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Philosophy

At Sun Academy every effort is made to make learning intriguing, interesting, and rewarding. We strive for young minds to enjoy learning and for learning to become self - fulfilling. We believe learning occupies the mind. At Sun Academy, we help guide thinking toward peaceful pursuits. We strongly believe that appropriate cerebral activity focuses attention and a settled attention span allows the mind to expand. This is one of the seeds to personal developmental growth. We focus on the development of learning to become a way of life. At Sun Academy, how to learn is given as much priority as what to learn and we understand and accept that all minds learn differently. We help develop the necessary skills needed for all types of minds to learn and flourish. We pride ourselves on having the patience, knowledge, and techniques to educate all types of learners, personalities, and behaviors. We associate learning with enjoyment so learning like playful pursuits becomes mentally integrated as pleasurable. Once established, the joy of learning is indelible and an open mind becomes a lifetime habit.

Mission Statement

To offer a developmental day program that ensures every child to have the utmost opportunity to be school ready. School ready in our definition is the ability to interact socially and emotionally with peers, siblings, and adults, to perform cognitive, fine, and gross motor expected tasks, and to be exposed to a print rich environment.

Through our developmental day program, pediatric therapies, and our ability to accommodate all learners, we attempt daily to meet our goal of school readiness.

GENERAL INFORMATION

The following educational programs are offered at Sun Academy:

- . Infant/Toddler - 6 weeks through 2 years
- . Pre - Kindergarten - ages 2 through 5
- . Voluntary Pre-Kindergarten (VPK) 9:30 - 12:30 Monday - Friday
- . Kindergarten - 5th Grade
- . Exceptional Student Education Programs - Specific Learning Disabilities, Speech, Hearing Impaired, Pre - K Handicapped, and Emotionally Disturbed
- . Pediatric Therapies - Speech/Language, Occupational, and Physical. All Pediatric Therapies are one to one with individual student and therapist
- . After School Tutoring Program and Summer Camp Program
- . Support Services

It is mandatory that every child be signed in and out every day.

VISITORS AT SCHOOL

We encourage parents to visit the school and participate in or observe school programs. ALL VISITORS, INCLUDING PARENTS, MUST REPORT TO THE OFFICE FIRST. A visitor's badge will be worn while at school and returned upon departure. Parents who want to visit classrooms are asked to make arrangements with the school administrator at least one day prior to visit. Volunteers and mentors are asked to come to the office and sign the visitor/volunteer book. The record of volunteer hours serves as documentation for the State Volunteer Award and lets the office know you are at school. Volunteers must be under the direct supervision of a teacher at all times.

STUDENT SCHEDULE

School hours are from 8:30 - 3:00 each day.

1st Bell at 8:20, 2nd Bell at 8:30, Tardy Bell at 8:40.

Extended Day Hours are from 6:30 - 8:30 and 3:00 - 6:00 each day.

Breakfast times: 7:30 - 9:30

Lunch times: 11:00 - 12:30

Individual Class Schedules and Weekly Lesson Plans will be posted at end of Entrance Hallway on right.

***VPK Only Students Please Refer to VPK Information Guide for Student Schedule.**

Late Policy Pick Up

There is a late pick up fee of a \$5 per minute. The School will maintain strict adherence to the 6:00 closure time. School policy is to contact the local police after 30 minutes from closing time if the child has not been picked up.

Tuition

(Parent Payment Agreement and Terms Located in Enrollment Packet)

Tuition is based on level of care, which takes into account Teacher - Child ratios and overall class size. Cost therefore varies from age to age. Any tuition balance that reaches two weeks past due will be charged a \$5.00 per day late tuition balance fee until the balance is paid. Those parents who have made arrangements to make payments every two weeks, if tuition payment is not made on last day of second week a late tuition balance fee of \$5.00 will be charged every day until balance is paid in full. Cash, credit/debit cards, checks, or money orders are acceptable forms of payment.

Checks returned from the bank shall incur a \$25 returned check charge. Future payments may be requested in cash or certified funds. Parents are expected to pay for full weeks even if the child is withdrawn before the end of the week, on vacation for part of the week, or sick. There are no tuition credits, Prorating or Monetary Reimbursements of any kind. Parents are required to give the School 2 weeks' notice when a child is being withdrawn, otherwise tuition for the full two weeks will be charged and all student records and belongings will be held until paid. Charges will still apply for vacation weeks unless noted on the school calendar.

Arrival Procedures

In an effort to make flow of traffic and school congestion less at arrival and departure times you need to do the following:

***VPK ONLY Students Please Refer to VPK Information Guide for Arrival and Departure**

Procedures and Times*

School begins promptly at 8:30. All students including Pre K must be in class prepared to start school at 8:30 NOT Arriving at 8:30. Lunch and belongings are to be put away and student in seat or with class at 8:30.

Primary Grades (K - 5th) 3 tardies equals an absence and will affect student grades.

1st Bell 8:20 2nd Bell 8:30 Tardy Bell 8:40

At 8:30 School Door Will Be LOCKED. Any students arriving after the 2nd Bell at 8:30 will need to remain outside with parent until Tardy Bell at 8:40 and School Door is Reopened for Tardy Students.

- . Use keypad to sign your child in- please see door handout
- . Put your child's belongings in his/her classroom
- . Put your child's lunch in the spot designated by your child's teacher
- . Bring your child to class and in seat prepared at 8:30
- . Your child is to stay with you until you take him/her to class
- . Your child is not to walk or run around or back and forth inside the school

Departure Procedures

- . Use keypad to sign your child out -please see door handout
- . Pick up your child's backpack/planner
- . Pick up your child
- . Your child is not to open the door and go outside by him/herself
- . Your child is not to run inside the school or leave your side and wander inside school

We are going to help with this the first week of school and then you will be responsible to follow these arrival and departure guidelines. Teachers and staff will not be covering the door as we do during the summer camp. You will need to follow these procedures every day.

We appreciate your cooperation in this matter

Attendance*

Regular school attendance is expected of all students. In the event of an absence, parents are requested to notify the school office by 9:00 am, whenever their child is going to be absent or late. Parents are allowed to call (9) times per 90 days without documentation. The parent's excuse must follow the guidelines set by the state. They are as follows:

- An absence for religious instruction or for a religious holiday
- An absence due to sickness, injury or other insurmountable condition
- An absence due to participation in an academic class or program
- A subpoena or a forced absence by any law enforcement agency
- An appointment with a doctor or dentist

***All VPK Students please refer to VPK Attendance Policy Mandated by State of Florida.**

(For Primary Grades Only)

Students who are absent more than 9 days per semester must provide documentation from a physician to receive additional excused absences.

If parents or guardians or a student within compulsory school attendance age are found to be responsible for the non-attendance of that student; criminal prosecution against the student's parents/guardians may be instituted as provided in Section 232.19 (7) F. S.

After 3 and prior to 6 unexcused absences within 90 calendar days, a designated school representative shall give written notice, in person or by return receipt mail, to the parent or guardian of the student. Students who are habitually truant from school will be referred to the judicial system as provided in Section 232.19(7)F. S.

Following an absence, the student has the responsibility to contact his/her teacher on the day the student returns to school to obtain assignments given during his or her absence. Work assigned prior to the absence is due the day the student returns. Work assigned during the student's absence is due within a period of time equal to the length of the student's absence. The time extended for make-up should not exceed two weeks.

PLEASE NOTE: Vacations are not considered to be excused absences. If you take your child on vacation the school needs to be notified in advance of your trip.

We hope you will work with us by calling the school office prior to 9:00 am any day your child will not be in attendance.

TRANSPORTATION

Transportation is provided for our after school tutoring program and any/all school field trips.

Safety on the van/bus depends on the cooperation of each child.

Van drivers will review safety procedures on the van during the first week of school. When students fail to cooperate with the van driver, parents will be notified via a bus referral and the privilege of riding the van may be temporarily suspended.

WITHDRAWALS

Parents are required to give two weeks' notice when a child is being withdrawn. If notice is not given, 2 weeks charges will still apply. A Sun Academy Student Withdrawal Form **MUST** be Completed to Officially Withdraw a Student. Tuition Charges Will Continue Until Student is Officially Withdrawn. All books, tuition balances and other materials must be accounted for before withdrawal forms are completed. Used School Supplies Will Not be Returned. Any Student with an Outstanding Tuition Balance at time of withdrawal - no records or student items will be released and withdrawal process will not be complete until balance is paid in full.

PROCEDURES FOR STUDENT ENROLLMENT**

Good teachers are continually observing children and screening for any signs of problems. The purpose of screening is to identify any children who might be in need of special services because of a developmental lag or a health problem. Developmental screening is only a preliminary identification of those children who should be evaluated in greater depth. By identifying a child's problem early, teachers can design corrective measures so that the child will be more likely to succeed in school.

The screening process begins when a child is first enrolled in a program. We have parents come in for an interview with the staff and discuss important information on the child's development. Some topics in the interview may be:

- . The child's birth history
- . The child's health (e.g. eyesight, hearing, any history of headaches or fainting spells)
- . Self help skills (e.g. eating, sleeping, washing, dressing)
- . Temperament (e.g. active, quiet, cries easily)
- . Ability to use language and to follow directions
- . Skills such as drawing, the ability to catch and throw ball, play preferences, and so on

We use several screening instruments as part of our screening process. All the screening instruments we use cover four major areas of development:

1. Personal/Social - self help skills, capacity to enjoy playing with materials and other children.
2. Visual and Fine Motor Adaptive - small muscle control, eye hand coordination, ability to remember visual sequences and to reproduce objects on paper.
3. Gross Motor/Body Awareness - balance, ability to imitate body positions, and large motor coordination.
4. Language and Cognition - speech and language, ability to reason, count, solve problems, and remember and repeat auditory sequences.

Children who are identified as "at risk" in the screening process are referred to specialist for an in depth diagnostic evaluation. The child's parents are informed and fully involved in the diagnostic process.

Screenings are administered within the first 30 days of enrollment and every six months for Pre - Kindergarten and 4 times a school year for Primary grades.

Basic requirements for student enrollment:

1. Copy of certified birth certificate
2. Physical within the last current year
3. Completed shot record

A Registration packet for a student will contain:

1. Registration sheets
2. Emergency Information sheet
3. Medical Information sheet
4. Permission to photograph and review records sheet
5. Permission to participate in school related activities and field trip sheet

Medication

Students are NOT allowed to have any medication in their possession at school (including aspirin, cough syrups, cough drops, etc.) If it is necessary for a student to receive medication during the school day, it MUST be dispensed in the school office. The parent must fill an Authorization for Medication form.

*For further information please refer to School Medication Policy.

Illness or Injuries

A student who is injured or sick should report such to his/her teacher. The teacher may send the child to the office. Administrative school policy limits the aid that can be given in the office. We may take temperatures, give Band - Aids and provide ice only. These are temporary measures to care for the student until the parent can pick him/her up. If a student needs to go home, parents or guardians will be called. An emergency telephone number is required for every student.

*For further information please refer to School Sick Child Policy.

LUNCHROOM

Breakfast Hours: 7:30 - 9:30 AM.

Lunch Hours: 11:00 - 12:30 (scheduled by class)

Afternoon Snack Hours : 2:30-4:00

All Lunches Must Be in an Insulated Lunch Box or Bag with Ice Pack

When packing your child's lunch, please provide a balanced, nutritional lunch and clearly label your child's lunch container. A lost lunch is your child's responsibility. Soda and candy are not allowed as a part of your child's lunch.

Also, remember to prepare a lunch that is manageable for your child that includes easy opening containers and lunches that don't have to be prepared or put together. Keep it simple. Students have 30 minutes for lunch.

Heat ups are NOT allowed.

Your child's lunch is to be placed, by a parent, in the spot designated by your child's teacher.

Catered Lunch:

We order lunch every day from a variety of restaurants. A menu is posted on the parent information board in the lobby. This is optional and the cost is \$3.00 per child. Payment **MUST** be made at ARRIVAL to the front office. Payments for lunch may be made up to 2 months in advance. You may still pack a snack and drink for your child on these days.

Lunch is ordered promptly at 9:30. If your child is late for school they will not be able to be added to the lunch order.

SEVERE WEATHER/EMERGENCY DRILLS

Manatee County is subject to frequent severe weather. Severe weather warnings are broadcast over local radio, weather radio, and TV stations. When a severe weather bulletin has been received, the faculty will be notified and all outside activities will be canceled.

The decision to evacuate will be decided by the President and her office will notify the school. The dismissal procedure will follow the same guidelines as outlined in the Severe Weather Plan.

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines. In the event of a tornado warning, all students and staff will practice a duck and cover in the pre-assigned safe location within the building.

It is the parent's responsibility to notify the school how their child/children will be going home.

DISASTER PLANS AND PROCEDURES

Hurricanes

HURRICANE WATCH means a hurricane may threaten an area within 24 hours. A hurricane watch is a first alert for emergency forces and the general public in prospectively threatened areas. When this area is under hurricane watch, normal activities at the School will continue. Office will continually listen to any/all weather service advisories.

HURRICANE WARNING becomes part of the advisories when a hurricane is expected to strike the area within 24 hours.

If the decision to close the School is made, the following plan will be put in effect:

1. The President will notify the office of the decision. The Assistant will announce it on the school radio system with instructions to dismiss all students and staff members.
2. Personnel will close their offices/classrooms in the same manner as at the end of a workday and leave the School.
3. Maintenance personnel will inspect the premises outside the building and remove and store any movable objects, which might be picked up by high winds.
4. Maintenance personnel will check the building to see that all persons have evacuated, will then proceed to lock up as usual and will leave for their homes.

Should a HURRICANE WARNING be heard during hours other than regular working hours, parents should continue to listen for school closing bulletins. School will close if local county public schools close.

If the School has been closed because of a hurricane, personnel and parents should listen to public media for announcement of its reopening. The President will handle requests for such announcements.

Tornadoes

TORNADO WATCH means tornadoes are expected to develop.

TORNADO WARNING means a tornado has actually been sighted or indicated on radar.

Procedures:

When a TORNADO WARNING is announced:

The best protection is a substantial steel framed or reinforced concrete building. Sun Academy is such a building; therefore, all personnel and students will remain inside. All personnel will assist students and visitors to seek shelter within the building on the floor and as far away from the windows and as close to the walls as possible. (in a duck and cover position) This precaution will be taken only upon the announcement of a TORNADO WARNING. All efforts will be made to avoid panic in such an emergency.

STUDENT PERFORMANCE AND EVALUATION

The 1st and 3rd quarter of the school year (October and March) you will be picking up your child's report card during the scheduled report card conference week. Your child's teacher will contact you to arrange a convenient time for you to conference. During the 2nd and 4th quarters (January and May) your child will bring home his/her report card. Please return the signed report card envelope to your child's teacher on the next school day.

PARENT CONFERENCE

Parent/Teacher conferences are scheduled with the child's teacher at the end of the first and third quarter. Parent or teachers may request additional conferences at any time. Teachers welcome conference with parents. Please try to schedule conferences in advance so that you and the teacher can share uninterrupted time together. If you come without an appointment, it is difficult for teachers to give you the time and attention you deserve because they have a class of children for which they are responsible. A teacher's planning time during the school day may already be scheduled, written or telephone requests for arranging conferences are desired.

1st and 3rd quarter report cards will NOT be released until a parent conference is held.

DISCIPLINE/REFERRALS

Early Childhood Education Programs Discipline Policy

We understand discipline to mean teaching the children acceptable behavior without making them feel they are “bad”. Our goal is to teach children to be responsible for their own actions and to learn self-control.

Until a child learns self-control, our staff must set limits for the health and safety of each child and the entire group of children. Such rules may include taking turns, using words to express needs and wants, walking in the classroom and using materials safely and respecting the space and property of others. The goal of discipline is to have the children begin to take responsibility for their own behavior. At no time is physical punishment or punishment related to food, naps, or use of bathrooms allowed.

At the Sun Academy discipline consists of:

1. Positive reinforcement
2. Redirection
3. Relax time - time to get themselves under control
4. Lap time - when it appears attention is the goal
5. Removal to another classroom or the School office - when control will be best regained away from the classroom.

As your partner in caring for your child, it is important for good communication to exist between the family and staff. If your child is experiencing a change in the home environment that may result in behavioral differences, it is important for you to notify your Director or Teacher.

In an effort to ensure the safety and well-being of all School children and staff, the following policy has been developed to address unacceptable and sometimes aggressive behavior. The policy is geared to involve parents throughout the process and to encourage a genuine collaborative effort to helping the child learn more appropriate and safer means of expressing him/herself.

1. The School will notify a parent after one week of persistent inappropriate behavior.
2. Continuance of inappropriate behaviors over a two week period will result in a mandatory parent meeting with staff.
3. A plan of action including a timeline for additional steps that may become necessary will be developed.
4. If the inappropriate behavior continues following two consecutive months of attempted intervention by School staff and parents, parents will be asked to consult mental health professionals regarding the child’s behavior. A mental health evaluation or psychological evaluation will be required at this time and the mental health professional must supply a behavioral plan to the parents and to the School. This plan will be implemented for one month in an effort to alter the inappropriate behavior.
5. Children who enter the School with a diagnosed condition that may affect their ability to control their behavior must provide a written explanation of the child’s diagnosis, and a behavioral plan signed by the child’s mental health provider. Parents must meet the teaching staff and director prior to the child’s attending in order to review such a plan.
6. Noncompliance with the above procedure will result in dismissal from the School.

NOTE: while the program strives to serve all children, the School is also responsible for the safety of all students and staff. The School reserves the right to alter this policy in the event that a child’s behavior results in the need for medical attention/consultation for the victim of the inappropriate act.

Primary - Kindergarten and After School Programs

Our school wide discipline plan is based on the following principles:

- . This is a place of learning.
- . All children and adults have the right to teach and learn.
- . All children and adults have the right to be safe.
- . All children and adults have the right to be respected.

Disciplinary measures will be taken against any student participating in the following:

- . Fighting or any physical activity which harms another person or causes an incident which is unsafe for others or prevents the individual or others from learning.
- . Throwing rocks, stones, sticks, or any other objects, which are not designated for that purpose.
- . Using profane, vulgar or rude language.
- . Damaging school property.
- . Disobedience/defiance/disrespect toward the teacher and other school personnel.
- . Leaving school or classroom without permission.
- . Bringing toys, pets, radios, stuffed animals, cards, etc. to school without teacher’s permission.
- . Bringing candy, chewing gum, soda, tobacco products, alcohol, or any drug to school.
- . Buying, selling or trading of any objects such as toys or cards.
- . Bringing knives, guns or objects that can be considered weapons.
- . Each class will develop specific rules to be followed in their classrooms.

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WHEN RULES ARE BROKEN

- . Every effort will be made to ensure that each student is aware of all school rules.
- . The student handbook will be distributed to each student and discussed in the classroom.
- . Classroom rules will be posted in each classroom.
- . Parents are encouraged to discuss the school rules with their children.
- . Parents are strongly urged to maintain contact with their child's teacher and to support the school's effort to provide a safe environment as well as to develop an attitude conducive to learning for all students. When infractions of school rules or procedures occur, one or more of the following procedures will be used:
 1. The problem will be discussed with the student.
 2. The student may be timed out.
 3. The parent will be notified.
 4. The student may be referred to the President or Assistant.
 5. The student may be assigned work detail.
 6. A parent/teacher conference may be required.
 7. The student may be removed from the classroom or suspended from school.

CORRIDOR CONDUCT

Classes must walk through the corridors in a quiet orderly manner. Running is dangerous to other students and staff.

PERMANENT RECORDS

According to the Family Rights and Privacy Act of 1974, the parent/guardian or student age 18 or over is permitted to inspect and review educational records relating to the student.

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Uniform Dress Code Policy for elementary kids

I. Types and Colors of Uniform (Boys and Girls)

Polo Shirt (short or long sleeve) – Orange, Yellow, Burgundy or Navy Blue

Khaki or Navy Shorts/Pant

Jumper - Khaki Color Only - GIRLS ONLY - must be knee length

White button down blouse to be worn with jumper ONLY

Skort or Scooter - Khaki Color Only GIRLS ONLY - must be knee length

II. Shoes - Closed Toe ONLY (Boys and Girls)

Sneakers

Flat Bottom Dress Shoes

III. Friday Dress Down Day (Boys and Girls)

School T shirt or regular school uniform shirt with pants, shorts, or jeans. Closed toe shoes only - sneakers or flat bottom dress shoes.

We no longer will be requiring children to change for PE. Please be sure to know what day your child has PE and dress them in appropriate clothing and shoes.

Make sure to buy enough uniforms to last the school year. Please take into consideration growth and wear and tear. Uniforms are not available in stores year round, but are available in many stores by special order and/or online (Beall's, JC Penny)

IV. Prohibited Items

The following items cause distractions in the classroom and are prohibited at school:

Any coloring or hair dye (colored streaks, temporary coloring for effect)

Distracting hair styles

Any make up and perfumes/colognes

Any loose or hanging jewelry

Shoes with wheels (wheels must be removed before entering building)

School Uniform Compliance Policy

The following procedure will be followed if a student arrives at school not in complete uniform:

(1) Offense

Warning

No class helper privileges

Written note home

(2) Offense

No recess or After School Play Time

No class helper privileges

Written note home

(3) Offense

No recess or After School Play Time

No class helper privileges

Written note home

Verbal Conference with parent

Citizenship grade may be affected

(4) Offense

Parent Conference

Disciplinary action to be determined at time of conference

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FIELD TRIPS

Educational and Recreational field trips are a part of the school program. These trips may involve a walk from school to a place in the community or may sometimes involve van transportation. In every case, adequate preparation is made to insure that safety precautions are observed and that the trip enhances curriculum. Whenever these trips are planned, your child will be asked to assume the responsibility of bringing home a note that informs you of the anticipated trip. If for any reason you do not want your child to participate in these programs, please send a note to his/her teacher and other arrangements will be made for your child.

PARTIES

Birthdays are important events for children. We celebrate birthdays, as a school, the first Wednesday of each month. All children that have a birthday in that month will be recognized. Any children with a summer birthday will be recognized during the June birthday month. The school will provide cupcakes on this day. Parents are not permitted to send in treats for this day or on the child's individual birthday. This is to help cut out numerous birthday parties each month.

Special Holiday Parties - Each teacher will plan their class's party and may ask for students to bring items for the party. Sun Academy Policy is that there are NO sweets including but not limited to cookies, candy, cake, cupcakes, etc. will be permitted during special event parties.

TEXTBOOK POLICY

The library center is an integral part of the student's educational process. For the student, the library provides a good selection of informational and recreational reading materials as well as multimedia materials that contribute to an overall, well rounded educational experience. The library center also provides supplemental materials for the instructional staff. Parents are responsible for all books loaned to their children. Lost or damaged books must be paid for at prices determined by the original price list.

STUDENT PLANNERS

Student Planners are REQUIRED for ALL Students in classes Pre-Kindergarten - 5th grade. Student Planners are \$5.00 and will be available for purchase at the front office.

Sun Academy Planners MUST be used. Sun Academy only has a limited amount of planners therefore students must be responsible.

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STUDENT/SCHOOL/PARENT PLEDGE

Student: As a student in early education, Kindergarten, or After School Programs at Sun Academy I agree to be the best student I can.

1. I will come to school, ready to learn.
2. I will work to reach the highest expectations.
3. I will make my parents aware of all parent teacher conferences and encourage them to attend.
4. I will respect my teachers and not criticize them.
5. I will participate in learning conflict resolution.

School: As a school, in order to give students every opportunity to be successful, we agree to the following:

1. We will make every effort to provide you with a safe environment.
2. We will offer you challenging instruction in a respectful environment.
3. We will notify your parents whenever you are involved in an unusual situation.
4. We will give your parents respect.
5. We will send our parents at least two positive contacts regarding your performance.
6. We will give you the necessary time to learn conflict management skills.

Parent: I will help my child learn by doing the following:

1. I will start each day right; a calm beginning at home makes the school day much better.
2. I will encourage my child to have a good breakfast and lunch. I will make certain that my child sleeps at least eight hours each night.
3. I will praise my child each day for something she/he has done and have a special place to put schoolwork or whatever is brought home.
4. I will laugh and talk with my child about school experiences and listen attentively to what is said about my child's school day experience.
5. I will stress attendance. If my child is ill, home is the best place; otherwise, my child needs to be at school every day.
6. I will keep the lines of communication open between myself and my child's teacher. I will inform the teacher of any family situation, which could influence my child's behavior. Also, if he/she is reluctant to go to school, I will let the teacher know so that together we can find the reason.
7. I will take my child to the library to encourage reading for fun.
8. I will stress organization of school materials.
9. I will provide pencils, glue, scissors, paper, etc. for my child to use.
10. I will work at home with the skills taught at school.

SICK CHILD POLICY

1. Reference: Florida Department of Children and Families, Chapter 65C - 22, Florida Administrative Code, Child Care Standards

2. To conform to the health regulations and prevent possible spread of infection or illness to children and staff, this policy must be adhered to.

3. Children with any of the following symptoms will be excluded from School:

Conjunctivitis - indicated by pink eyes, constant thick tearing, or mucus discharge from the eye.

*Diarrhea** - more than one occurrence unrelated to medications or documented food reactions.

Difficult or rapid breathing

Exposed, open skin lesions

Ear Aches - indicated by a child through words or actions or the draining of fluid from the ear.

*Fever** - temperatures over 101.0 degrees F.

Infestation of lice or other insect or larva

Nasal discharge - yellow or green in color for more than three consecutive days

Rashes - undiagnosed rash other than mild diaper or heat rash

Severe coughing - causing the child to become red or blue in the face or make a whooping sound.

Sore throat - indicated by a child through words or actions (distress when swallowing, etc.)

Stiff neck - as indicated by a child's words or actions

Unusually dark urine and/or gray or white stool

*Vomiting** - more than one occurrence in the course of one day. This does not include the usual infant's spitting up.

"Woozies" - unable to participate in regularly scheduled activities at the Center due to tiredness, nausea, dizziness, or other symptoms requiring more than ½ hour of quiet time to completely recover from.

Yellowish skin or eyes

*Child must be symptom free for 24 hours before returning to school.

4. If any of the symptoms listed develop while at School, the following steps will be taken:

a. The child is isolated from other children. The isolated child must be within sight and hearing of a staff person at all times and carefully observed for worsening conditions.

b. The teacher notifies the School's office or designee of the situation.

c. School personnel will notify the parent of the child's condition.

d. The parent is required to pick up the child within one hour of notification.

e. The teacher provides the parent written information on symptoms and when the child may return to School.

f. If the parent cannot be reached or has not arrived within one hour of contact, attempts will be made to reach all people authorized to pick up the child to remove the child from School.

g. If no person can be reached to pick up the child, the child will remain in isolation until the parent arrives. The parent is then required to supply the School with three names and phone numbers of people who are authorized to pick up the child in any subsequent emergencies before receiving further services.

h. School personnel will call the new contact numbers to verify their availability within 48 hours of receipt.

5. Requirements for returning to School following communicable diseases is:

Fever - child may return after 24 hours of being fever free. If the child develops a fever later that day, parents will be required to pick up the child within one hour and she/he must be excluded from the Center for 24 hours and be fever free upon return.

Chicken Pox - all lesions are dry and crusted.

Impetigo - at least 24 hours after the start of medication and the area must be covered.

Conjunctivitis - at least 24 hours after the start of medication and free of thick tearing and mucus discharge.

Lice - following appropriate treatment and removal of all lice and nits.

Ring worm - following the start of treatment and the area must be covered.

The Center may require a physician's statement before re-admittance following any illness or symptom.

6. When two or more children or employees have the onset of similar signs or symptoms listed in italic print in (3), within a 72 hour period, or when a case of serious or reportable communicable disease is diagnosed or suspected in a child or employee, the School Director is to notify the local county public health unit.

MEDICATION POLICY

1. Reference: Florida Department of children and Families, Chapter 65C-22, Florida Administrative Code, School Standards

2. To conform to health regulation, ensure safety of the children in our care, and to protect staff and the School in cases of liability, this policy must be adhered to.

3. The first dose of any medication must be administered by the parent at least one hour prior to admittance to School.

4. Any medication, prescription or non - prescription, brought to School must be presented by the Parent in the original container. The label must state the following:

-date prescription was filled

-name of the physician

-child's name

-name of the medication

-dosage

-exact frequency of dosage ("as needed" prescriptions will not be administrated without a physician's statement clearly explaining how to determine when medication is needed)

5. The parent must fill out a Medication Authorization Form with the following information:

-child's name

-name of the medication

-prescription number

-date to begin and end medication

-exact time(s) medication is to be given

-Parent's signature

6. The parent must supply the graduated spoon, dropper, etc. to be used for administrating medication.

7. Medicines shall be stored in a locked container.

8. The teacher of each classroom is responsible for administering medication to the children enrolled in that class. If the teacher is absent, one person in the room will be designated to administer medications.

9. The following steps will be taken when administering medication:

a. Compare all information on the prescription label to the Medication Authorization Form. If any information is contradictory, the medication will not be administered until it is corrected.

b. Double check the child's name and dosage.

c. Pour or otherwise prepare the indicated dosage.

d. Again, check the child's name and dosage.

e. Administer the medication as instructed by prescription label and/or Medication Authorization Form.

f. Rinse dosing apparatus and return it and the medication to locked storage.

g. Indicate in the Medication Log, the dose and time medication was given and initial.

10. When medication requires the use of machines or unfamiliar apparatus, the parent must provide training and/or information on the appropriate use of the apparatus prior to use by School Personnel. This training and/or information must satisfy the teacher and School Director so that they can use the apparatus with confidence.

11. The Medication Log will be kept on file at least one year.

12. Any medication, which has expired or is no longer, being administered, shall be returned to the parent.

13. The School may refuse to administer any medication.

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ADMISSIONS POLICY

The admission process begins with a scheduled meeting between School personnel and the parents. Areas of discussion at this meeting may include:

- the child's birth history
- the child's health (e.g. eyesight, hearing, any history of headaches or fainting spells)
- self-help skills (e.g. eating, sleeping, washing, dressing)
- temperament (e.g. active, quiet, cries easily)
- ability to use language and to follow directions
- skills such as drawing, the ability to catch and throw ball, play preferences, and so on
-

After the initial meeting between the School personnel and the parents, we request that we meet the child. We spend time with the child both in a group and individually to ensure that the child is placed in the class which will yield the most success.

The School personnel and the parents will discuss the best start date for the child and at this point any additional services or therapies that the child may need will be established.

Basic requirements for student enrollment:

1. Copy of certified birth certificate
2. Physical within the last current year
3. Completed shot record

A Registration packet for a student will contain:

1. Registration sheets
2. Emergency Information sheet
3. Medical Information sheet
4. Permission to photograph and review records sheet
5. Permission to participate in school related activities and field trip sheet

INITIAL STUDENT SCREENING

Good teachers are continually observing children and screening for any signs of problems. The purpose of screening is to identify any children who might be in need of special services because of a developmental lag or a health problem. Developmental screenings are only a preliminary identification of those children who should be evaluated in greater depth. By identifying a child's problem early, teachers can design corrective measures so that the child will be more likely to succeed in school.

We use several screening instruments as part of our screening process. All the screening instruments we use cover four major areas of development:

1. Personal/Social - self-help skills, capacity to enjoy playing with materials and other children.
2. Visual and Fine Motor Adaptive - small muscle control, eye hand coordination, ability to remember visual sequences and to reproduce objects on paper.
3. Gross Motor/Body Awareness - balance, ability to imitate body positions, and large motor coordination.
4. Language and Cognition - speech and language, ability to reason, count, solve problems, and remember and repeat auditory sequences.

Children who are identified as "at risk" in the screening process are referred to specialist for an in depth diagnostic evaluation. The child's parents are informed and fully involved in the diagnostic process. Screenings are administered within the first 30 days of enrollment and every six months for Pre - Kindergarten and 4 times a school year for Primary grades.

ONGOING ASSESSMENT: Checklist and Student Portfolios

Ongoing assessment is the process of observing and recording children's work and developmental progress. Teachers need a system that enables them to document each child's growing abilities, interests, and skills in order to plan appropriate experiences and activities that will enhance development and learning for every child in the classroom.

Ongoing assessment enables teachers to plan and implement the curriculum in ways that will best suit the needs and interests of a particular group of children.

1. Checklist for Documenting Children's Progress:

A checklist outlines behaviors and skills that can be observed during regular classroom activities.

Enclosed is a short copy of the Child Development and Learning Checklist that we use. The checklist is performed twice a year: in the beginning and end of the academic school year.

Additional screening tools we use include:

Vanderbilt Teacher Behavior Evaluation Scale
Conner's Teacher Questionnaire
Copeland Symptom Checklist for ADD
Ages and Stages for Social Emotional Behaviors

2. Portfolios of Children's Work

The Portfolio, a collection of a child's work, documents the child's progress and facilitates planning for each child. The Portfolio is large enough to contain a growing sample of items such as drawings and writing samples, photographs of block structures, stories the child has dictated and/or illustrated, and even tape recording of a child reading or telling a story. The Portfolio also includes teacher observations.

Following are possible examples of Portfolio items:

Socio - emotional development:

A chart of the activity choices the child has made over a one week period

Notes from parent conferences

Observations of the child's interactions with other children

Observations of the child's dramatic play

Cognitive development:

Artwork reflecting an understanding of relative sizes

Tape recordings of a child telling a story

Samples of invented spelling

Drawings with captions

Charts the child has made to track information

Teacher observations of how the child responds to stories

Physical development:

Photographs of block structures or pattern block designs

A collage that involved cutting and pasting

Drawings

Notes on games the child has successfully mastered

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Voluntary Pre-Kindergarten Information

Voluntary Pre-Kindergarten is 540 instructional hours over the course of 180 days. It is strictly an academic driven program designed to be a school readiness tool for Kindergarten. Legislators have set the voluntary Pre-Kindergarten program up as an extension of K - 12 free public education services. Therefore, there are strict attendance and curriculum guidelines. It is not designed as play time for Pre School age students but rather an educational program focused on academic skills and preparation for Kindergarten.

Sun Academy offers Voluntary Pre-Kindergarten from:

9:30 - 12:30 Monday - Friday.

Arrival: 1st Bell at 9:15 2nd Bell at 9:20 Tardy Bell at 9:30

Departure: Promptly at 12:30 a late pick up fee of \$1.00 per minute will apply

Extended day services are available for \$90.00 per week. Academic schedule continues to 3:00 pm including art, music, PE, recess, lunch, science, language, and math. After 3:00 pm, school center time and outside play time are scheduled until student departure.

Absences: (student absence policy is set by Department of Education)

No more than 3 consecutive absences are allowed without a written explanation of absences. If student is absent, you must contact Sun Academy by 9:00 am notifying us of absence. Absences may be no more than 15% of total number of days of program (180 days). If student reaches excess of 15% of total number of day of program being absent, he/she will be automatically withdrawn from the VPK program. Family vacations should be scheduled during non-school days. Again the VPK program is an educational program funded by the department of education and designed like a K - 12 free public education service. Therefore attendance and curriculum policies are from the Department of Education and apply to all VPK students, not just those enrolled at the Sun Academy.

Attendance Log:

All persons dropping off or picking up your child are REQUIRED to "sign" them in and out. This will be done using the keypad located outside the front door. It is a parental responsibility to make sure this is done EVERYDAY and that attendance is accurate. We are required, by the state, to turn these logs in at the end of every month and accuracy is crucial. You will also be responsible for signing the bottom of these logs at the end of every month as well as signing the VPK Student Attendance and Parental Choice Certificate.

If you have any questions please do not hesitate to contact Mrs. Reardon. We look forward to seeing you

Sincerely,

Sweta Patel

School Administrator

KEYPAD INSTRUCTIONS

To use the keypad to unlock the door and to sign your child in and out (required):

Press CHILD

Enter the last 4 digits of your social security number (or assigned number)

Wait for your child's name to appear (there may be messages for you)

Press OK

At this time you will hear a buzzing sound

Pull the door knob to open door (do not turn)

If you do not have a number:

Ring bell and wait for assistance

Report to school staff immediately

The keypad will NOT unlock the door between the hours of 8:30-3:00

These are school hours and for the safety of our students, remote access will not be available.

It is your responsibility to contact the office if you will need to pick up your child prior to 3:00.

To use the keypad to access your tuition balance:

Press BALANCE button

Enter the last 4 digits of your social security number (o

Press OK

This is a current listing of your tuition balance

Please allow 24 hours for any new payments to be entered into the system

Please do NOT give your number to anyone. Everyone will be assigned a personal code.

Thank you

Extended Day - After School Program

We pride ourselves in offering a structured after school program that incorporates both academic and recreational components in a small class size environment.

We offer homework help and tutoring. We work with after school student's elementary teachers to identify where a student may have an area of concern and need additional assistance. We promote good study habits and offer assistance in the area of organization. Our after school program is open to all students even those with special needs. We work include all students in all activities regardless of special need. We work with special needs students be it to communicate, walk, etc. We offer one on one interaction for improvement in academics, socialization, and self-help skills.

Our After School Program offers a print rich environment with several language and math skill improvers including mini lap top computers and educational games and activities. The program also includes art and music activities as well as free center time and outside playtime.

We promote group activity and teamwork. We play competitive team games and teach how to be supportive of teammates and respectful of opponents. We explain that they will not always win, but trying is the essential win. The most crucial part of our After School Program is our character development component. First and foremost we encourage positive socialization and respect between all students. We instill the concept of fairness and honesty. We are devoted to helping all students develop a good well-rounded character. We consistently work at demonstrating good citizenship to all students and parents. We demonstrate to all students the importance of taking care of our building, equipment, and supplies. We continually demonstrate the importance of rules and the necessity in both obeying the rules and respecting authority. We strongly discourage name-calling and making fun and demonstrate the hurtful consequences of doing so. We demonstrate and encourage all students to act responsibly, be a goal setter, choose what is most important, dare to care, excel at listening first, find the best answers together, and stay healthy.

Non Discrimination Clause

Sun Academy does not discriminate on the basis of race, creed, sex, religion, disability, and/or on any basis.

Dear Parent/Guardian:

We ask that you review the Student Handbook with your child. Please complete the information below when completing your review.

My child(ren), _____ and I have reviewed and understand the Student Handbook for school year.

Student Signature

Student Signature

Student Signature

Parent/Guardian Signature

This page is to be returned to School Administrators. Thank you.