



St. Vincent's

A C A D E M Y

Parent Handbook

2016 Edition

1515 Edgewater Drive

Orlando, Fl. 32804

(407) 843-1997

www.stvincentsacademy.org

Mission Statement

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

Welcome to St. Vincent's Academy!

Heart, Soul, Mind and Strength!

Since 1991, St. Vincent's Academy has been providing a caring, safe and creative environment for young children.

Focusing on early childhood development, every aspect of our curriculum helps to intellectually, physically and spiritually. Guiding and helping them along the way.

I. The Academy

Our Preschool

The preschool at St. Vincent's offers children ages 18 months through Pre-K (with school-age classes sometimes offered in the summer), small class size, taught by certified teachers. Our classes and play areas foster self-confidence and a love for learning. This enables us to help our children advance intellectually, physically and spiritually. The preschool is open Monday through Friday from 8:30 a.m. until 5:30 p.m. We have two, three, four and five day programs that we offer.

School Closures

We try to follow Orange County Public Schools' breaks, closure dates and start dates. However, a few of the dates vary between Orange County and St. Vincent's Academy.

Pick -Up

The Academy is scheduled to close at 5:30 p.m. We ask parents to cooperate in picking up their children by that time. If for some reason you should be delayed, please call the school (407-843-1997) to inform the teacher(s) in charge. A late charge of \$1 per minute will be charged beginning at 5:31 p.m. A late charge of \$10 every 15 minutes will be assessed beginning 10 minutes after your child's pick-up time of 1:00 p.m. or 3:30 p.m. Late charges will be billed your child's account.

Our Philosophy of Education

To instruct each child cognitively, emotionally, physically, socially and spiritually with individualized attention, seeking to accommodate diverse educational needs through a developmentally appropriate curriculum and engaging, hands-on method.

Curriculum

We are a non-denominational faith based center. We use the Creative curriculum in cooperation with our theme based curriculum, and supplements including Handwriting Without Tears in Pre Kindergarten.

Conferences

Progress reports will be sent home at the beginning of Pre-K, they middle of Pre-K and just before the end of the year. Mandatory parent/teacher conferences will be held mid-year, usually in February, after progress reports are sent home.

Conferences for the two year old classes will be scheduled upon request. You are encouraged to meet frequently with your child's teacher to exchange thought and information. Anytime you have a question or concern, please speak with your child's teacher or director.

The three year old classes receive progress reports in the middle and end of the school year.

Food and Rest Periods

The Academy provides two snacks a day, for the children in attendance until 5:30 p.m. and one snack if they leave at 3:30 p.m. or before. Parents provide their child's lunch. Lunches should consist of foods that the child is easily able to feed him/herself, as well as a drink. We do not have access to a refrigerator for lunches and recommend ice packs for perishable foods. All children are given the opportunity to rest after lunch each day if they stay past 1:00 p.m. We recognize that children have different needs, and we do not insist upon a nap; however, it is necessary for them to rest quietly on their mats during this time. The children should bring a crib-size sheet and blanket for naptime. The Academy provides mats and cots for napping.

II. Financial

Registration

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

Tuition Fees

Tuition is due on the first of each month and is considered late on the 10th. A late charge of \$25.00 will be assessed on the 10th. Due to our program's licensing requirements, we must engage our staffed based upon the number of children enrolled; therefore, we cannot give tuition refunds or credits when your child is absent. We base the fee schedule on the annual rate for your child to attend, and allow it to be broken down in equal monthly payments.

Withdrawal Fees

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

Summer Schedule

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

III. Your Child Records

State regulations require us to maintain a complete file on each child. This includes your child's registration form, fee schedule form health form, immunization records, "The Flu a Guide for Parents" brochure, photo release form, bug spray form, specials form, parent handbook form and school directory form.

Discipline Policy

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

The learning environment at the Academy will be consistent and fair. The rules are designed to keep your child from getting hurt both physically and emotionally, and to keep our equipment from being broken. The children will learn the rules of know what to expect if rules are broken. We ask parents to be supportive, consistent and patient with our rules and to reinforce at home our admonition to, use words, not hands. At no time will the teachers use physical punishment and likewise, the children are not allowed to hurt each other. We will use positive reinforcement such as hugs, smiles and praise, which are powerful rewards for following rules. Also, anticipating any problems before they occur or diffusing them immediately will be our first priority. Sometimes children actions will require a positive redirection from one activity to another.

IV. Our Sick Child Policy/Procedure

At the Academy we nurture and develop young minds, as well as help support wellness of young bodies. We follow a strict policy regarding child illness. We cannot allow children who are ill to attend or remain in school.

Mild illnesses in children are common and there is no cause for alarm. Exposure to these illnesses helps to build a child's immunity. However, as a precaution, we take the following measures to ensure that our children are healthy and our school environment remains healthy.

Please take careful review of the following:

You will be asked to pick up your child if....

- Illness that prevents a child from participating in his or her daily routine or activities
- Severe coughing or making a whooping sound
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Fever of 100 degrees or higher auxiliary (under the arm)
- Vomiting
- Rash or exposed skin lesions
- Pink Eye (also known as conjunctivitis)
- Flu-like symptoms (influenza)
- Strep Throat
- Impetigo
- Head Lice
- Chicken Pox

*Returning to St Vincent's Academy: Children may return to school when they have been symptom free and fever free for at least 24 hours without medicine. Re-entry will require a doctor's note when a child has been diagnosed with a severe illness, or communicable disease.

This policy is for the well being of all the children, as well as the teachers and staff.

PLEASE RETURN THIS TO THE ACADEMY FOR OUR RECORDS

Parent and Book Agreement

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

***Please make note of the changes made to the late fee charges regarding 5:30 pick-up.**

Signature

Date

Signature

Date

Child's Name (Please Print)

Child's Name (Please Print)

Child's Name (Please Print)

*Please make note of the changes made to the late fee regarding late pick-up.