

Windsor Academy Preparatory School Student & Family Handbook



Hours of Operation

We are open Monday through Friday from 7:00 AM until 5:30 PM.

Classes are in session from 8:30 AM until 3:00 PM. Students may be dropped off as early as 8:00 AM with no additional fees. Car line pickup is from 3:00 PM until 3:15 PM. After 3:15 PM, students will be signed into aftercare at a fee charged to the parent's account.

Attendance Policy

Excused absences require documentation. Students cannot miss more than 10 days in a 9-week period. Unexcused absences that exceed 15 days in a 90-day period will be reported as truant. If your child attends school using a scholarship, excessive absences are required to be reported to the scholarship agency. Please be advised that excessive absences may result in revocation of your child's scholarship. Additionally, poor attendance can result in enrollment termination. Tests and exams must be made up on the first day the student returns. All missed classwork must be turned in by the end of that week, Friday at 3PM, to be counted for credit.

Holidays

All programs offered at Windsor will follow our posted school academic calendar. No classes will be in session during any of the county listed holidays and non-student days. Please see Appendix I for a copy of the Windsor Academy Preparatory School Academic Calendar for this school year. Also, please be advised that we follow the Hillsborough County Public School schedule for closures during inclement weather and natural disasters.

Program Philosophy and Goals

At Windsor Academy we understand that a child's education is of utmost importance. We believe that through a stimulating learning environment, children can develop in fundamental ways that are essential for shaping their future. Children can absorb a great amount of knowledge through interactions with other children and teachers. We have established a learning environment for four-year-olds through high school that focuses on developing their abilities as young learners. We are more than just a school; we are a team of educators with your child's best interest in mind. By incorporating our nurturing environment with a well-developed educational curriculum, we are encouraging all our children to grow and learn to their highest potential.

Discipline Policy

At our facility, no child will ever receive physical punishment, nor shall they be deprived of rest, food, or toileting. Students will be encouraged to verbalize with others to resolve conflicts. Teachers will act as facilitators and help provide students with logical and appropriate ways to handle different issues. Our teachers regard discipline as a means of guidance, not punishment.

Using positive redirection, we encourage our students to work together as teams and learn new ways to resolve conflict at a level that is age appropriate and that encourages emotional and social development. All students can learn how to respect one another and get along.

To maintain the safety and protection of all the students in the classroom, a child may be allowed a calming down period in which the child is allotted time away from the rest of the group to regain composure and engage in positive redirection that is age appropriate. Our overall approach to discipline is positive and immediate so that students learn to treat one another fairly.

Transition Policies

Transitioning into our Center

To make transition into our school as smooth as possible, it is important that parents and caregivers openly communicate and work together. Parents may wish to share information about the child's routines and behaviors, as well as their likes and dislikes. It is important to remember that every child transitions at a different rate. It may take time for your child to acclimate to their new environment and begin to bond with their teacher. We ask that parents please be flexible during the first few days of transition so that the child feels most comfortable and safe.

Center Security

At Windsor Academy, we understand the importance of decision making when it comes to your child. Here at Windsor Academy, we provide a loving and safe environment to ensure that you feel at ease and confident when choosing us as your child's school. Our facility features all the following safety features to ensure safety and security.

Controlled Access to the Facility

- Entrance doors are never left unlocked. The main building has a controlled timer that locks every 45 seconds.
- Only staff members are permitted to open the doors to parents and authorized adults for drop-off and pick-up.
- Doorbells are installed at the main entrance.

- A coded keypad is located on the main door to ensure secure access to staff members only.

Video Surveillance

- The facility is equipped with time-lapsing cameras that run 24 hours a day, 7 days a week. The surveillance system is also remotely monitored by the owner and administrators regularly.

Pick-up Procedures

- If an adult other than the child's parent comes to pick up a child, proper identification is required. Prior authorization with a parent must be approved, and proof of their identification will be copied and kept on file for future reference.
- We keep an up-to-date record of people who are authorized to pick up students from our facility. If the person picking the child up is not on the list, the parent or guardian will be called, and proof of identification must be shown after authorization.

Visitation

- Individuals other than parents, guardians, or custodial parents who have not been DCF and/or FBI fingerprinted will not be permitted on the premises.

Security of Personal Information

- Information about a child or their family is never to be discussed with anyone other than the child's family. We believe in safeguarding the personal information of our students and their families.

Health and Physical Examination Records

- All students are required to have up-to-date health records including vaccination records or medical exemption forms and a current (within two years) physical examination record.
- Records must be provided within 30 days of enrollment.

- Students who exhibit a fever of 101 degrees or higher, rash, or have diarrhea will be sent home and not permitted back until they have been fever or symptom free without the aid of medication for 24 hours or until a doctor has cleared the child for return.
- Each room is equipped with a first aid box containing all the essential items for minor accidents.

Cleanliness

- Our facility and its contents are disinfected daily.
- Each room is cleaned from top-to-bottom to minimize germs and sickness.
- Our toys are also disinfected regularly to minimize sickness.

Child Sign-In/Sign-Out Procedures

Parents of students on school readiness vouchers will be responsible for signing their children in and out of care on the School Readiness Sign-In/Sign-Out sheets. These sheets are in the office for your convenience and must be signed daily with the exact time and date next to your full signature.

Students in grades kindergarten through twelfth grade must have a parent sign them into the facility upon late arrival or early pickup.

Only individuals listed on the Authorized Pickup area of the enrollment package will be allowed to pick up a child. If a teacher does not recognize the individual picking up the child, they will be asked to produce valid government issued identification so that it may be checked with the information we have on file. If the individual is not authorized for pickup, we will make a courtesy call to the parent or guardian asking for written email permission to be sent to the school to authorize pickup. If we are unable to reach the parent or guardian, the child will not be released out of our care. While we understand that this may sometimes be inconvenient for parents, it is for the safety of our children. If you know that someone who is not listed on the authorized pick-up list will be picking up your child, please email us ahead of time and provide us with their name and approximate time of pick up.

Unlimited Access to Your Child

The parent, guardian, or custodial parent of a child in our facility will have unlimited access to their child during normal business hours for the purpose of contacting the child or evaluating the center and the care provided by the center. The parent, guardian, or custodial parent must notify the director of their presence within the facility. Students have unlimited access to the school phone if they need to contact their parents.

Payments

All weekly payments and school readiness co-payments must be made each Monday by the close of business. A late fee of \$25.00 will be added to each late payment, and Windsor Academy will reserve the right to deny care to parents who incur an unpaid account balance. Payments must be made in person and can be in the form of cash, check, money order, or Zelle transfer. If a child remains in care after the closure of the facility, a late pick-up fee of \$1.00 per minute for the first five minutes, and five dollars per minute for every minute thereafter, payable immediately upon pickup, or before entrance to the facility the next business day. Additionally, please be advised that the weekly rates for before and aftercare remain the same, regardless of whether a holiday falls during the weekday of that week, or if the facility is advised to close due to inclement weather as suggested by Hillsborough County Public Schools. Also, we do not offer prorated discounts for a start date that falls in the middle of the week.

Illness and Medication Policies

Children who are mildly ill (e.g. minor cold symptoms) may remain at the facility only with the manager's approval. Children should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing so that children do not become chilled or overheated; or if they have an "accident".

Children with symptoms of communicable diseases remain with a staff member until the parent or designated family representative arrives for the child. We take temperatures two times to ensure accuracy. We will make every effort to reach a parent when a child is ill, but after 30 minutes, we will attempt to reach the emergency contacts indicated by the parents.

We will not serve children with:

- Vomiting two or more times within a 24-hour period
- Vomiting one time with another symptom
- A fever between 100°F -100.9°F, if combined with another symptom
- A fever of 101°F or higher

- Unusual spots, skin rashes or untreated, infected skin patches
- Uncontrollable diarrhea
- Evidence of head lice, scabies or other parasites
- Severe coughing causing red or blue coloration on face
- Severe coughing that causes a “whooping” sound
- Rapid or difficult breathing
- Yellowish skin or eyes
- Redness of eye with obvious discharge, matted eyelashes, burning or itching of the eye
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Stiff neck with elevated temperature
- Excessive fatigue

Children who show such signs are separated from the other children, supervised, provided with an area to rest, and made comfortable until their parent or family representative arrives to take them home.

Children may be readmitted:

- With a physician’s statement that the child is free from communicable disease and that returning poses no risk to the other children

OR

- If visibly free from communicable disease, fever-free without benefit of fever reducing medications for 24 hours, and free of vomiting/diarrhea for 24 hours when on a normal diet.

Medications

Medication is given only if parents sign a permission form. Prescription medication must have a prescription label with the child’s name and date and must be accompanied by documentation on how the medication is to be administered and the proper dosage for the child. This information must also be provided on permission forms that must be renewed monthly. Medication is administered by the lead teacher or their designee and will be documented on a Medication Administration Log. Any over-the-counter medications or non-prescription preventative ointments, crèmes, lotions, etc. must also be accompanied with documentation regarding how it is to be applied and the proper dosage. Medications are kept in a secure locked box located in the office. No medications are to be stored in cubbies or backpacks. No child will “help” to administer medication, inhalers or epi-pens to themselves or others.

Allergies

At the time of enrollment, you will be asked to fill out an allergy exposure list. Please indicate any food and non-food allergies that your child may have. If your child has not been exposed to any of these items on the list, and you are unsure, please check the box for unsure. We will ensure that this information is forwarded to all teachers and placed on an Emergency Assistance Plan and Allergy List located in each classroom. If medication is required to control the allergy, or you feel that an epi-pen may need to be administered at some time, you must fill out a Medication Administration form located in the office.

Clothing and Shoes

All enrolled students must wear closed-toed shoes while at the childcare facility. School uniform policies must be strictly adhered to. All parents must sign this policy before the first day of school, and their acknowledgement is kept in their student files.

Emergency Procedures

Monthly Fire drills are held at varying times and are documented by the center director. Tornado practice drills are practiced quarterly (four times per year). The following procedures are rehearsed:

FIRE: Staff members remain calm and reassure the children. The person noticing the fire sounds the alarm and contacts 911. Staff members escort the children safely out of the building using one of the designated escape routes. The center director checks classrooms, bathrooms, kitchen, playground, and all other areas. Plans for evacuation are posted in each classroom.

WEATHER ALERT: In the case of a weather emergency (e.g. tornado warning), the staff members remain calm and reassure the children. Children are escorted to the designed “safe room”, as far as possible away from any potential hazards. Parents who arrive to take their children are strongly encouraged to remain at the center until the weather alert has been lifted.

ACCIDENT: The first aid boxes are kept in each room with basic first aid necessities. Emergency numbers for children are located within the office and with each of the children’s teachers. In a serious emergency, 911 will be contacted, as well as the parents and center director. When going for treatment, the child’s injury report form will be provided. Any incident or accident that occurs on the center premises will be reported to the parent in written form. A copy of the form is then kept on file in the office.

Emergency closings may occur with instances of severe weather such as Hurricanes. The parents will be notified via phone, and signs will be posted on all the doors of the facility to indicate our closure.

Parent Involvement

Teachers meet with individual parents to review each child's progress throughout the year. Conferences may be scheduled at any time.

Meals and Parties

Students may bring lunch and snacks from home for their personal consumption. Any food provided for the entire class, or for parties, must be store-purchased and in original packaging.

Classroom Pets

Many of our classrooms have pets such as fish and reptiles. Students are not permitted to handle these pets but are able to observe them. Pet care is provided by staff.

Procedures for Complaints

If parents have concerns or need assistance with problems related to Windsor Academy, they may discuss the issue, if applicable, with the staff member. If they are not satisfied, they may discuss their concerns with the director or assistant director. All concerns related to center operations and/or payments will be addressed to the director. All conferences require a second staff member to be present and must be conducted during a scheduled time frame.

Termination of Services and Expulsion

A parent's right to withdraw their child is respected at Windsor Academy Preparatory School. If a child is withdrawn before the end of the school year, the parent will become financially responsible for all monies owed to the school. This applies to all scholarships and self-paying families.

Under certain circumstances, there may be instances where termination of service is initiated by the center's management. All efforts will be made by both the staff and the parents to improve the situation prior to a termination decision. Windsor Academy Preparatory School reserves the right to terminate any child, at any time, for any reason. Parents who disagree with the decision are encouraged to meet with the center's director.

Section 7.1 and 7.2 of the Child Care Facility Handbook requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.

Section 7.3 of the Child Care Facility Handbook requires parents receive a copy of the Child Care Facility Brochure entitled “Know your Child Care Facility” (CP/PI 175-24)

Parent Acknowledgement of Receipt of Handbook

My signature below verifies receipt of the enrollment package, facility brochure, and Family Handbook which includes information on payments, attendance, discipline, and other facility policies. It is strongly encouraged that parents familiarize themselves with these policies. If any changes are made to the Handbook families will be notified in writing. Copies of all forms and the handbook are available on the website at www.WindsorLearningAcademy.com

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this page to Windsor Academy Preparatory School so it may be maintained in your child's file.