

# *Junior Academy of Victoria Park*

## *Early Preparatory School*

### Preschool Parent Handbook

#### Introduction

The individualized academic program at Junior Academy of Victoria Park stresses the skills of decision-making, time management, and creative and critical thinking. Development of a sense of commitment to tasks and people with whom one interacts is integral to the school's program. Therefore, the faculty, along with parents, guardians, and students, accepts a shared responsibility in implementing the policies outlined in this handbook.

Junior Academy of Victoria Park admits students of any race, color, creed, sex, or national origin to all privileges, rights, programs, and activities. The school does not discriminate on the basis of race, color, creed, marital status, physical disability, sex or national origin in administration of educational policies, or student activities. This statement of policy also applies to the school's personnel and employment policies.

#### Mission Statement

The Junior Academy of Victoria Park is a coeducational, nonsectarian, family-oriented early childhood school. Our administration, teachers and staff are dedicated to offering the finest early childhood educational opportunities to students from toddler through kindergarten. We strive to foster in all students a love for learning that will enrich each student's life. Major strengths of the school are creativity, adaptive learning systems and the ability to assess a child's learning level and present suitable academic content.

#### Philosophy and Objectives

- Cultivate a lifelong appreciation of learning and resourcefulness.
- Nurture self-confidence and self-worth.
- Implement the concept of a "school without walls".
- Develop critical as well as creative thinking skills.
- Cultivate lifelong habits for physical, social, and emotional well-being.
- Value and respect cultural diversity as well as individual differences.
- Offer opportunities to every member of the school community to be a partner in learning.
- Promote and value ethical and moral conduct.

## **School Governance**

A board of Directors governs Junior Academy of Victoria Park. Under the direction of the Director, the administrative team is responsible for establishing and implementing routine policies. In addition, they are charged with operating the programs of the school. The administrative team works closely with the faculty, staff, parents, and students to ensure the success of collaborative decision-making.

## **Admission Policy**

Junior Academy of Victoria Park admits students of any race, national or ethnic origin. .

In order to meet the individual needs of each student please list talents, allergies, medications, medical history, interests, hobbies, as well as any special items your child might need to make his/her school experience a positive one.

Parents may obtain information regarding admission to Junior Academy of Victoria by contacting the school in any of the following ways:

By Mail: Junior Academy of Victoria Park  
191 Endicott Way  
DeLand, Florida 32724

By Phone: (386) 848-1766

By Email: [junioracademyvp@yahoo.com](mailto:junioracademyvp@yahoo.com)

By Web: [jracademyvictoriapark.com](http://jracademyvictoriapark.com)

### **General Procedures:**

- The family of the child should obtain an application from the school's office.
- Parents should then set a date with the Director for an official school visitation day.
- Additionally, a personal interview with the child and with the prospective family is conducted.
- All families applying for admission to Junior Academy of Victoria Park must submit the appropriate enrollment, medical and emergency documents (see Health and Safety section).

## **Tuition Policies**

Tuition payments are due in advance on the Monday (and no later than Tuesday) for that week. After Friday of that week the child will be disenrolled. Tuition payments made after Tuesday are considered late and a late fee of \$30.00 (thirty dollars) will be assessed. Payments can be made in the front office or dropped off in the tuition box that is mounted on the front door of the office.

Please note: **Weekly Statements Are Not Mailed Out!**

- Please use the memo section on the check to indicate for whom and for what purpose each check is to be used.
- Please do not combine tuition payments with field trips, special classes, etc.
- If a student has a last name that differs from the one on the check, please indicate.
- Please, **No Cash!** The school accepts personal checks, money orders, credit cards, on-line bill pay, or cashier's checks. Company or out of state checks will not be accepted.
- Tuition payments may be paid in advance for more than one week.
- Registration fees are non-refundable.
- Two weeks written notice of withdrawal must be given to the office or tuition will be charged until the child is properly withdrawn. This deposit is refundable so long as the school's office receives two weeks written notice of child's withdrawal from the program. Children that have been withdrawn from the program will be required to pay the Registration fee at the point of re-enrollment.
- Any check returned by the bank will have a \$40.00 (forty dollar) charge assessed.
- No tuition reimbursement or credit will be given for a child's absence, except for pre-approved vacations. This includes days when the school may be closed due to inclement weather or predetermined holiday closings.
- After one year of continuous attendance, full time children only are eligible to one free week for vacation. Subsequent vacations will be earned annually on the child's enrollment anniversary date. Notification must be given in writing to the school one week prior to using accrued vacation time.
- Late pick-up fees of \$15.00 will be assessed per child for every 15 minutes or part thereof after 6:30 P.M. No exceptions will be made.

## **Attendance Policy**

Regular attendance at school and arriving at school on time are of the utmost importance to the success of the students. It is the responsibility of the student to arrive at school and to attend each class on time Academic School Hours:

- Preschool and Kindergarten 9:00a.m.-3:00p.m. Before school hours: 7:00-9:00 a.m.
- ½ day programs: 9:00 a.m. – 12:00 P.M. After school hours: 3:00-6:30 p.m.
- School Age After school hours: 3:00-6:30 p.m.
- Drop In hours: 7:00a.m.-6:30 p.m.

### **Holiday/ Preset School Closing Days**

Independence Day	Memorial Day	Thanksgiving (and the Friday after)	
Christmas Eve	Christmas Day	Labor Day	New Year's Day
New Year Eve (early closing at 3 p.m.)			

Please note: If one of the holidays falls on a Saturday, it will be observed on the Friday before. If one of the holidays is on a Sunday, it will be observed on the Monday after.

### **Absences**

If a student is absent, please call the school on the day of your child's absence and inform the office that your child will be absent or late and why. No tuition reimbursement or credit will be given for a child's absence, except for pre-approved vacations. This includes days when the school may be closed due to inclement weather or predetermined holidays.

Junior Academy of Victoria Park operates on a "closed campus" policy. This means that students are not permitted to leave the campus during the school day without a parent first checking the student out through the office and teacher attendance program.

### **Bus/School Transportation**

Junior Academy of Victoria Park does not currently offer student transportation to and from the school.

### **Parking**

Parking is not permitted in the handicapped spaces without a proper sign. If you have difficulty finding a parking space, please let us know.

### **Arrivals**

Every Preschool parent must park their car and escort their child into the building each morning. Students arriving before 9:00 am will be assigned a classroom for morning care. In order to gain entrance to the school, parents must sign their child in via the computer attendance system set up at the school.

### **Departure**

The Preschool and Kindergarten students end their academic day at 3:00 pm. Students not picked up by 3:00pm will be signed into aftercare and taken to the designate classroom. Before leaving, please check your cubby for items to be taken home daily such as soiled clothing, and progress notes. Students will then need to be signed out before leaving the school.

Aftercare hours end at 6:30pm. Please arrive in the building to pick up your child no later than 6:20pm to ensure that you have time to gather your child's belongings. Late fees will be applied to those picked up after 6:30pm.

### **Before School Care**

Between the hours of 7:00am and 9:00am, the students can join before care program. Students can be dropped off at the designated preschool class. All students must be signed in on a daily basis. In the early morning, 7:00 a.m. to 7:30 a.m., the before school children meet in various rooms. After 7:30 a.m., the group separates according to the ages of the children into classrooms. These groups continue to separate at intervals until 8:45 a.m. Classes begin at 9:00 a.m.

### **After School Care**

To accommodate the parents and to ensure that the students are cared for in a safe environment, Junior Academy of Victoria Park provides extended care for students enrolled during the regular academic day. After school activities in the form of "special classes" are offered to all age groups throughout the school year. The same rules of behavior and the same disciplinary actions that apply during the regular school day, apply to the extended care as well.

After school specials are offered by the school at a small additional fee in order to offer expanded activities such as: music, dance, karate, drama, etc. Each course is offered only if sufficient interest is generated. The courses are offered on a rotating schedule according to age group. The student is committed to take the courses for which he/she has enrolled. If after one class the student decides he/she is not interested in the course, he/she may drop it at no financial loss to the parent. However, after the second class the parent is financially committed.

Students who participate in after school care must remain with their assigned after school teacher and may not leave their designated area without the teacher's permission.

Under no circumstance may a student leave the school grounds without written permission from his/her parent and pre approval by the office. The school will not accept any responsibility for students who have been released from after school care with parental permission.

Students registered for after school activities must be picked up at the end of the activity. It is the parent's responsibility to be aware of beginning and ending times.

## **Dress Code**

Children should wear comfortable weather appropriate clothing. For those children that are in the process of being potty trained, please make sure that clothing is easily taken off by your child. Denim jeans, zippers and snug fitting clothing are discouraged.

### **Shoes**

- Open toed/open backed shoes are not permitted at school except on casual days or dress up days.
- Only basketball shoes (non-marking) or white soled athletic shoes may be worn in the gym/multipurpose room.
- Please refrain from having your child wear jewelry. Jewelry can be a safety hazard. The school cannot be responsible for broken or lost items.

## **Communication**

In addition to daily reporting of individual eating, toileting and academic progress, the school encourages communication between parents and staff. These methods of communication include regular school and classroom newsletters, parent-teacher conferences, administration conferences, daily child report and various social functions throughout the year. Parent participation is an integral part of our school. Parents have the right to observe the programs at any time.

As an independent preschool, the Junior Academy of Victoria Park is overseen by a self-perpetuating board of trustees, whose job is to secure the future of the school. It does so by seating basic policies, hiring and supporting the head of the school, undertaking strategic planning, evaluating the performance of the school, and leading financial support to the school. The daily operations of the school is managed by the director who supervises and evaluates all programs and personnel about the final arbiter of any disputes that may arise, including those of the parent's issues or student disciplinary issues. No physical punishment in any manner or form should be inflicted on any child for matters large and small. The proper channel to raise and issue or register a complaint is to go through the most direct level (i.e. the teacher or staff member most closely related to the issue capable of addressing it). If not satisfied at that juncture, a parent should seek out the next level (school director, or other administrator). Parents can also call Florida Department of Children and Families if they have concerns.

### **Teacher/Director/Parent Communication**

The following policies have been set in place to guarantee consistent exchange of vital information between instructor/director and parents.

1. Junior Academy of Victoria Park is to provide newsletters, contracts, calendars, and other means of communication home at least once per month. The substance of such communication should be the following:
  - Monthly calendars of closing dates and special in services, field trips, parties and holiday shows.
  - Student's tentative schedules.
  - Session and class policies.
  - Month at a glance overviews.
2. Parent communication bulletin boards are to be established inside the school.

### **Teacher/Teacher Communication**

1. This communication takes place routinely among the teacher working with the same material and same grade level. Due to the fact that the school stresses individualized and personal programs for students, such communication is essential. Teachers are expected to engage in this type of communication efficiently, effectively and professionally.
2. Teachers need to report to the office any academic or behavioral problems of student's during the academic day.
3. The administration needs to be advised of any student or parental concern regarding any aspect of the school.

### **Individualized Learning**

The development of each student to his/her highest levels of expression, talent, and productivity is the primary goal of Junior Academy of Victoria Park. In a cooperative classroom, the students work interactively in a variety of learning structures and may discover that their classmates are valuable sources of knowledge. Furthermore, since the concern is with the development of the whole student, the social, emotional, physical, and academic status of each student is carefully evaluated before placing him/her in a particular group. In addition, the school considers the student's special needs and talents as well as the family's particular requests in his/her placement. Because of these considerations, the placement of a student is very complex, and he/she may not stay with the same group during his/her tenure at the school.

Through this system a student is able to remain in a socially compatible group while working on academic materials, which best meet his/her individual needs. A student is not considered "above grade level" by participation in a multi-age class. All students are

considered at their proper chronological grade level even though they may be working on academic material advanced for their age in school.

A student is encouraged to work at his/her own rate and level; however, regardless of the extent of academic achievement, no student is officially accelerated more than one school year. A student is promoted based on his/her academic performance as well as social and emotional indicators. This type of “outcome based” education, which has been the premise of Junior Academy of Victoria Park for many years, is now the accepted trend in education.

## **Early Childhood Curriculum Overview**

The Early Childhood curriculum serves as an important means of determining educational needs. Based on a system of developmental progression, the teacher can anticipate and facilitate emerging skills.

### **Program Goals and Objectives for the Three Year Old Student**

1. Social and Emotional Development  
Goal: To assist in developing a positive concept of self and others.
  - Developing independent behaviors.
  - To separate from family without emotional distress.
  - To develop acceptable attention getting behaviors.
  - Developing relationships with peers and adults in the school setting.
  - To express both positive and negative feelings.
  - To participate in a group, setting rules and work habits.
  - To respect individual differences.
2. Physical Development  
Goal: To exhibit age appropriate balance and coordination skills.
  - To participate in gross motor exercises through indoor and outdoor activities.
  - To use manipulative toys for matching, grouping, tactile development, cutting, sewing, insertion, fastening, buttoning, nesting, etc. (fine motor skills)
  - To develop skills for body awareness, hygiene, and move through space comfortably.
3. Language Development of auditory, visual and kinesthetic modalities.  
Goal: To develop vocabulary.
  - Help retell a story.
  - Draws story and expresses meaning.
  - Memorizes simple poems, songs and stories.
  - Expresses and articulates thoughts.
  - Speaks in sentences of three or more words to express and receptively understand.
  - Visually matches pictures and letters.



- Visually able to position objects (up, down, inside, outside, etc.)
  - Visually able to classify objects by size, primary colors and shapes.
  - Visually able to sort beads and objects into simple pairs.
  - Uses listening skills to distinguish between noisy/quiet and same/different.
  - Uses verbal skills to follow sequences.
4. Emergent Mathematics  
Goal: The students will gain an appreciation for patterns and numeric relations.
- Singing and counting.
  - Recognition of number of objects in a set.
  - Exploring spatial relationships.
  - Exploring fractions of a whole.
5. Social Science  
Goal: Gain an understanding that we are all members of a community.
- Exploring the community around us and its “helpers”.
  - Understanding celebrations, traditions and holiday events.
  - Looking at family members.
  - Continuing to expand upon social development.
6. Hands On Science and Technology  
Goal: To comfortably experiment and build with materials to explore the world around us.
- To develop problem solving and prediction skills.
  - To be introduced to age appropriate computer software to enhance eye hand and language skills.
  - Exploring the “Food Pyramid”.
  - Expanding upon the concept of the five senses.
  - Comparing and contrasting objects around us.
  - Observing through hands on experiments: animals, plants, weather and seasons.
7. Drama and Music  
Goal: To follow music beats during movement activities and to express self through music and movement.
- Run forward.
  - Hop in place.
  - Walk on a line.
  - Explore rhythmic music and songs.
  - Use rhythmic musical instruments.
  - Role play selected literature stories.
8. Arts all Around Us  
Goal: To comfortably experiment with clay, finger paint, sand, water and other media.
- Explore creative methods of expression.
  - Use different media to portray thematic lessons.
9. Health and Safety  
Goal: To dress self comfortably and carefully.

- To handle material and animals safely.
  - To develop an understanding of personal and group safety.
  - Fire and inclement weather procedures.
  - Rest and relaxation.
10. Spanish as a Foreign Language
- Goal: To explore different cultures and language.
- Simple songs to promote letter and number recognition.
  - Picture vocabulary to introduce concrete words.

### **Program Goals and Objectives for the Four Year Old Student**

1. Social and Emotional Development
 

Goal: To continue the process of developing a positive concept of self and others.

  - Handles routines related to self and belongings.
  - Takes responsibility for actions.
  - Listens and can follow directions.
  - Can identify and name own and other's emotions.
  - Identifies others as friends.
  - Able to follow simple rules.
  - Takes turns in group activities.
2. Physical Development
 

Goal: To exhibit age-appropriate balance, coordination and simple health issues.

  - Traces lines, letters, and numbers with correct pencil grip.
  - Establishes handedness.
  - Balances on toes and on one foot for 10 seconds.
  - Kicks and throws a ball in specific direction.
  - Runs, rolls, skips and jumps when engaged in class game activities.
  - Able to manage simple health items.
3. Language Development of auditory, visual and kinesthetic modalities.
 

Goal: To develop the use of language as a tool to express and comprehend.

  - To associate spoken and written language.
  - To speak clearly and develop articulation skills.
  - To identify and discriminate sounds (beginning and ending).
  - To show print awareness.
  - Helps tell a story.
  - Draws a story and expresses meaning in complete thoughts.
  - Tracing using different media (sand, paint, pencil, chalk, etc.).
  - Verbalizes answers to questions related to stories and pictures.
  - Visually and verbally matches upper and lower case letters.
  - Visually and verbally able to position objects (up, down, inside, under, above, last, next, etc.).
  - Visually and verbally able to classify objects.
  - Use listening skills to distinguish between noisy/quiet and same/different.

- Use of auditory skills to discriminate and identify beginning and ending sounds, developing vowel circle and consonant “brothers” while recognizing initial and final consonant sounds.
  - Detects rhyming words.
4. Ready for Mathematics and Technology
- Goal: The student will explore numeric relations, name/symbol association.
- Gain the basic understanding of geometry.
  - Continue to explore more complex patterns of colors, shapes, size and numbers.
  - Gain an appreciation for computer technology and its use within all curriculum areas.
  - Names and writes numerals 1-20.
  - Recognition of number of objects in a set.
  - Orders by size.
  - Temporal relations.
  - Recognizes and copies geometric shapes.
  - Follows instructions to match, trace and bead.
  - Exploring fractions of a whole.
  - Introduced to basic computer skills and age appropriate software.
  - Explores graphic computer programs.
5. Social Studies
- Goal: Exploring natural components of the earth around us.
- Exploring natural components of the earth around us.
  - Exploring our community and community helpers.
  - Recognizing basic geographical pictures (rivers, mountains, etc.).
  - Sequence a fruit bearing tree’s cycle (from seed to table).
  - Participating in celebrations, traditions and holiday events.
  - Recognizing family members and each person’s role.
  - Understanding and observing rules for listening, speaking and behavior in library, classroom, assemblies and playground.
6. Science in Our World
- Goal: To comfortably experiment and build with materials to explore the world around us.
- To develop problem-solving and prediction skills.
  - Hands-on science experiments based on literature and class themes.
  - Observing, predicting, and record keeping through hands-on experiments: animals, plants, weather, seasons and senses.
  - Classification.
  - Expanding on senses: differentiating between cold/hot, soft/course, heavy/light, long/short and sweet/sour.
7. Drama and Music
- Goal: To express emotions through music and dance.
- Explore rhythmic music and songs.
  - Use rhythmic musical instruments while singing.
  - Role play selected literature stories and feelings.

8. Arts all Around Us

Goal: To comfortably experiment with clay, finger paint, sand, water and other media.

- Use different media to portray thematic lessons.
- Primary colors are red, yellow and blue.
- Primary colors can be mixed together to form secondary colors: green, orange and purple.

9. Health, Safety and Nutrition

Goal: To develop an understanding of good nutrition.

- Personal and group safety.
- Fire and inclement weather procedures.
- Food Pyramid.

10. Spanish as a Foreign Language

Goal: To explore a different language.

- Simple songs and dances to promote letter, number and basic word recognition.
- Picture and computer software vocabulary to introduce concrete words.

### **Library Policy**

Any book signed out to a student is his/her sole responsibility. If any book is lost or damaged, the student will be assessed the cost of replacing the book(s).

If a book is overdue, the student will have to wait to borrow another book until the overdue book is returned.

### **Foreign Language Policy**

All students Preschool through Kindergarten grade take Spanish weekly as a part of their specials rotation. Sign Language is introduced to children in the One and Two years of age classrooms.

### **Technology**

Junior Academy of Victoria Park is committed to using technology to enhance learning in and out of the classroom. Access to the internet is available throughout the building and will enable students to explore libraries, databases and other repositories of information.

Students in grades Preschool through kindergarten will have, at a minimum, weekly classes in the computer lab and smart board to enhance the curriculum.

### **Acceptable Use Policy**

Junior Academy of Victoria Park has actively pursued making advanced technology and increased access to learning opportunities available to our students, faculty and staff. As such, the children will have the opportunity to access the internet. Access to the internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with internet users throughout the world. With this tool, however, students and parents should be warned that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Therefore, students and staff must understand and practice proper ethical and legal use.

While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is the user's responsibility not to initiate access to such material. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Junior Academy of Victoria Park will provide an internet filtering service.

### **Honor Code**

The Honor Code embodies the character values are considered an integral part of the schools education. The honor code is simple yet far reaching:

**“ Respect, and Responsibility - Always.”**

All children are expected to uphold their personal integrity and the integrity of the school environment; respect self, others and the school property; exhibit responsibility for self and for the school community.

Respect – Students are expected to show respect for self and others and exhibit proper behaviors toward all members of Junior Academy of Victoria Park

Responsibility – To act as a good citizen.

## **Rules and Consequences**

Rules used during any session need to be stated in a positive manner. These need to cover the safety of the child, group interactions and personal control. Students are more successful when rules are kept to a minimum

## **Behavior Modification/Disciplinary Actions**

Positive reinforcement should be applied consistently and appropriately in relation to a student's demonstration of desired behavior as well as performance. Remember to reward students who are doing well. Examples of desired behaviors: staying on task and completing assigned work for the day. Examples of appropriate behavior modification techniques:

- Rewards-praises, stickers, and certificates. Rewards may be given for academic performance as well as for positive social behavior.
- Prompting-allows the student through your prompt to compose himself/herself and begin demonstrating appropriate behavior.
- Redirection- provides the student with alternatives. A student may feel frustrated for many reasons. It is important to provide them with alternatives even when it comes to basic behavioral/social actions.

Physical punishment is prohibited at our school. Discipline consists of positive behavior modification. When applying behavior modification techniques it is important to saying the student's name before each statement. It is important that the student knows to whom you are speaking to. By stating the student's name you are able to get the student's attention with more ease. It is important to provide a consistent nurturing and supportive environment that will enhance the student's behavioral performance and academic abilities. If a student's behavior becomes incorrigible, he/she may be asked to leave the school. If, in the judgment of the professional staff, a student is not able to function in a group setting or the program is not able to meet the special needs of a particular student, the family may be asked to withdraw the student.

## **Lost and Found**

There will be a bin located in the nurse's station of "found" items. Please remember to label all of your child's items that go to school. That way items will be found much sooner!

## **Share Days**

As a general rule, students are not permitted to bring toys to school except during special "share" days as designated by the classroom teacher. Parents need to consult with their child's teacher regarding share days and appropriate items to bring to school.

## **Nap Time**

Every preschooler needs to bring a **LABELED** blanket for naptime. Please remember to take the blanket home weekly for washing. The school provides mats and cots.

## **Change of Clothing**

All children need to keep a complete change of clothing (shirt, shorts or pants, underwear and socks) at school in their cubby for emergencies. Children that are being toilet trained should have 2-3 extra sets of labeled clothing at school due to the increased chance of soiling their original attire. Please place in a gallon size zipper bag with name on the outside. There will be a dirty clothing pickup bin located in the nurse bay for pick-up at the end of the day.

## **Lunch and Snack Time**

Parents and the school will work together to assure that each child is provided with nutritious snacks and meals. If the parent chooses not to have the child participate in the school's lunch and snack program, the parent must provide the following: a mid-morning snack (to be served at 9:15 a.m.), lunch and mid-afternoon snack (to be served at 2:15 p.m.). Please note that lunches brought from home need to be healthy and meet the child's nutritional and dietary needs. Please place food items with lunch kit ice packs. The school will not be able to microwave any food brought from home. If a parent chooses to bring food from home, the food needs to be labeled with your child's name and taken home daily. No food or beverages can be left at the school overnight. If left, they will be disposed of promptly. Please make sure that your child has a healthy breakfast before arriving at school. The school will not be serving breakfast.

### **Lunch Time is Family Style**

Students need to remain seated and use an indoor voice while conversing with peers while eating.

Children need to wash their hands before sitting down to eat.

Students need to be neat in their eating habits and enjoy a happy relaxed meal time.

Toddlers will wear bibs to protect clothing, though clothes might get messy as this age child readily wants to learn to feed him or herself.

We are a peanut free school.

## **Birthday Celebrations**

Birthdays may be celebrated as special days at school. Only finger treats such as cookies, fruits, pretzels, juice, etc, may be brought in to share after lunch. Arrangements for these special days need to be made with the classroom teacher. **Remember, we are a no peanut school. All items brought in need to be commercially prepared.** Please do not bring in any party favor bags containing small items that can be dangerous to small children.

## **Housekeeping/Healthy Environment Policy**

Junior Academy of Victoria Park students, staff and parents should show respect toward school facilities and each other by maintaining a clean environment. Students and staff are expected to share in the responsibility of keeping the school classrooms, halls, playground and multipurpose room clean and free of clutter and damage. Maintenance personnel are responsible for the major daily cleaning of the school. Classroom teachers are responsible for disinfecting toys, cots, shelves, door knobs and hard surface on a daily basis when the children are not in the classroom.

## **Health and Safety**

At least one staff members is trained and certified in CPR on campus at all times. All staff members are very well versed with the school's emergency response plan. Copies of this detailed plan are posted in the school. The nurse's room does keep a well stocked first aid and emergency treatment kit. Medical administration forms are available in the school's office.

Junior Academy of Victoria Park is a non-smoking environment. Please refrain from smoking on or around the school property.

## **Required Documents**

Immunization is an essential factor in preventing the spread of disease among children and protecting children from disease. Each child must have a current record of immunization history *and* well physical record completed by a Florida physician on file at the school.

Updated immunization records should also be submitted on a yearly basis. All students must meet the **immunization** and **well physical** requirements established by the Florida State Health Department.



An emergency medical release form for each student must be on file in the office to authorize the school personnel to obtain medical assistance for students in an emergency.

Parents are discouraged from sending symptomatic students to school. See *Influenza Virus, The Flu, A Guide for Parents*. Parents may find additional information about how to protect their child by visiting: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>. It is expected that the parent will keep the student at home for a reasonable length of time to promote adequate recuperation.

Based on the requirements of Volusia County Health Department, any childhood communicable disease (pink eye, pinworms, impetigo, measles, head lice, etc.) must be reported to the school immediately and parents must follow the required school health guidelines regarding exclusion from class. A student suspected of having a contagious disease or who develops a fever or other signs and symptoms which include, but not limited to any of the following: diarrhea, rash, conjunctivitis, vomiting, or skin infection will be isolated from other children. The child will rest in an area away from others but within sight and hearing of an adult supervisor. In such cases, parents will be contacted and are expected to pick up the student from school as soon as possible. Children shall not return to the school until the child is symptom free. This means that your child cannot return to the school before 24 hours even if he/she is symptom free.

### **Medications**

If any student requires medication during the school day, the following procedures must be followed:

- Parent must provide the school with a signed medication authorization form from the child's physician.
- The medication must be provided in the original packaging with the doctor's name, child's name, type of medication and administration instructions and current date.
- The school will not administer eye drops or ear drops at any time. Over-the-counter medication that does not meet the above requirements including aspirin, vitamins, and cough preparations will not be given.

Please do not put medication of any kind (prescription, vitamins, or over the counter cough syrup, etc.) in a student's cubby or bag. All prescriptions or non prescription medication must be administered through the office with appropriate written medical or parental documentation and approval.

If a minor accident or injury occurs, first aid will be given to the student by a staff member. If necessary, for more serious injury, 911 will be contacted and the student will be transported to a nearby hospital emergency room. Any expense for medical care or

transportation involved with a medical emergency, which is an inherent risk WILL BE BORNE BY THE PARENT. Accident reports are filled out for injuries. A copy of the report is sent home to parents, while another copy is kept on file in the school office.

### **Fire and Emergency Drills and Evacuation Plan**

Once a month fire drills are conducted for the whole school. Emphasis during these drills is placed on safe and rapid evacuation from the buildings. Keeping calm and accounting for every student is a priority. Detailed drill information, including the evacuation route, is posted in a conspicuous location in each classroom and is discussed with each class by the teacher. Once a year there will be a shelter in place emergency drill. An Evacuation Disaster Plan is also in place. In case of an evacuation emergency, our school will evacuate to the north parking lot of the Florida Hospital Victoria Park complex. This number is ONLY to be used in case of DISASTER (702)303-4611. A detailed emergency response manual is available for parents to review. The manual is located in the front office of the school.

### **School Photos**

Please notify the school in writing if you do not want your child's picture taken or posted in classroom projects, yearbook or local newspaper articles.

## **FACULTY AND CHAPERONE POLICY FIELD TRIPS**

Any faculty member(s) and/or chaperone(s) accompanying students on any outing need to comply with the following policy:

1. All student policies regarding trips must be adhered to. All appropriate documents must be signed by parents and/or guardians and collected by the responsible faculty member.
2. Teacher and Chaperone attire and conduct need to be in accordance with the same guidelines set for the students.
3. Faculty members acting as a Chaperone may not under any circumstances have a spouse, friend, or his or her child as a companion at any point of the trip. The same policy pertains to a parent chaperone except for parents who accompany the group and have their own child (children) included on the list of students taking the trip.
4. No Chaperone (parents or teachers, etc.) may purchase, possess or consume alcoholic beverages or any illegal substances. This includes any prescription medicines that would interfere with mental capacity and decision-making without the prior approval of the administration and appropriate documentation from an attending physician.

