OR LEFT UNATTENDED IN THE CLASSROOM.**

5.10 Conditions of Short Term Exclusion

A child will be placed on short-term exclusion, which may include non-admittance, when the illness and/or injury is contagious and/or poses a significant health and/or safety risk to other children and staff.

5.11 Notification of Illness

Parents/Guardians are encouraged to inform staff if their child becomes ill from a communicable disease and any other health/safety concerns.

If a child appears to have a communicable disease, teaching staff should isolate the child away from the other children and immediately contact the child's parent/guardian.

Children will not be allowed to return to the school until all symptoms have ceased. Depending upon the condition, children may not be allowed to return to the school without a physicians' authorization.

Parents/Guardians will be asked to immediately pick up their children if the following signs, symptoms, or conditions are present:

- Fever, sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. Fever is defined as having a temperature of 100^0 F or higher taken under the arm.
- Diarrhea - runny, watery, or bloody stools.
- Vomiting - two or more times, vomiting that contains blood, or vomiting followed by severe cramping.

- Severe coughing - child gets red or blue in the face or to make a high pitched whooping sound after coughing.
- Eye discharge - thick mucus or pus draining from the eye, or pink eye
- Difficult or rapid breathing
- Ear Discharge
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool and yellowish skin or eyes.
- Head Lice (including nits)
- Conditions that commonly require parameters from a physician detailing when a child may return include, but not be limited to; flu, chickenpox, strep throat, scabies, impetigo, meningitis, and Hepatitis A.
- Child is irritable, continuously crying, or requires more attention than staff can provide without jeopardizing the health and safety of the other children.
- Any other unusual signs, symptoms, or conditions.

An Illness report will be completed by the teacher/front desk for the parent to sign. When a parent is called for a sick child, the parent has 30 minutes to pick up the student.

5.12 Dress Code

We request that children arrive at school in their uniform. While we make every effort to protect their clothing, children can experience accidental spills during planned activities. Please label all clothing items with the child's first and last name.

In case of accidents, we request every child keep a change of clothes at the school. Label each item with the child's first and last name and place the items in a sealed bag in the cubby.

If your child does not have a change of clothing, and the need arises, you will be called to bring clothing. All lost or unclaimed items will be donated to our emergency clothing basket or a local charity. SCA is not responsible for lost items.

The purpose for this policy is providing a safe environment for students that fosters learning and improves school safety and discipline. Our dress code guidelines indicate appropriate school dress for normal school days. The school reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student shall wear school uniforms as stated below, no other attire will be prohibited unless an exception from administration as outlined below is given. All school uniforms must be worn properly with the appropriate size, and the waist of the garment worn at the student's waist.

HAIR / SKIN: Students must maintain their hair neat and clean with no "unnatural" colors, i.e. florescent, bright green, Mohawk, cut-outs in hair line, boys hair must not exceed bottom of ears on the sides and collar on back, etc No hats, bandannas or headbands may be worn.

SHOES: Students must wear closed shoes at all times. No sandals or heavy military type boots or shoes with metal tips may be worn. No shoes with pop-out rollers or sounds.

BLOUSES/SHIRTS: Only SCA uniform logo short-sleeve collared, polo blouses and shirts will be worn. During cold months or while indoors only SCA sweaters or jackets or plain blue, white or grey sweaters or jackets may be worn.
SLACKS/SHORTS: All navy/khaki uniform slacks/shorts must be worn and be in good repair. All school uniforms must be worn properly with the appropriate size, and the waist of the garment worn at the student's waist.
CULOTTES: May not be more than two inches above the knee and must be navy/khaki.
IN GENERAL: Boys may not wear earrings or body piercing. Girls may not wear body piercing other than earrings. At no time are students to wear anything offensive, immodest, or deemed inappropriate by the faculty. If the problem persists, parents will be called and required to bring the correct uniform to school before the child can return to class. A fund will be established to provide assistance to students unable to afford uniforms.

Exceptions to the uniform dress code shall be permitted when:

A student's parent requests a reasonable accommodation to address the student's disability or medical condition. Such request shall be provided in writing and submitted to the Administrator for approval; or When compliance of the uniform dress code violates a student's sincerely religious belief, the student and the student's parent shall submit a signed affidavit setting forth the religious issue and the exemption to the policy.

FREE DRESS DAY

Fridays are free dress days. Students may wear jeans or Bermuda shorts or modest length skirts with a conservative shirt. All pants/skirts/shorts must fit properly – no excessively tight or loose clothing. No halter tops, backless tops, tops with thin straps, or tops that show midriff or expose the body. No shirts that display profanity, violence, lewd and obscene messages, sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco, or drugs, other symbols or phrases that would be offensive. No free dress attire is permissible on non-free dress days unless granted by the administrator.

5.13 Meals

A nutritious breakfast, lunch and afternoon snack are provided for all children. In order to ensure the health and safety of all children, food items, purchased or from home, may be brought into the classroom to be eaten if they are approved by the teacher or Administrator. This will help us prevent children with allergies from being exposed to foods which could be harmful.

Breakfast: Breakfast is available for full day children arriving prior to 8:00 am. Breakfast is served daily from 6:30 am to 8:00 am. A menu is available at the front desk.

Lunch: A well-balanced "hot" lunch is served daily. An occasional sandwich may be served. A monthly menu may be obtained in the front office. Please look it over, especially if your child has any food allergies. Students may bring their lunches from home, but they must follow the recommended lunch suggestions that follow.

Snacks: A morning and afternoon snack are provided. We serve a variety of healthy snacks such as cheese, fruit, crackers and pretzels. Our drinks are mainly cool water and milk.

Due to State Law we are not allowed to heat student's food, so please do not send food that must be warmed up.

We do not have refrigerators for student lunches; therefore, please send lunches in a container with a cold pack to keep food cool.

Snacks can include:

- Cut celery with ranch/blue cheese dressing or peanut butter
- Cut broccoli with ranch or blue cheese dressing
- Sliced squash and/or zucchini with dressing
- All nuts
- Cheese sticks
- Sliced cheddar cheese
- Whole grain goldfish
- Whole wheat/whole grain pretzels & crackers
- Boiled eggs, deviled eggs

Items to avoid:

- White potatoes in any form such as potato chips
- White breads, white rice, all pasta except whole grain
- All soft drinks (they deplete bones and teeth of calcium); regular soft drinks are full of sugar, while diet drinks contain toxic chemicals (aspartame)
- Fruit drinks with sugar added

Always include protein in any meal!

5.14 Dietary Restrictions and Allergies

Please discuss any special dietary needs/allergies for your child with the Administrator or front office. A physician's note must accompany all food restrictions and allergies. The front desk, kitchen staff, and teachers of children with severe allergies will meet to discuss the Food Allergy & Anaphylaxis Emergency Care Plan prescribed by the doctor. Allergies are posted by the door of every classroom, at the front desk and in the cafeteria. Any changes to the Emergency Plan or food allergies must be documented by a physician. A menu will be given to the parent to determine what foods are appropriate. It may be necessary for parents to bring a child's snack and lunch to avoid contact with certain foods.

5.15 Student Conduct

Every student accepted and admitted to Seacoast Charter Academy is expected to live their lives in a way that will bring honor to their parents and their school. Unselfish and considerate actions are the "Badge of Honor" that all SCA students should strive to attain. It is our hope that every

SCA student will behave, both in and out of school, in a way that would warrant words of praise from those they come in contact with.

Basic courtesy and respect for teachers, staff and other students is expected, in and out of the classroom. As such, all teachers and staff should be addressed with proper titles and with respect, slang words and the use of street-talk are never appropriate. Name-calling and slandering other students is also not acceptable at SCA. Students should treat each other with respect and honor.

Discipline is an essential element of child development. It is something positive that is done for a child; it is not something done to him/her. Without proper discipline, the child may suffer lifelong consequences; with it, he/she will be better equipped to live a successful life. In order to have consistency in discipline, cooperation between the school and home is imperative. Any breakdown in this arrangement could directly affect the attitude and behavior of the student. Seacoast Charter Academy will always discipline its students in love.

5.16 Discipline Rationale

Discipline is the effective management of children's behavior with the goal of self-disciplined children. The management technique to be used in any particular situation will be based upon consideration of the particular situation and the individual child. All staff, volunteers and parents will use the positive guidance methods listed in the discipline section of the Parent Handbook.

It is our responsibility to model for the children what is acceptable behavior at our VPK. Our staff establishes and consistently enforces reasonable, age-appropriate limits which help foster self-discipline within a child. SCA's emphasis is on what children "may do", rather than what they "may not do".

- We use a positive approach, using firmness
- We make suggestion rather than give commands
- We give a child reasons why we do certain things
- We follow through when we have asked for a response to a request
- We teach a child to finish what he/she has begun
- We let a child do for himself in appropriate situations
- We use soft voices when speaking with a child
- We remember that children learn through actions
- We clearly define limits for children to follow
- We are consistent
- We try to anticipate and avoid unpleasant situations
- We talk with a child in regards to "inappropriate choices" and also let him/her know that we still love them
- When needed, a child may be sent to a "quiet area" to rest and collect himself

.17 Basic Discipline Procedures

- Plan ahead to prevent behavior problems. Anticipate problems that may occur and provide intervention or directions in advance. (Ex: Limit number of children in schools. Have activities prepared so children do not have to wait.)
- Establish clear and simple rules that are age-appropriate. Consistent reminders help reinforce limits. Rules should be stated in a positive way. (Ex: If a child is running, say, "Please use your walking feet. Running feet are for outside", instead of "Don't run!")
- Be a model for the desired behavior. Treat all children with respect and politeness. (Ex: The teacher has a leaky paint container in her hand. She needs to get to the sink. She asks the children who are in line at the sink if she could please use the sink out of turn, rather than simply cutting in front of the children. They agree, and she remembers to thank them.)
- Help children to learn problem-solving skills. Give them the language they need to communicate feelings and needs to others appropriately. Work with them to come up with solutions to conflicts.
- Give hugs and caring. The key to discipline is establishing a nurturing relationship with each child. Children need to know they are accepted and loved no matter how they behave.
- Reinforce positive behavior. Remember to focus on the specific behavior you wish to see repeated. (Ex: "Jessie, you have worked so hard to put all the blocks neatly on the shelf. Fantastic job!")
- Overlook small annoyances. Sometimes when a behavior is overlooked, not reinforced by attention, it disappears. Unless the behavior is aggressive and someone is in danger of getting hurt, the teacher/caregiver might be wise to let the children work out the problem on their own.
- Offer positive alternatives to a negative behavior. If a child's behavior is unacceptable, suggest alternative choices. (Ex: If a child is throwing blocks, the teacher intervenes by telling the child that blocks are for building. If the child wishes to throw something, he/she can throw a bean bag, or a ball.)
- Re-direct or divert the child. Substitute an appropriate activity for the unacceptable one. Some behaviors that are inappropriate are temporary, or situation specific. In these cases, it is best to alter the environment by redirecting the child to another activity. (Ex: Two children who are good friends have begun to get irritated with each other. Intervene before things get out of hand by engaging them in a new activity.)
- Help children see behavioral consequences. Since young children are self-schooled, it is hard for them to see beyond their own needs. Help them to move from thinking only of themselves, to thinking of others by analyzing the consequences of their actions. Discuss their behavior in a non-judgmental way and encourage them to think about its impact on people, objects and events.
- Provide renewal time. When a child is too upset to talk or listen, it may be necessary to remove the child from the situation for a period of no more than 2 minutes. The teachers stay with the child to discuss what happened and to help the child regain composure.
- Implement Behavior Intervention Policy when necessary.

5.18 Classroom Policies/Discipline

We have set forth a Simple Rule System. There are only 5 major rules that children are asked to obey:

- I will keep my hands, feet, and objects to myself.
- I will respect myself, my classmates and my Teachers.
- I will listen and follow directions the first time they are given.
- I will raise my hand when I want to answer questions.
- I will always do my best.

We have developed the following Classroom Disciplinary Plan that will be in effect at all times. We use the "Clip Chart System". The "Clip Chart" is divided into 7 sections that are labeled. Students will have clothespins with their names written on them. The clothespin can be moved up and down the chart. All students will begin at the level of "Ready to Learn" each day. Teachers will ask students to either "clip up" or "clip down" to a certain level depending on the student behavior. If your child is required to move their clip, the teacher will note it on their Daily Communication Folder. This report is signed nightly by you, the parent.

If a child continues to have difficulty in the class, a conference may be requested by the Teacher or Administrator to discuss a plan of action. If the plan of action does not appear to help the child regain self-control, then the parent may be asked to withdraw the child. This is strictly enforced for the safety and well-being of the child and his/her fellow classmates. If deemed necessary, a child may be sent home for the day for aggressive or inappropriate behavior. If the parent does not pick-up the child within 1 hour of the phone call, the child will be suspended for the following day.

Clip Chart System: different levels:

***Ready to Learn-** Everyone starts on this level each day. We all want to begin our day ready to learn!

***Think About It-** This is simply what it says. When a student is asked to "clip down" to this level, he/she needs to think about his/her behavior. This level is a simple reminder.

***Teacher's Choice-** When a student is asked to "clip down" to this level, it will be the teacher's choice as to what behavior consequence is handed out. Because all students are different, the consequences may vary. Examples: Some students will improve their behavior after the teacher talks with them about it. Others may need to sit out for a short period of time to regain the proper behavior. At this level, teachers will use their best judgments and keep in mind what works best for each student. Since only minor consequences are handed out at this level, parents are not contacted unless the behavior goes to the next level.

***Parent Contact-** When a student "clips down" to this level, he/she has not heeded the warnings given out by the teacher. At this level, parents will be contacted and informed about the behavior. Each teacher will use the appropriate consequences depending on the child's behavior. This can range from losing free/play time or any other consequence the teacher feels is necessary. A note will be sent home

that needs to be signed. In some cases, the parent will be called if the teacher feels this is needed or an email may be sent. If the behavior has escalated to a point where administration needs to be involved, the parent will be contacted about this as well. At this level especially, the support of the parent is very beneficial and needed.

Good Day, Great Job, & Outstanding Levels

These levels are used to recognize positive behavior in the classroom. As students exhibit good behavior choices, they will be asked to "clip up."

Good Day
Great Job } These two levels indicate that proper behavior choices were made. ☺

Outstanding- Students must show something "extra special" to achieve this level. This may not be a level reached every day, but it is attainable with a lot of hard work! If a student exceeds this level, he/she will be at the "Top of the Chart." ☺

A few notes about the Clip Chart:

- Throughout the day, students can "clip up" and "clip down." If a student has "clipped down" the chart, he/she does have the opportunity to "clip back up" the chart. Of course, this is only if true improvement is shown. In the same manner, a student that "clipped up" can "clip down." There may be some days that a student doesn't "clip up" or "clip down" on the chart and remains on the Ready to Learn Level.

- If a student has "clipped down" to the Parent Contact Level, the parent will always be contacted. It is important for the student's sake that we always follow through at this level. Depending on the circumstances, a child that lands on this level does have the chance to "clip up" like every other student, but contact will still be made to the parent.

- The Clip Chart is a great system for balancing both positive and negative behaviors seen in the classroom. Even though there are consequences for negative behaviors, there are also rewards for the positive ones as well.

5.19 Seacoast Discipline Protocol

If a student behavior continues to worsen, the following steps will occur:

1. **Conference**
   If a child's inappropriate or disruptive behavior continues for a period of time, a conference will be requested by the school to discuss a plan of action. A parent may be asked to withdraw the child if the behavior continues or worsens. This is strictly enforced to ensure the safety and well being of our students.

2. **Suspension**
   Students with continual aggressive or destructive behavior may be placed on suspension. During a suspension students are not allowed to come on school grounds. This includes

extra-curricular activities, or any other function related with the school. The length of suspension is left to the discretion of the administration.

3. Probation

Students, who are a continuous disruption to the educational environment as demonstrated by referrals and/or suspensions, will be placed on probation. The terms of each individual's probation will be at the discretion of the administration. If a student violates the terms of the probation, the student will be expelled.

4. Dismissal/Expulsion

SCA reserves the right to dismiss any student who has or whose family has demonstrated disharmony regarding the philosophy, purpose, objectives, standards, policies, rules, and regulations of the school. Expelled students may not attend any school functions or visit the school.

5.20 Discipline Guidelines

1. Time out. There will NOT be any identified space, or chair, reserved for "time out". Children are not to be isolated indefinitely due to behavior problems. Time out may be used only if stipulated in an individual child's behavior plan by a licensed mental health consultant.
2. Physical punishment. The use of physical force with children is prohibited. This includes pulling by the arm, grabbing children by the arm/shoulders/neck, hitting, pushing, shoving, etc.
3. Threatening. Children will not be threatened with physical punishment, or with a phone call to parents.
4. Ridiculing or Degrading. There will be no name-calling, belittling, or comparison to other children.
5. Withholding of meals, snacks, or water. Children will not be denied food, water or any other basic need as a means of discipline.
6. Denying a rest. Children will not be denied rest as a means of discipline.

In the event that a child is exhibiting **extreme challenging behavior**, follow the Behavior Intervention Procedures:

- Provide renewal time.
- When a child is too upset to talk or listen, it may be necessary to remove the child from the situation for no more than 2 minutes. The teacher is to stay with the child in the classroom to discuss what happened and then help the child regain composure.
- If necessary, the child may be removed from the classroom if two staff members are not available to remain with the child at all times.
- If the child is unable to regain control within 30 minutes, the parents or authorized persons may be contacted to pick up the child.

5.21 Standards of Conduct

Seacoast Charter Academy has guidelines of acceptable conduct that all parents, volunteers and visitors must abide by while on premises. It is expected that all parties will follow these guidelines and sign this form. We strive to provide a safe learning environment for you and the children. Volunteering in the classroom is strongly encouraged however; the "Standards of Conduct" must be adhered to at all times.

- Respect and promote the unique identity of each child and family. Refrain from stereotyping on basis of gender, race, ethnicity, culture, religion or disability.
- Follow program confidentiality policies concerning information about children, families, and other staff members.
- Supervise children at all times. Children will not be left alone or unsupervised while in the school or under Seacoast VPK care.
- Use positive methods of child guidance. Any use of corporal punishment, emotional or physical abuse or humiliation is prohibited. Methods of discipline that involve isolation, the use of food as a punishment or reward, time out or the denial of basic needs are prohibited.
- Refrain from the use of any threatening physical contact or verbal abuse towards individuals connected with the program, other parents or volunteers.
- Refrain from smoking on the premises and during all school or parent activities. Seacoast Charter Academy adheres to a "Smoke Free Environment."
- Refrain from illegal activities while on the premises or in attendance at school activities. Seacoast Charter Academy prohibits theft, firearms, alcohol, explosives and illegal substances on the premises and during all school or parent activities.
- Refrain from harassment. Any cause of disharmony of any kind will not be tolerated.

5.22 Visitor Policy

All volunteers and visitors shall check-in at a designated area for check in and obtain permission for the visitation and a visitor's pass.

Visitation by a non-enrolled child unaccompanied by his/her parent(s) or legal guardian is prohibited unless prior approval has been granted by the School Director.
Only persons with legal authority to do so (such as Department of Children & Families personnel or law enforcement) shall be allowed to question a child on the property without the consent of the child's parents or legal guardian.

Because staff, children and parents should at all times feel that the school and work environment is safe and not hostile, all visitors to the property shall comply with all policies while on property and shall conduct themselves in a manner that is not disruptive, threatening or abusive.

- Any parent, volunteer or visitor who is disruptive, threatening or abusive will be asked to relocate to a location in the facility where children are not present and where the matter can be discussed and resolved in a professional manner.
- If the person refuses to relocate or continues to act in an inappropriate manner, the person will be asked to leave the premises. If the person refuses to leave, staff will

notify appropriate law enforcement personnel. Should the person subsequently return to the property and again act in a manner that is disruptive, threatening or abusive or if the initial incident is so extreme that the teachers are concerned about the person returning to the facility, the person shall be informed in writing that he/she may be prohibited from returning to property.

- Any person who believes that he/she has wrongfully been asked not to return to the property, must first leave the property as requested, but may subsequently appeal the decision in writing to the School Administrator.
- A final decision will be made and the person will be notified in writing that he/she may or may not return to the property except under expressed conditions.
- Notwithstanding the above, school personnel shall always have the authority to notify appropriate law enforcement personnel should any person to property violate criminal statutes.

5.23 Building Inspections

The Environmental Protection Agency (EPA) has issued a final rule, 40 CPF Part 763, Asbestos Containing Material in schools, commonly referred to as AHERA, to protect school children and school employees from exposure to asbestos in school buildings. In accordance with the act, each Local Education Agency (LEA) is required to provide written notification to parent, teacher and employee organizations at least once each school year regarding the availability of the Asbestos Management Plan and any response actions taken or planned.

All inspections for Seacoast Charter Academy have been completed. The Asbestos Management Plan (AMP), which includes inspection reports, documentation relative to training for employees, monitoring results, standard operating procedures for dealing with asbestos and building material inspections, and notification letters, is available for review during regular school hours.

5.24 Classroom Inspections

Precautions are taken to keep our building and classrooms safe. Several times weekly the doors are checked to ensure they are closed firmly. At times, you may need to identify yourself to enter the front door. Classrooms have telephone intercoms and a buzzer on the playground so they may contact the front office if needed.

5.25 Drills (Fire, Weather, Lock-down)

Drills are required by law and are held monthly during the year, so that orderly evacuation of the building may be accomplished without panic in case of an emergency. Instructions are posted in each room. After the alarm, students should walk quickly but without talking. Students will remain together with their class groups outside until the teacher takes the roll and accounts for all students in the class.

If we experience severe weather in our area, we may be forced to close the school. If Duval County Public Schools are closed, we will also be closed. Written and/or advance notification

will be given whenever possible. During a weather emergency, we will follow Duval County Schools. Please tune into local radio and television stations for school closures and updates or call the school office. Every effort will be made to contact families through email and the Seacoast Charter Academy Facebook page.

5.26 Fire-Lane

Parking in the Fire-Lane is STRICTLY PROHIBITED. Under no circumstances should a parent park in the Fire-Lane for arrival and/or dismissal of a student. Seacoast Charter Academy VPK takes the safety of the students very seriously. When blockage occurs in the Fire-Lane, safety vehicles are not able to get through. The Jacksonville Sheriffs Department monitors the parking lot for violators. **Parking in the Fire-Lane will result in a $25.00 ticket from Seacoast and may result in a ticket from the Sheriffs Office.**

5.27 Security

Seacoast Charter Academy is equipped with a sophisticated security system; every effort is made to ensure the safety of our students. Students are expected to obey safety rules set down by the school.

We request that you assist us in keeping the building and your children safe by reporting any suspicious activity you may observe on campus or elsewhere. Please do not hold doors open for anyone not personally know to you. Also, please inform us immediately if there is any custody or other issues that may affect the safety of your child.

SECTION 6 – CLASSROOM ACTIVITIES

6.1 Curriculum

VPK teachers will use the *Seacoast Charter Academy VPK* curriculum to plan specific activities that promote school readiness. The curriculum will be based on helping children to attain positive school readiness outcomes.

In each classroom, you will find learning schools for dramatic play, art, manipulative school for development of fine motor skills, literacy schools, music, science, block, math and writing. In these schools, children have experiences that relate to their world and expand their knowledge through hands on activities. Each day starts with carpet time which starts the day with whole group learning, encouraging words and reminding of class family expectations.

6.2 Daily Activities

Your child will begin his/her day with an educational program that incorporates hands-on activities as part of the learning process. This program begins at 8:30 AM daily, and we encourage you to have your child in the classroom at this time, so they may benefit to the fullest extent possible from this valuable learning experience. Each class is given the opportunity to play on the playground or an indoor play area. After playtime, lunch will soon begin with instruction on table manners. After lunch, they will rest for an hour.

When rising from rest time, students will receive an afternoon snack. The class will then have organized play activities which may include playground time, art, story telling, centers, etc.

6.3 Rest Time

Rest time is a necessary part of a child's day. A one-inch thick mat is required by state regulations. Students may also bring a small blanket or beach towel and a small pillow (travel size only). **These items must be labeled.** A cubby is provided for your child's sleeping items, so that it may be left through the week. We require that these items be taken home on Friday's for laundering.

Please notify the teacher in advance, if you will be picking up your child during nap time. This will allow for appropriate arrangements to avoid disruption of the naps of other children. Whenever possible, please try to avoid bringing your child to school during his/her naptime. The naptime for each class is posted for your information.

6.4 Toys from Home

To prevent special toys from being lost or broken, we ask that toys not be sent to school with your child. On certain days throughout the year, we allow children to bring personal items and/or toys to share during a special part of the day's activities. Your child's teacher will inform you about these "Show-N-Tell" days.

6.5 Birthday Parties

Birthdays are important to children. If you wish to bring cupcakes or cookies, please arrange the time and specifics with the teacher **IN ADVANCE**. Please keep things simple. Elaborate parties are not permitted and should be planned for a time outside of school. We **DO NOT** hand out invitations to outside parties unless all children in the class receive one.

6.6 Assessments

All children develop at different rates. However, as educators, we use broad barometers that are available to evaluate your child's development. A good indicator of how your child is progressing will come from materials sent home in the communication folder. We encourage

you to review this material and ask your child questions. This will help to reinforce the material learned.

Each child will have a portfolio which includes a sampling of the child's progress. Depending on the age of the child, these samples may include Ages and Stages Questionnaires, literacy and numeracy assessments, artwork, dictation, writing samples, pictures, anecdotal notes, photos, etc. Portfolios, including screening and assessment results and individualized goals, are to be shared with parents twice per academic year during scheduled parent conferences.

NOTE: Parents must first contact the appropriate teacher(s) concerning a student's grades. Administration will not discuss a student's grades unless the teacher(s) has already been consulted. Assessment Reports will **NOT** be issued if a student's account is not up-to-date or other fees are in arrears.

6.7 Transitioning from PreK to Kindergarten

During the month of May, Seacoast Charter Academy VPK will provide activities to aid in the smooth transition of VPK children to kindergarten. These activities may include one or more of the following: the distribution of kindergarten registration and transition packets, a "Stepping up to Kindergarten" ceremony, a visit to our elementary classes, and an informational meeting for parents to discuss different options for kindergarten.

HANDBOOK AGREEMENTS FOR PARENTS AND STUDENTS

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Parent/Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Parent/Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Seacoast Charter Academy and is subject to change without notice by decision of Seacoast Charter Academy's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

_____ _____

(Signature of Parents) (Please Print Name)

CHILDREN LEARN WHAT THEY LIVE

IF A CHILD LIVES WITH CRITICISM,
HE LEARNS TO CONDEMN.

IF A CHILD LIVES WITH HOSTILITY,
HE LEARNS TO FIGHT.

IF A CHILD LIVES WITH RIDICULE,
HE LEARNS TO BE SHY.

IF A CHILD LIVES WITH SHAME,
HE LEARNS TO FEEL GUILTY.

IF A CHILD LIVES WITH TOLERANCE
HE LEARNS TO BE PATIENT.

IF A CHILD LIVES WITH ENCOURAGEMENT,
HE LEARNS CONFIDENCE.

IF A CHILD LIVES WITH PRAISE,
HE LEARNS TO APPRECIATE.

IF A CHILD LIVES WITH FAIRNESS,
HE LEARNS JUSTICE.

IF A CHILD LIVES WITH SECURITY,
HE LEARNS TO HAVE FAITH.

IF A CHILD LIVES WITH APPROVAL,
HE LEARNS TO LIKE HIMSELF.

IF A CHILD LIVES WITH ACCEPTANCE AND FRIENDSHIP,
HE LEARNS TO FIND LOVE IN THE WORLD.

Dorothy Law Nolte