

PARKE HOUSE ACADEMY



PHA

PARENT HANDBOOK

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TUITION AND FEES

Tuition for all students is due the first of each month. A \$29.00 late fee will be added to tuition received after the fifth day of the month and a \$25.00 fee will be added for all returned checks. Deposits for the new school year are due in February to ensure a student's placement for the following year. The deposit is non-refundable and will be credited to May tuition for the year. An annual material/book fee is due in May which applies to the following school year. This fee covers curriculum materials, workbooks and textbooks used throughout the school year.

All parents/guardians are required to sign a tuition agreement which is filed with the student's records. The Tuition Agreement/Contract explains in detail the deposits, policies and fees due during the school year. Check, electronic check and credit cards will be accepted as a form of payment. Payments by credit card will be charged a 3% premium. Unfortunately, cash is not accepted and aftercare is a separate payment.

All School and Tuition Management Agreements must be on file and renewed every school year.

MATERIALS & BOOK FEES

The annual materials fee pays for textbooks, consumable materials and workbooks used throughout the year. One Spirit Day t-shirt will be provided to each student at the beginning of each school year, and is included in the materials fee. The materials fee does not include ancillary charges such as uniforms, field trips, transportation to field trips, or after-school activities. Parents are required to provide a backpack, PHA uniforms, and daily lunch. Graduation caps and gowns for Pre-Kindergarten and 5th/6th grades are not included in the materials fee, and are required for graduation ceremonies. Yearbooks are optional and will be available for purchase at the end of each school year for a fee.

SCHOOL SUPPLIES

The annual material/book fee pays for the consumable materials and workbooks used throughout the year. Teachers may provide a "wish list" of additional materials for the school year. Each student is required to have a backpack, PHA uniform and lunch accommodations daily.

STUDENT PLACEMENT

Student placement is at the discretion of the administration. The Parke House Academy takes all elements into consideration when delegating classroom placement. Student placement requests are not accepted.

STUDENT FILES AND CUSTODY CONSIDERATIONS

The following registration and enrollment forms must be completed and returned prior to a student's first day of class:

- H.R.S. form 6800605 immunization record signed by licensed physician (PS, PK, 5 year old, new students)
- Student physical health examination form 3040 signed by licensed physician (PS, PK, 5-year-old, new students)
- Birth Certificate
- Physical education form
- Emergency information card submitted to your child's teacher
- Complete Admission Application (from admission year)
- Signed tuition agreement (yearly)
- Records from previous school including all test scores

If you have a change of address, phone number or email address please notify the office immediately as we will need to update the student's emergency contact information. Most of our communication is via email, and it is vital that we have each parent's email address on file. It is the parent's responsibility to inform administration of any changes in an email address.

Parents, who have sole custody of a child with specialized court orders restricting a birth parent from coming into contact with the child, need to notify The Parke House Academy of the circumstances. Legal documents concerning this matter must be included in the child's records. Your consideration in maintaining a safe place for academics is appreciated.

PARENT-TEACHER COMMITTEE

The Parent-Teacher Committee hosts meetings and school activities throughout the school year. The PTC's purpose is to expand communication, and provide extracurricular programs, functions, and services for students, staff and parents. Parents are encouraged to become active members. The Parent-Teacher Committee consists of several sub-committees with various functions to serve the student. A list of PTC committees and PTC by-laws are located in the office. Funds raised by the PTC are used to directly benefit all PHA students and distribution is voted on by the PTC board and members in attendance at the meeting.

VOLUNTEERS

Parents are encouraged to visit the school, donate their time and share their talents and knowledge with our PHA family. Volunteers are required to sign-in/sign-out at the front office and must wear an assigned volunteer badge while on school property.

Each classroom teacher requests a "Classroom Coordinator" to help with various activities in their classroom throughout the year. Parents are asked to inform the

teacher if they are interested in the position or can volunteer in the classroom. We love our volunteers! Primary parents are given priority when classrooms are in need of party helpers and field trips chaperones. Thank you!

UPPER DIVISION START TIMES/TARDIES

The school day for the Upper Division students begins at 8:30 a.m. The Upper Division drop-off lane is open from 8:00-8:25, and is MANDATORY FOR SECOND THROUGH 6TH GRADE, and optional for other families. This lane is to be used for drop-off only; please do not park. Students must report to the designated area between 8:00-8:25 for attendance. Any student arriving between 8:00 a.m. and 8:25 a.m. must remain in their designated grade level areas while being supervised by PHA staff. During this time students are encouraged and expected to be respectful of other students as they prepare for the school day.

Please do not bring a student to their classroom prior to 8:30 a.m. as this is the teacher's planning time. If you need to speak or conference with a teacher, please schedule an appointment so we can assure you the quality time that you deserve. The mandatory drop-off lane will start the 2nd week of school. Please walk your child to the classroom during the first week of school.

The Tardy *Reminder* Bell rings at 8:25 a.m. Three unexcused tardies will result in an unexcused absence. Any student arriving after 8:30 must report to the office for a tardy slip. A student will not be permitted into the classroom after the start of the school day without a tardy slip from the office. While we realize that there are occasions when children may be late, excessive tardiness is a serious issue. Parents will be contacted by school administration if a student is consistently tardy. All unexcused tardies are recorded on the student's report card and permanent record.

LOWER DIVISION START TIMES

Preschool and Pre-Kindergarten classes begin at 9:00 a.m. An optional drop-off lane will be available from 8:30-9:00. This lane (the curb alongside Lower Division) is to be used for drop-off only; please do not park. Morning Care is available beginning at 7:45 a.m. for a minimal fee paid directly to the teacher, and must be paid at that time to the staffing teacher taking the responsibility of morning care.

***ALL DROP-OFF LANES ARE NO CELL ZONES**

EXTRA-CURRICULAR ACTIVITIES

The Parke House Academy offers many extracurricular activities. Participation in these activities is optional, and fees are in addition to the tuition fees. Extracurricular activity fees will vary depending upon the activity and participation. Please keep in mind that this does not include "aftercare". You are responsible for your child prior to and after their extracurricular activity. We do not internally staff for these optional activities. However, if you need extended care, please speak to the front office.

PICK-UP

Pick-up time for Lower Division is between 2:30 & 3:00 p.m. and for Upper Division pick up time is 3:15. Parents are required to collect their child from the classroom. All children remaining in the classroom after such times will be sent to Extended Care and charged. Parents of Lower Division, we ask that you be respectful of the dismissal times, as Upper Division parents need to find a parking spot to pick-up their child too.

If a student must be released from school early, he/she must be signed out in the office. The office will notify the teacher. Teachers are not permitted to release a student without prior notification from the office.

If an adult other than a parent is to pick-up a student, the individual must be on the release form and the parent must notify the school in writing on the specific day to confirm. He/she will be required to show a picture identification to the office staff or Extended Care staff. This is for the safety of your child and will be strictly enforced.

EXTENDED CARE

The YMCA After-Care Program is offered to our Pre-K through 6th Grade students. All payments will be made to the YMCA. The program is held on The Parke House Academy campus. All families enrolled must follow payment, pick-up and behavioral guidelines of the YMCA Program. All concerns or cancellations will go directly through the YMCA.

A separate After-Care Program is available to our Preschool students in our Lower Division. Extended Care hours are 3:00-6:00 p.m. Please submit your payment directly to the Lower Division office staff. A late fee of \$1.00 per minute will be charged for every minute after 6:00 p.m. that your child remains at The Parke House Academy.

ATTENDANCE

Regular attendance is important and required by Florida State law. Students may be excused when the absence is due to personal or family illness, death in the family, court appearances or religious holidays. Please inform the school before 9:00 a.m. if your child will be absent. A written note from the parent/guardian upon returning to school is required to explain the cause of absence. It is the responsibility of the parent and child to obtain missed school work from their teacher.

Parents are encouraged to schedule doctor appointments before school, after school or during school break. Excessive absences or tardiness will be noted in the child's records and reviewed by administration. Final authority for judging the legitimacy of an absence rests with the school administration.

Any absence, three days or more, that is anticipated should be documented with the office and discussed with the classroom teacher. Homework should be picked up *prior* to departure and completed within a week of return.

ILL CHILDREN

Please do not send a sick child to school. Please call the office by 9:00 a.m. to inform us if your child will be absent due to illness. By law, if we do not receive this confirmation, it could be considered an unexcused absence and will be reflected on your child's permanent record. Unfortunately, there are times when a student may become ill during school hours and must be removed from class immediately. The school will contact the parents or guardian to arrange for pick-up of the child. The parent will be called first, and if we are unable to reach you, we will go through the emergency list to find an authorized person to pick-up your child. We will not release your child to anyone that is not authorized on your emergency list.

Any child sent home with a fever, rash, diarrhea and/or vomiting may not return to school until the child has been without these symptoms for 24 hours. This policy is for the safety of all children, siblings and staff, and is strictly enforced by law. The Parke House Academy encourages a healthy learning environment. If a student is absent with a contagious illness for longer than 72 hours - he/she will need a note from their physician to return to school. Again, this is for the safety of our PHA family!

MEDICATION

It is extremely helpful when medication is administered before and after school hours. However, we understand that there are situations when daily administration of medication is needed. We are happy to assist you in following these guidelines:

All medications that are prescription and non-prescription (including cough drops, melt-a-ways, creams and lotions) **MUST** come to the front office (not to the teacher) for approval. *Parents/guardians must sign a medication release form for The Parke House Academy to administer medication to a child.* All medication must remain in the office.

If prescription medication is to be administered it must be in its original container and labeled with the child's name on the bottle, current date and the dosage/time of the medication to be given.

LUNCH AND LUNCH MANNERS

There are two options for lunch at PHA. Students may bring a lunch from home or order lunch through Wholesome Tummies. This catered service is offered to you as an option for your child's lunch. All monies, orders, cancellations, etc. are dealt directly through Wholesome Tummies.

All lunches from home should be healthy and may not contain soda or candy. Please keep in mind that teachers cannot heat or refrigerate food brought in lunch boxes. It is suggested that you place a freezer pack in their lunch box to ensure the food and drink stay chilled and do not spoil.

Parents can view the Wholesome Tummies menu and order online via the link on the PHA website. Order cancellations and payments are the responsibility of the parent and must be made directly through the catering company not PHA.

All PHA children are required to display appropriate manners during mealtime. We ask that parents reinforce good manners at home.

SCHOOL RULES

Rules and regulations are discussed during the first week of school and continually reinforced throughout the year. Each teacher has specific expectations of the children and has the rules clearly posted within the classroom. Teachers will discuss with children what is expected of them and what the consequences are for inappropriate behavior. Please review the rules at home.

BEHAVIOR MANAGEMENT

The Parke House Academy uses a positive approach to discipline. We highly encourage good manners and appropriate behavior. Children receive re-direction if behavior has the potential to lead to misbehavior. However, if an incident should arise, a time-out period is offered along with help to develop positive techniques to elicit solutions so that the child can solve his own situation. Our ultimate goal is self-control and accountability. Under no circumstances is any type of physical or emotional punishment used.

SCHOOL-WIDE CHARACTER DEVELOPMENT

Our discipline policy is to work with all children in a positive manner. We believe that all children need to have positive experiences that encourage academic achievement, as well as emotional and social development. The Parke House Academy has implemented a school-wide character development program which emphasizes positive behavior skills. Each teacher uses a Color System to reinforce these positive behaviors. Those who consistently cause disruptions in class or any place on school grounds are referred to the Director. All disciplinary actions taken by the Director are intended to help the child accept responsibility for his own actions. Parents will be informed by telephone and/or formal disciplinary form. The code of conduct describes the levels of infractions and possible types of responses.

CODE OF CONDUCT

The code of conduct has been developed to help students, parents and school personnel understand guidelines for maintaining a safe, accommodating learning environment. Each PHA student must obey these codes while on school grounds, being transported to or from school during school sponsored events, field trips or functions. Each student/parent is expected to:

- Arrive at school on time and attend classes daily
- Receive make-up work after an absence
- Adhere to The Parke House Academy uniform requirements
- Respect school staff, classmates and property

Students and parents are not permitted in the classrooms after dismissal without an escort.

Acts of misconduct and the responses have been divided into three levels. Each level represents progressively more serious infractions. Responses to each level become progressively more severe. **Bullying behavior is not tolerated.**

Level One Infractions:

Classroom disruption
Disorderly conduct
Disrespect for others or teasing
Dress code violation
Failure to do homework
False and or misleading information
Excessive tardiness
Not following teacher's instruction
Not following classroom procedure
Not following morning procedures or Extended Day procedures
Inappropriate hallway, cafeteria or assembly behavior

Possible Responses:

Discussion with pupil
Removal from activity
Contact parents
Lunch Detention
Recess Detention
Meet with Director

Level Two Infractions:

Repeated offenses of Level One
Harming another child
Cheating
Excessive absenteeism
Inappropriate language

Possible Responses:

Removal from class
Contact parents
Parent conference
Suspension

Level Three Infractions:

Repeated offenses of Level Two
Destruction or vandalism
of school property
Disrespectful, humiliating or
embarrassing others
Fighting
Stealing
School-Wide Character
Weapons of any kind

Possible Responses:

Removal from class
Parent conference
Replacing destroyed property
Suspension

Expulsion

PARENT CONDUCT

The Parke House Academy expects visiting parents to display proper conduct while on campus. We ask that parents follow school rules, show respect for the teachers and students, respect the privacy of others, use proper language and refrain from discussing other students/parents within the school. The Parke House Academy has a zero tolerance policy concerning drugs and weapons. Law enforcement will be called upon to remove any person found with these items in their possession.

*Please be advised that teachers are not permitted to be Facebook “friends” with students and they are strongly discouraged to be “friends” with current parents of The Parke House Academy.

DRESS CODE

Uniforms are required for all of The Parke House Academy students. The Parke House Academy feels this eliminates competition and encourages unity. Compliance with the uniform requirement is mandatory. Any child that repeatedly disregards this requirement will be evaluated for withdrawal. Uniforms must be purchased through the Land’s End Catalog.

Thursdays are formal days for the Upper Division. Boys are required to wear their blazers and girls must wear their jumpers or navy skirts. The top layer of each child’s outfit must display The Parke House Academy logo.

Fridays are Spirit Day. Students are invited to wear their Spirit Day t-shirts with the appropriate khaki pants, shorts, skirts or skorts, or jeans. Students are *not* permitted to wear the following: Cowboy boots, flip flops, crocs, high-heeled shoes, head scarves, hats, dangling jewelry, visible body tattoos and oversized pants. **Labeling clothing (especially blazers) and personal items is strongly suggested.**

PHA SECURITY

For all students’ safety, the entrance doors, hallways and outdoor areas are monitored continuously via camera. In addition, the doors are locked during the school day. All visitors need to ring the bell for admittance to The Parke House Academy.

FIRE/TORNADO DRILLS

Fire drills are held monthly and may occur anytime during the day. Tornado drills are also held throughout the year. All adults and children on campus are expected to comply quickly and quietly with the drill procedures. If a student is the cause of a false alarm, the parent will be responsible for a fine imposed by the fire department.

CLASS PHOTOS

Individual black and white/color photographs will be taken of all students in the fall. Color class pictures and individual photographs will be taken in the spring. Purchase of these photographs is optional.

REPORT CARDS AND PROGRESS REPORTS

Each student is graded quarterly on his performance in the classroom. Parent conferences are scheduled two times during the school year to review report cards. Progress reports are sent home mid-way through each quarter to inform parents of a student’s progress during the current quarter. Parents or teachers may request additional conferences at any time to review a student’s performance.

STANDARDIZED TESTS

All PHA Upper Division and Pre-K students participate in standardized testing each spring. The test results are confidential and do not influence a student's standings at The Parke House Academy. Standardized tests are a tool used to measure students' achievement and curriculum content.

COMMUNICATION

The home/school communication is vital to a student's success in any school environment. The PHA staff is dedicated to ensuring a trusting relationship with the parents. Methods of communication provided to parents are:

- The PHA website: **theparkehouseacademy.com**
- Friday Fliers detailing class activities for the week
- Emails from administration and teachers
- Personal phone calls
- School wide newsletter: The Jaguar Journal
- Monthly calendar of events
- Parent/Teacher Conferences
- Bulletin Boards throughout the school

BIRTHDAYS

To avoid conflict or heartache, we ask that all invitations for birthday parties be mailed from home. Please inform the classroom teacher if a special snack will be provided (cupcakes, etc. during snack time). PHA does not permit outside entertainment for birthday parties such as clowns or magicians.

TEACHER WORKDAYS

Teacher workdays are days that teachers are required to be in the school for planning, workshops and assessment work. Students do not attend school on these days. Teacher workdays are listed on the annual calendar to allow time to plan alternate care for students on these days.

HOMEWORK

Homework is assigned on the basis of need. All Kindergarten through Sixth grade students receives a Homework Planner which will list all daily homework assignments. Parents will be asked to check the Planner daily to make sure all assignments have been completed. Parents are encouraged to designate a time, place, and support for their child to do the required work. It is important that parents work cooperatively with teachers to improve their child's study habits both at home and in school. Reading together or independently is always appropriate homework!

LOST & FOUND

All lost items, which are turned into the office, are stored for a limited time in the "Lost & Found" located in the front office. Students are encouraged to be

responsible for the care of their belongings and to turn in “found” articles to the office. *Labeling clothing and personal items is suggested.* Please refrain from bringing children to school after-hours to search for missing articles.

VOLUNTARY WITHDRAWAL

A parent wishing to voluntarily withdraw their child from The Parke House Academy must notify the office in writing. New school information should be provided to forward the student’s records. The tuition agreement/contract outlines the financial obligations regarding withdrawal.

INVOLUNTARY WITHDRAWAL

The Parke House Academy reserves the right to withdraw any child from the school if the child cannot function in the classroom environment. All children are on a two-week trial period. The Parke House Academy reserves the right to withdraw a child whose parents repeatedly disregard the school’s policies and/or tuition agreement.

**Please sign, detach and return the Acknowledgment Form
to your child’s teacher.**

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PHA Parent Handbook Acknowledgement Form

I have this day received a copy of The Parke House Academy Parent Handbook 2011/2012, and I understand that I am responsible for reading the policies and practices described within it. I understand that this handbook replaces any and all prior handbooks.

I agree to abide by the policies and procedures contained therein. I understand that the policies and procedures contained in this handbook may be added to, deleted, or changed by The Parke House Academy at any time. Failure to abide by these guidelines may result in termination from The Parke House Academy.

Parent Signature _____
Date _____



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