Collage Day School

Parent/Student Handbook

Collage Day School
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Ponte Vedra Beach, FL
Office Phone Number: (904) 900-1439

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SCHOOL DIRECTORY

School Administration

Head of Elementary School	Michael S. Masi	masi@collagedayschool.org
Associate Head	Danielle Theriault	theriault@collagedayschool.org
Head of Early Learning	Kristen Conway	conway@collagedayschool.org
Associate Head	Jamie Mulgrew	mulgrew@collagedayschool.org
Director of People & Culture	Erica Whitehouse	whitehouse@collagedayschool.org
HR Specialist/TimberNook	Michael Stead	stead@collagedayschool.org
TimberNook	Abby Premo	premo@collagedayschool.org
Behavior/Operations Specialist	Bailey Olliff	olliff@collagedayschool.org
IT Specialist	Garrett Moore	moore@collagedayschool.org
Nurse	Chelsea Boudreau	boudreau@collagedayschool.org
Elementary Office Coordinator	Karen Carmichael	carmichael@collagedayschool.org
PVC Office Coordinator	Nora Chambers	chambers@collagedayschool.org

MISSION, PHILOSOPHY, AND OVERVIEW OF COLLAGE DAY SCHOOL

INTRODUCTION

This handbook is intended to inform parents of Collage's programs, schedules, and procedures. It contains general statements regarding Collage Day School (CDS) policies, which Collage reserves the right to apply or alter at its discretion, based on individual situations and regarding the safety of all students and the best interests of Collage.

Collage administrative personnel and faculty strive to maintain exceptional communications with all families. Our administration works hard to keep this manual up to date and keep all families informed as policy changes occur. Please understand that there may be times when policy will change before this manual can be revised and distributed, but Collage staff will inform parents of significant changes via e-mail or other means.

All staff members and adults working in the school (including volunteers) will receive a copy of this handbook. A copy is available to view in the front office upon request.

MISSION

At Collage Day School, we empower students to succeed as skilled communicators, keen observers of nature and creative thinkers to become responsible citizens and innovative leaders.

We provide a nurturing environment that encourages individual expression, inspires creativity, promotes a sense of community spirit, and prepares children for a future of personal and academic success. We offer a comprehensive curriculum with an integrated arts approach where children grow to feel that music, visual arts, and movement are important parts of their world.

PHILOSOPHY

Collage Day School Goals

- Provide a rich environment in which children can learn to function as respectful members of a diverse group, as well as develop an awareness of themselves as unique individuals.
- Offer a variety of meaningful learning experiences that capitalize on and develop a child's natural curiosity and enthusiasm for all areas of learning.
- Provide a broad foundation for future academic success and involvement in the arts.
- Provide targeted, personalized, and data informed instruction for all students
- Collaborate with parents to provide opportunities to interact and learn with their children through engaging music, movement, art, and community-related activities.

Organization and Population

Collage Day School is located in Ponte Vedra Beach, Florida. We are a private school serving children from infants through grade five. We serve a diverse population including typically developing children and children with a variety of levels of functioning.

Collage Day School welcomes students and administers its educational program without regard to race, color, religious belief, gender, sexual preference, nationality or ethnic origin. All families regardless of family structure, socioeconomic circumstance, cultural background, ability or preferred language are included in all aspects of the program, including volunteer opportunities. Collage Day School is an equal opportunity employer. The school includes children with special needs and makes accommodations required by the Americans with Disabilities Act.

Collage Day School is fully licensed by the Florida Department of Children and Families and the Early Learning Coalition of North Florida, which promotes excellence in early childhood education. Our Early Childhood and Preschool Programs are accredited with the Florida Association for Child Care Management (FACCM) through APPLE.

Programs

Collage offers academic programs, enrichment classes, and before- and after-care options. Our programs are listed and described in this handbook.

Please refer to www.collagedayschool.org or contact Collage administration for a current tuition schedule for each program and more information on classrooms and school schedules.

Collage expects continued enrollment and attendance once a child is accepted and matriculated. Thus, the family is financially responsible for all charges associated for the entire enrollment period and there will be no refunds of any charges.

Commitment to Playful Learning

All children—from infants to school-age children and even teens—need time to play every day. Play allows children to be active, calm their minds, follow their own ideas, pretend, be creative, and build physical, social, and intellectual skills. In fact, play is the main way that young children learn.

Children need a balance of structured and unstructured play. Each type of play supports important parts of their development.

- Structured play is organized by adults, and the child follows directions or rules to complete a task. This type of play is often activity-based, like going on a scavenger hunt, playing board games, or participating in noncompetitive sports.
- Unstructured play, often called free play, is when the child decides to play on their own or with other children. The child decides what to play with and how to play. During

unstructured play, children need enough time to explore their own interests and ideas and use their imaginations.

Playful learning is incorporated into our daily learning experience by creating a rich environment where children can actively engage in imaginative play, exploration, and hands-on activities, allowing them to learn through natural curiosity and fun, often with the guidance of teachers who facilitate learning through open-ended questions and providing various materials to support different types of play, like blocks, dress-up clothes, and sensory items; essentially, making learning enjoyable and child-centered.

Infants & Ones & Twos (3 – 36 months)
Collage provides the highest quality of care for our youngest learners in a safe, nurturing environment. A dedicated team of professionals, collaboration with families, and on-going monitoring of developmental milestones ensure that your child is off to a healthy, happy start. Teachers plan weekly to include individualized instruction that promotes early learning success for all students. Lesson Plans are posted weekly within the classroom for parents to view.

Preschool (3-5 years of age)
Children enrolled in Collage's preschool program benefit from a comprehensive approach to childcare and early learning. With a heavy emphasis on the acquisition and development of language and learning skills and social interactions, Collage offers both naturalistic and structured learning opportunities. Collage supports students through a purposefully designed environment and atmosphere that promotes appropriate conduct and development. Our philosophy reinforces caregiver-child interactions to support intellectual, social and behavioral success right from the start.

Collage's PreK 4 program prepares children for kindergarten. Instructional design is based on Florida Standards for Four Year Old's and curricula strategies are on a continuum of developmental benchmarks. Low student-to- teacher ratios, ongoing assessment and dedicated teachers provide learning opportunities that are responsive to each child's unique needs and interests and that appropriately challenge each child to continue their academic and whole-child growth.

Collage Day School is a Voluntary Pre-Kindergarten (VPK) participant. Qualification for the VPK voucher will depend on approval from the Early Learning Coalition of St. Johns County. To participate in the VPK voucher program, a student must reach the age of four or five before Sept. 1 of the year of enrollment.

Children enrolled in our VPK Programs must attend class on a four-day or five-day schedule following the Collage Day School calendar. Attendance is monitored by the state to ensure the hour requirement is met by the school. No payment or additional services are required to participate in Collage Day School's VPK Program.

Should parents voluntarily elect for additional resources, Collage Day School offers a school day program from 8:30am-2:30 pm each day, Monday-Friday. For more information regarding the VPK voucher and regulations, please contact our Associate Head of Lower School, Jamie Mulgrew at mulgrew@collagedayschool.org.

Elementary Community-Kindergarten to Fifth Grade
Collage's elementary school community is designed to enhance student development with well-balanced curricula that engage their senses and invites students to be active participants in their academic success. In addition to taking courses in English, math, sciences, social studies, and Spanish, students also take part in physical education, caring for the environment, arts, technology, and outdoor learning. Offering a carefully selected mix of curriculums, specially trained educators and support staff, and a unifying philosophy in our world-child approach, Collage Day School truly is a unique institution for early child development.

A low student-to-teacher ratio allows teachers to create personal relationships with students and utilize small group instruction to appropriately challenge and support each learner. In addition to an emphasis on individualized academics guided by Florida State Standards, our programs help students develop tools to become problem solvers, innovators, communicators, and creators. Because they are engaged with professionals who understand how they learn and who they are as individuals, students grow to love learning. Collage teachers cultivate academic excellence by building upon this joy in learning and celebrating our students' innate curiosity and successes. Students are encouraged to express their independence and use their imagination as part of learning to become the leaders of tomorrow. They are motivated to respect themselves, each other, and our planet.

COMMUNITY RESOURCES

Zero to Three	www.zerotothree.org
CDC's Developmental Milestones	https://www.cdc.gov/ncbddd/actearly/milestones/index.html
Florida Division of Early Learning	https://www.fldoe.org/schools/early-learning/
Department of Children and Families	www.myflfamilies.com
Florida Division of Early Learning/VPK	https://familyservices.floridaearlylearning.com/account/login

School-Wide Admissions & Financial Policies

Admission Policy

Collage Day School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. We do not discriminate on the basis of race, color, national, or ethnic origin in administration of educational or admission policies, scholarship or loan programs, or other school-administered programs.

The academic progress and behavior of each new student is subject to periodic review by the Head of School. Students not demonstrating acceptable progress/conduct may be asked to leave the school.

Admissions Documents

The following documents must be submitted to complete student enrollment:

- Poof of a Florida physical exam on DH Form 3040 (required when a student enters school for the first time)
- Proof of up-to-date childhood immunizations on DH Form 680 (form may be secured from the St. Johns County Health Department or at the child's personal physician's office).
    - Students entering the seventh grade are required to complete vaccinations against hepatitis B, a second dose of measles vaccine (preferably MMR), and a tetanus-diphtheria booster.
    - Religious exemptions are accepted and must be provided on the proper county forms.
    - Medical exemptions will continue to be accepted.
- Students entering grades one and higher must bring a copy of their most recent report card.

New Student and Parent Orientation Procedures

Collage Day School offers a rolling admissions process based on vacancies in enrollment overseen by the head of each division. Parents who wish to schedule a tour, may do so using our website and selecting admissions followed by "Visit our Campus". After completing a tour at Collage Day School, students enrolling in Tawny Owls through Elementary will participate in a Discovery Day to allow for our trained staff to conduct an observation and assessment. The information will be communicated and reviewed with prospective parents during the Discovery Day Feedback Session. Following the Discovery Day, new families will complete a New Family Onboarding Session as well as have the opportunity to meet the teacher(s) prior to the onset of school.

The enrollment process will not be complete until the school has received and processed all the applicable administrative fees, the non-refundable enrollment fee, the enrollment forms, and

the official contract. All contracts must be signed electronically or in-person. Families begin paying tuition and fees at the beginning of the enrollment contract period. Families who wish to defer enrollment can elect to either pay the monthly tuition and fees to maintain enrollment or be placed on the waitlist for a future opening.

Age/Grade-Level Requirements

Pre-Kindergarten students must be three or four years old on or before September 1st of the school year in which they are enrolling. Kindergarten students must be five years of age by September 1st. Age must be verified by an original birth certificate.

Payment Plan and FACTS Account

Collage Day School uses FACTS Management as our only form of accepting tuition payments. There are two payments options available: major credit cards (3% processing fee) or auto drafts from your bank or credit union. Any fee related to the fees for FACTS service is considered non-refundable and will not be reimbursed by the school. Payments are scheduled through FACTS monthly to pay for tuition for the upcoming month. Parents must have a FACTS account to ensure their child's continuous enrollment. Students are not officially enrolled until the parent account is completed. The final component of a fully enrolled student, is a signed enrollment contract by the student's legal guardian(s).

Multiple Child Discount

For parents enrolling more than one child, the child with the highest tuition pays 100% and subsequent children enrolled receive a 10% discount. For students with external scholarships awarding less than 100% coverage of school tuition, the sibling discount is applied to the parent's tuition portion only; discounts on tuition may not be greater than what is owed.

Continuous Enrollment Policy – Requirements for Withdrawal

Early Learning Community parents must provide in writing a 30-day notice of child's voluntary withdrawal in order to cancel your school enrollment. Financial obligations during this 30-day period will include full tuition of the present month as well as tuition for the following month. Balances must be paid on or before the 30th day of withdrawal along with any outstanding debts owed to Collage Day School.

Collage parents sign a year-long enrollment contract for preschool and elementary school and are obligated to pay for the entire year of tuition. To provide our families with a simplified enrollment process, students are continually enrolled from their initial enrollment into Collage Day School until their graduation or the termination of this agreement by means of withdrawal from the school. Accordingly, the term of enrollment agreements shall be in effect from the date of enrollment and shall renew automatically for each successive academic year until graduation from Collage Day School, unless this agreement is terminated by CDS or written notice of termination from the parent/guardian is received by February 15th of each year. If a student(s) will not be returning the following school year, the parent/guardian assumes all

responsibility for retrieving a Withdrawal form from the school office and submitting said form back to CDS by February 15th of the current school year. If such notice is not received, the student will be considered enrolled for the following school year as of February 16th and all tuition and fees for the next academic year will apply.

GENERAL FINANCIAL POLICY

It is the policy of Collage Day School that currently enrolled families must ensure all financial matters have been resolved for the current academic year to ensure continued enrollment. Additionally, student records will not be transferred to new schools at the end of a school year unless all financial obligations have been met.

SCHOOL-WIDE OPERATING POLICIES

HOURS/HOLIDAYS/WEATHER CLOSURES

Collage is open 7:00 a.m.-6:00 p.m., Monday through Friday, except for faculty in-service professional development days and holidays indicated on the Collage calendar.

Instructional hours for each program are listed below:

Infants (Snowy Owlets) **& Ones** (Bay Owls)	**Twos** (Barn Owls)	**Pre-School** (Tawny Owls)	**Pre-Kindergarten** (Spotted Owls)	**Kindergarten & Elementary**
Two Full Day Options 7:00-5:00 pm OR 8:00-6:00 pm	Two Full Day Options 7:00-5:00 pm OR 8:00-6:00 pm	5-Day School Day 8:45-2:45 pm 3-Day School Day (T,W,TH) 8:45-2:45 pm	5-Day School Day 8:30- 2:30 pm 4-Day School Day (M,T,W,TH) 8:30-2:30 pm	School Day 8:30–2:50 pm

Tuition is based on your child's program, not the number of days he/she attends. Therefore, full tuition is due even if your child is absent or when school is closed for holidays, weather, or emergencies. Collage will be closed to all for the following holidays:

- Teacher Preplanning (Typically First Week in August)
- Labor Day (First Monday in September)
- Veteran's Day
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving
- Week of Christmas
- New Year's Day
- Memorial Day
- Independence Day

If the holiday falls on a Saturday, we will be closed on the Friday prior to the holiday. If the holiday falls on a Sunday, we will be closed on the Monday following the holiday.

Inclement weather may warrant late openings, early, or full day closings. Closings will be communicated to families through Constant Contact, ProCare and our social media page for the most recent advisories and updates. Please note, Collage Day School does not follow the school

calendars nor closures of neighboring counties and schools. Full tuition is due for any week in which a holiday or inclement weather closing occurs

BEFORE/AFTER-CARE

Childcare is available for the preschool and elementary communities before and after school hours at an additional cost to the family. The mission of the Collage Day School before- and after-care program is to do more than just provide childcare. We strive to seize each moment to create valuable teaching opportunities while providing a safe and nurturing environment. Our after-care program is designed to promote pro-social behaviors by addressing topics such as the basics of friendship, conversation skills, team-playing, emotion regulation, and body safety.

Before-care is available at 7:00 a.m. for students enrolled in the Early Learning Community and Preschool and 7:15am for our elementary students. If a student who is not enrolled in before-care is dropped off prior to their program start time, the parent will be charged a before-care fee.

Space in before-or after-care cannot be guaranteed for children whose parents have not enrolled their child in advance. New enrollment may be delayed until additional staff members can be assigned to these programs. Payment for before- and after-care must be made in full each month through our FACTS portal to ensure your child's continued enrollment.

The transition to after-care is scheduled to begin at 2:45 p.m. for all classrooms.

After-care is available until 6:00 p.m. daily. If a child is picked up late, a late pick-up charge of $1.00 per minute for the first 15 minutes will apply; and an additional $25.00 for each additional 15-minutes will be applied for all children who are picked up after 6:15 p.m. While we acknowledge that rare, unforeseen events can occur that may cause you to be late, we ask that you telephone the front desk (904-900-1439) and advise us as soon as possible. Please be aware that Florida Statute 39.206 outlines the circumstances that constitute Child Abandonment and Neglect. If the staff at Collage suspects such a case with your child, we must inform law enforcement and the Department of Children and Families. Families who pick up a student after 6:00 p.m. twice will meet with the Head of School and are subject to having aftercare privileges terminated.

Before/aftercare are both optional services for families. The school reserves the right to withdrawal any student from the program given non-compliance with any policies in this handbook or any non-compliance of reasonable requests from the school.

ATTENDANCE POLICY

Applies to the Elementary Community

Excessive absences impair a student's educational progress and may, at the Head of School's discretion, impact whether the student passes a grade**. Students will be considered absent**

when they miss 50% of their school day. Please see the section below regarding excused and unexcused absences.

It is the parent's/guardian's responsibility to contact the school if their child is absent by 10:00am. Students will not be permitted to be dropped off at school after 10:00am without prior notification.

Elementary students who miss two or more days of school because of illness may contact the office to arrange make-up work. Students who miss because of family vacation will be given makeup work when they return. Students will have one day for every day missed to make up work. Because regular school attendance is critical to a child's success in school, families who are habitually tardy or excessively absent may be asked to withdraw.

TARDY POLICY

Applies to the Elementary Community

Families are encouraged to bring their students to school on-time every day. Students who arrive after 8:30am are tardy and must go to the office to sign-in. Should habitual tardiness impact students' academic progress, parents will be required to meet with the Head of School to discuss the circumstances and the practicality of continuing their enrollment.

RETURN TO SCHOOL

Applies to the Elementary Community

Students returning to school after an absence are required to present a written excuse from their parent or guardian stating the cause for the absence. Failure to provide a note will result in an automatic unexcused absence.

A physician's note is needed when the student:

- has been absent for three or more consecutive days
- has had surgery
- is returning to school after hospitalization
- has been under a doctor's care for a significant illness
- is returning to school after being excluded because of a communicable disease

EXCUSED ABSENCES

Applies to the Elementary Community

Students are expected to be in school unless the absence has been deemed an "excused absence."

Excused absences include the following:

- illness or injury of the student.

- serious illness or death in the student's family
- scheduled doctor or dentist appointment
- special events such as family weddings, important public functions, etc., which require permission from the Head of School at least five days in advance
- required court appearance or supervised visitation
- having or being suspected of having a communicable disease or infestation, including, but not limited to head lice, ringworm, impetigo, and scabies.

Unexcused Absences

Applies to the Elementary Community

A student with 15 unexcused absences within a 90-calendar day period shall be referred to the Associate Head of School for a conference with his or her parent(s) or legal guardian and the school administration. Students with more than 8 unexcused absences in any given class within a quarter risk receiving a failing grade for that quarter. The Head of School can waive this policy in extreme circumstances.

Unexcused absences include but are not limited to the following:

- pleasure trips
- suspension from school
- other avoidable absences that are not on the "excused absences" list

Leaving School Early

Applies to the Elementary Community

Please make every effort to avoid picking your child up before regular dismissal time except in the case of an emergency. Every effort should be made to schedule doctor and dentist appointments during non-school hours. Please check the school calendar for days off and early dismissal dates. If you need to pick up your child before dismissal time, please send a note or email to the teacher the day before, if possible. Any students leaving school early must be picked up and signed out at the office before 2:30 pm. Students leaving early can meet with a teacher before/after school to collect work that may be missed as a result of leaving early. Teachers will not be expected to stop instruction to provide work that will be missed as a result of leaving early.

Drop-Off and Pick-Up Policy

Please be punctual in dropping off and picking up your child. Parents or caregivers are required by the state of Florida to sign their children in and out of school. Children will only be allowed to be picked up by authorized adults with proper identification who are designated on the transportation and authorization forms filed with your child's registration materials.

If you are late for regular pick-up (i.e., your child is not enrolled in after-care), please note that you will be assessed a late pick-up fee. If an emergency arises, or there is a change and another

person will be picking up your child, you must notify the front office with a phone call and in writing. Anyone picking up your child must be designated on your child's emergency form and must have a valid photo I.D. *Telephone calls alone are not sufficient to authorize a pick-up. All changes must be made in writing, by email, or fax and sent to your child's teacher, administrator, and front office personnel.*

Any parent or other authorized person who arrives at the school while intoxicated or in an impaired condition endangers the child's welfare and safety. Such a person will not be permitted to leave the school with the child/children whom they are authorized to pick up. Collage staff will use professional judgment in determining the best interests of the child in the situation, including making alternative arrangements for the child/children pick-up by attempting to contact another person on the authorized child pick-up list. Collage Day School also reserves the right to report the incident to appropriate authorities.

Applies to the Early Learning Community
Arrivals after 10:00am are only accepted with prior written notice to the ELC administration. Aftercare will not be available to that child when arriving late. When dropping off or picking up, please park your car and shut off your engine when you come into the building.

WELCOME TOUR AND CLASS VISITS

At the beginning of each school year, Meet the Teacher visits provide parents and staff an opportunity to discuss classroom policies and procedures, including expectations prior to the start of the first day of school for each student.

Topics include, but are not limited to:

- Daily schedule
- Special activities for parents and students
- Helpful community services
- Volunteer Information
- How to help their child learn and do well at school
- Initial introduction to school staff and special resources

COMMUNICATION

Collage Day School works very hard to keep parents informed and the lines of communication open. Collage has established a variety of ways to keep parents informed of all school events and activities.

- Our website, www.collagedayschool.org, is the primary source for Collage information.
- Collage's Facebook and Instagram pages are updated regularly.
- Weekly email updates/newsletters.
- Marquee outside of the front office
- Communication with teachers may be done through email, teacher conferences, home/school communication logs, ProCare, or phone calls.

- Teachers make use of web-based applications (e.g., ProCare Connect, FACTS) on a daily basis.
- All general feedback or suggestions are welcome by calling the front desk.

Open Door Policy

To support Collage families, administrators are available to address your questions or concerns regarding Collage and its policies and pledge to be responsive in resolving any issues. We welcome comments, suggestions, complaints, and compliments! We encourage parents to seek direct communication with those involved with your child to address any situations or concerns, including the lead teachers and Collage leadership team.

Conferences With Teachers

Parent-Teacher conferences are valuable in assisting student growth. Regularly scheduled conferences will occur twice per year as established on the school calendar.

Additional conferences will be scheduled by teachers whenever necessary and may be initiated by the parent. The teacher will arrange a time that is mutually convenient. Parents may not approach teachers during school hours or at dismissal to discuss concerns.

Phone/Email

Parents/guardians may contact school personnel via email as needed. Please refer to the front of this handbook for all email addresses. Parents/guardians may also call the school and leave a message for a teacher. Because teachers are expected to be actively instructing and supervising students throughout the day, please allow 48 hours for a response. Out of respect, parents should not contact teachers about school business on their personal phone numbers.

Conferences with the Associate Head of School & Head of School

Conferences with the Associate Head and Head of School may be scheduled by e-mailing your request for an appointment directly to the Associate Head of School or Head of School. However, if the concern is a child's work or behavior, parents/guardians should always contact the teacher to discuss the issue before requesting a meeting with the Associate Head of School or Head of School. Administration would be happy to facilitate a conference with the teacher in these cases.

Policy for Parent Communication and/or Grievance

We value parent involvement as an essential part of our program and recognize that on occasion parents/guardians may have differing opinions regarding professional values and practices in our program and their own family values and practices or may have issues with our program and/or procedures. Any parent/guardian may offer suggestions/feedback about the school and its policies. In this way, teachers and families can work together to help children participate successfully in our school, blending both school and home values in a mutually

agreed-upon practice. However, in our efforts to provide quality education and services to our families, we ask that you adhere to the following procedures:

- Be sure that your child is signed in and accounted for by classroom teachers.
- If your concern involves a teacher or classroom issue, please direct it first to the appropriate classroom teacher. Please request a private conversation outside of the classroom, ensuring that no discussion takes place in front of any children or families. The teacher will communicate with families to collaborate and create a solution if school and home values and practices differ.
- If the issue is not resolved with the teacher, please contact the Associate Head of School to request a private meeting to discuss the issue(s) or have the teacher present.
- If the Associate Head of School is not present or unable to resolve the issue, Collage's Head of School will be advised of the situation to assess and take appropriate action.

Our goal is for staff to collaborate with families to resolve discrepancies between school and home values and practices, and to collaborate at the appropriate level of responsibility before escalating to higher levels of the organization.

Collage staff and leadership strive to always conduct themselves professionally and with integrity. While we understand and empathize with the concerns of parents regarding their child's education and care, we will not tolerate mistreatment of our staff. For example, emotional outbursts that appear to be threatening in nature may be grounds for immediate termination of a child's enrollment.

MEALS

All students gather for snacks and lunch. These are times for sustenance as well as for group conversations, practicing table manners, and making healthy food choices. Please provide snacks and lunch for your child each day. Your child's snacks and lunch must be packed in an insulated, labeled (with first and last name) lunch box or bag, including a cool pack if necessary. Lunches will be kept in the student classroom cubbies until the designated lunchtime. Please do not pack lunches in breakable glass containers.

Infants and Early Learning Community

Collage Day School supports all families and their decision regarding how they choose to feed their infants. However, infants younger than 12 months are not served cow's milk at Collage Day School. Collage Day School encourages parents to consult with your pediatrician about the usage of whole milk for students who are 12- months to 24-months and 2% reduced-fat milk for student older than 24-months. Collage Day School works cohesively with families to coordinate a student's developmental nutrition needs. Collage Day School is unable to serve solid foods in bottles without medical instructions and solid foods to infants younger than six months unless recommended in writing on file by health care provider. Accreditation standards state only 100% fruit juices are permitted for toddlers and should be limited to 4 ounces daily
Staff offer young children fluids from a cup when families and teachers decide together that a child is developmentally ready.

We ask parents to bring lunches filled with healthy choices of fresh fruits, vegetables, whole grains, cheese, yogurt, and other proteins. Collage Day School will not serve food to students that lacks freshness, fails to meet nutritional or safety guidelines, as well as may not be age-appropriate.

In addition, the following foods should not be brought in for students younger than four-years of age:

- Hot dogs
- Grapes
- Nuts
- Popcorn
- Raw peas
- Hard pretzels
- Spoonful's of peanut butter / Sunflower Butter
- Chunks of raw carrots or meat larger than can be swallowed whole

Foods should be cut before serving into pieces no larger than ¼ square for infants and ½ square for toddlers/2-year old's according to each child's chewing and swallowing capacity, whether served by the Center or brought from home. All food/Bottles/Milk brought from outside/home is labeled with name and date, to include an ice pack in order to meet USDA guidelines for appropriate temperatures.

Thank you for your cooperation as we help children to develop healthy eating habits.

OUTDOOR PLAY

This is a time for children to engage in gross-motor activities, such as running, climbing, gardening and digging in the sand. This is also a very important time for peer interaction. We spend a large part of our day outside, so please dress your child appropriately. During warmer months, we recommend wearing clothing which provides sun protection and applying sunscreen to your child before bringing him or her to school. If you would like teachers to reapply sunscreen for the afternoon outdoor play, please provide your own bottle of sunscreen for your child and be sure to sign the "permission to apply" form provided to you upon receiving your child's materials. Insect repellent containing DEET can only be used when recommended by public health officials during threat of insect- borne disease outbreaks. Use of insect repellent at any other time requires a signed physician and parental permission form. We recommend bringing raincoats and rain boots to keep at school so that we may go on walks, even on rainy days. We love to go outside and play in chilly weather too, so make sure your child has mittens/gloves, boots, coat, and a hat for use during winter months. If the weather is bitter cold or pouring rain we will remain indoors and provide opportunities for gross-motor activities in our Music and Movement spaces.

Media Release

Unless notified in advance and in writing, registered students give consent for Collage to include their student in photographs, audio- or videotape-footage (royalty-free), audio and electronic promotions, or Collage's website and social media.

Confidentiality/Privacy

Collage staff members may be apprised of confidential information related to students and parents. This information may include personal financial or medical details. Only administrative staff have access to tuition payment or financial information. All staff members are instructed on what information is confidential and to keep such information confidential. The obligation to keep any medical related information provided to us is governed by the Family Educational Rights and Privacy Act (FERPA).

Lost and Found Items

Please label all your child's items including jackets, lunchboxes, and water bottles so they can be returned if misplaced. Lost items are taken to the front desk. We invite you to check our lost and found area if your child has misplaced any items. Once per quarter, all unclaimed items will be donated to charity. Reminder announcements will be made prior to the donations. Please remember that valuables, keepsakes, and electronics should not be brought to Collage. Collage is not responsible for any lost items.

Birthdays and Celebrations

Students celebrating birthdays are invited to share a treat with their class. If sending in treats, please check with the classroom teacher for a list of allergies or diet restrictions. Other celebrations are held during the year to honor various occasions (Thanksgiving, Veterans Day, etc.) Parents and students may be asked to help organize these events.

Food provided for a classroom celebration or other event must be store-bought and have a clearly legible ingredients label so that caregivers can confirm that the food is safe for consumption by all students, including those with food allergies. This policy helps us to do our best to honor parent wishes regarding dietary restrictions.

Collage is concerned with the development of a positive self-image for all students. Therefore, if you are hosting a party for your child outside of school where all the students or all the students of the same gender are not invited, please do not send invitations to school.

School-Wide Health & Safety Policies

School Physical and Immunization Requirements

To comply with state of Florida licensing requirements, all children must receive certain immunizations. Entry into Collage is contingent upon receiving all documentation. In accordance with Florida Statute (s. 1003.22(1), F.S.) and Rule (Chapter 6A-6.024, FAC). Children attending Collage must provide Form DH 680, Florida Certification of Immunization, and Form DH 3040, school entry physical.

- Religious exemptions from immunizations can be obtained from your local county health department. No appointment is necessary, and the child does not need to be present. You must present this form to Collage, which will be kept in the child's file indefinitely.
- Medical exemptions from immunizations are accepted at Collage Day School with the proper medical documentation along with DH Form 680.

Collage requires all students to obtain a school physical prior to their first day of class on campus. A valid DH Form 3040 (no more than 6mo prior to start) must be provided to the school upon entry.

Illness Policy

Collage Day School requires that any children with the following symptoms remain at home until they are symptom free or on antibiotics for 24 hours: a fever of 101° or greater; colored discharge from their nose, eyes, or mouth with an accompanying symptom; unexplained rash; chest congestion that impedes the natural flow of air, vomiting or diarrhea. In addition, any two occurrences of vomiting or diarrhea warrant removal of the child from school until symptoms have ceased for 24 hours. A communication with this reminder will be sent home specifying what is needed for the child to return to school.

A student must be kept home if he/she has a communicable disease, has had a fever, or has excessive vomiting within the previous 24 hours. Please do not send your child to school if he/she is ill (i.e., fever, unexplained rash, lethargy, or a cough which makes it difficult for the child to breathe).

Please be considerate of the health of other students, families, and staff and understand that we cannot permit sick children to attend school.

When a child becomes ill at school, he/she will rest in the health clinic on a cot or in another quiet area. Parents or the designated emergency contact will be called to take the child home as soon as possible. A child may not remain at school if he/she is sick. The school reserves the right to request any child to be sent home if he/she is listless/lethargic and unable to fully participate because of poor health.

Communicable Disease

When you have verification that your child has a communicable disease (such as strep throat, hand-foot-and-mouth, or conjunctivitis), please call the front office immediately so that we may

take action to prevent further spread to faculty and students. Any student having a communicable illness MUST have a note of clearance from a medical doctor upon returning to school.

Collage may consult with the Center for Disease Control and Prevention and the Florida Department of Health regarding an identified illness to determine precautionary measures and additional requirements for a student's return to school. For more information regarding communicable diseases, please refer to https://www.daycare.com/florida/state4.html. *Regardless of illness, any student who is absent for three or more consecutive days, might be asked to provide medical clearance (from a pediatrician, urgent care, or emergency room physician) to return to school.*

ALLERGIES

Collage strives to provide a safe and healthy environment for all children, but we cannot guarantee that we can keep our environment completely free of food or other allergens that might cause a severe reaction in your child. For this reason, we remind you that we must have a completed 'Food/Allergy Action Plan Form' on file for your child, indicating that they either have no allergies, or listing those which they have. We also caution you to consider staff and other students in packing lunches and snacks for your children to bring to Collage. Food allergies are a major problem in this country.

It is the responsibility of the parent to provide appropriate treats for their child with allergies in order to celebrate birthdays and/or special events. The teacher will do his/her best to inform you of an upcoming special event or birthdays, however, providing acceptable snacks that can be stored in the classroom will ensure that your child will be included in celebrations.

ALLERGY PRECAUTIONS

- The sharing of food in lunches or snacks is not permitted. Lists of allergies are posted in every classroom. The teachers are required to be familiar with every child's allergy and keep the posted list updated. School Nurse will assist with this.
- If a child has life-threatening food allergies, parents should provide a non-perishable snack to be kept at school and served as an alternative, as needed. Per parent request, these children may sit apart from others when eating snack or lunch.
- Every staff member who works in a classroom with a child with severe allergies is required to be trained in the use of an Epi-Pen.
- While we do our best to assist our children with special needs, please be aware we cannot guarantee the complete elimination of allergens.

Food allergies are a growing health concern in schools across the country. Even a miniscule amount of allergenic food is sufficient to cause a life-threatening reaction known as anaphylaxis in the millions of school-aged children across the country with food allergies. While Collage cannot provide a completely allergen-free environment for students with food allergies, we can,

through education and compassion, create a safe and respectful place for learning for all students.

Prescription Medication

Prescription medication must be left in the front office and will be dispensed by our school nurse. Medication cannot be kept in the classroom or distributed by a teacher. A signed Medication Permission form, available from the school office, must be on file in the school office for all medication distributed to students. Medication that must be carried around by a student, such as an inhaler or Epi-Pens requires a separate form completed by parent and physician to be given to the office.

Prescription Medication may be given by office personnel only if the following requirements are met:

- Medication must be clearly identified with the name and type of medication.
- Medication must be in its original container sent from home.
- Medication must carry a current prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.

Over-the-Counter Medication

Over-the-counter medication is not to be sent to school without a doctor's note and the Administration of Medication Permission form. The doctor's note must specify the dates medication is needed. Leftover medication will be sent home after two weeks.

Epinephrine Auto-Injector Pens

A student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental and physician authorization as designated under Florida statutes.

Emergency Epinephrine Use

The following Policy for Administering an Injection of Epinephrine otherwise known as the "Epinephrine Auto-Injector" for Adults and Students has been approved in accordance with Florida Statutes: All medical and trained school personnel (including, but not limited to, any Registered Nurse) employed by or acting on behalf of the school system may administer epinephrine via an undesignated epinephrine auto-injector to an individual using professional judgment if an individual is experiencing a potentially life-threatening allergic reaction, such as anaphylaxis during the school day, including before and after-care school programs. Upon administering epinephrine, call 911.

LICE

Upon determining that a student has a case of head lice, he/she will immediately be sent home. To be readmitted to school, the student is to be rechecked in the school office and determined to be lice and nit free. School-wide lice checks will not occur, unless it is determined there is a widespread outbreak. In the case of a widespread outbreak, families of affected classrooms will be notified and a check of every student in each classroom with be facilitated.

SLEEP SAFETY

Childcare providers can maintain safer sleep environments for babies that help lower the chances of SIDS. In the belief that proactive steps can be taken to lower the risk of SIDS in childcare, and that parents and childcare providers can work together to keep babies safer while they sleep, Collage Day School practices the following safe sleep policy:

- All staff who work with infants and toddlers receive ongoing training and certifications. Specifically: Sleep Safe, CPR and First Aid. Infants will always be placed on their backs to sleep, unless we are directed to otherwise. For this, we must have a signed Sleep Position Medical Waiver on file. In that case, a waiver notice will be posted in the classroom and a copy filed in the infant's file.
- The American Academy of Pediatrics recommends babies be placed on their back to sleep, but when babies can easily turn over from the back to the stomach, they are allowed to remain on their stomach.

TOILET MASTERY

Toilet mastery status is a preschool eligibility requirement for enrollment at Collage Day School. Toilet mastery procedures and expectations can vary according to culture, family, and individual children. It is important that staff members communicate with parents and be sensitive to these differences in the event that the child is not toilet trained prior to enrollment. Toilet mastery is an important developmental task and is accomplished more easily when the child is ready, and parents and teachers work together using a consistent approach that emphasizes self-mastery and positive reinforcement. Parents and teacher will meet prior to beginning the process to determine the child's readiness based on observable behaviors that signal a child's readiness for successful toilet mastery.

FOOD HANDLING

- Bottles and sippy cups brought from home shall be individually labeled with the child's first and last name and shall be returned to the custodial parent or legal guardian daily.
- Milk and food must not sit out for longer than 15 minutes prior to the beginning of the meal to avoid contamination and spoilage. Food must not be served to children at more than 110 degrees Fahrenheit. Allow time for food to cool before serving to children that does not exceed 15 minutes.
- Child care personnel, while distributing snacks and serving food, must use disposable gloves, utensils, or similar items to prevent skin contact with food.

- Food provided by parents/guardians must be properly stored and handled in a sanitary manner at all times to prevent contamination or spoilage. If food is supposed to be kept cold, the food must be stored in a refrigerator until eaten, or parents/guardians must include ice packs to keep food cold.

Breastmilk, Infant Formula, and Food

- Breastmilk and formula must be handled in a sanitary manner at all times and according to manufacturer's instructions and instructions by parents/guardians. If instructions are not readily available, child care personnel must obtain information from the World Health Organization's Safe Preparation, Storage and Handling of Powdered Infant Formula Guidelines, as referenced in Caring for Our Children Basics Health and Safety Foundations for Early Care and Education, which is incorporated by in 65C-22.001(7)(v), F.A.C.
- The provider must make sure all formula and food brought from home are labeled with the child's first and last name and date it was expressed. The provider is responsible for the label; therefore, if the label is not completed by the parent, child care personnel must put the label on when the formula or food is received.

Separation

Children leaving their parents' care may experience anxiety surrounding separation, characterized by crying, not wanting the parent to leave, general sadness and clinginess. This is normal behavior for children and parents. Please keep in mind that:

- New experiences can be unsettling for some children and we understand they may need time to develop trust and confidence in their new environment. Anxious behaviors may return during various growth spurts and/or when changes to the child's routine occur.
- All children will have a different approach to the way in which they adjust and how long it may take them to adjust.
- The time frame in which children adjust to this separation is typically a short window.
- Comfort items, such as a child's blanket, doll, etc., are allowed to smooth these transitions
- New things are unsettling - people need time to adjust and transfer trust.
- Different personalities approach new situations differently; please respect your child's personal approach to situations as it may differ from your own.
- It is generally short-lived.
- It may return during growth spurts and changes in regular schedule.
- Transitional items (doll, blanket, picture) may help and are encouraged.

Smoke Free and Weapon Free Facility

Collage Day School is a smoke-free campus. We do not allow the use of tobacco on the property in any capacity. There are no exceptions to this rule.

Our facility prohibits firearms, weapons, knives, pocketknives, and other significant hazards that pose a risk to children and adults.

Collage Day School Staff are permitted the authority to search backpacks, purses, gym bags, pockets, and other items of students at any time to maintain the safety and security of students. All items considered a safety concern or meeting the criteria listed above will be confiscated by the administration. The return of these items will be up to the discretion of the head of upper school. Cooperation by all parents, guardians, and students is required to ensure a safe environment for all students and staff.

Visitor Policy

All visitors must sign the visitor log located at the main entrance of upper school in building two. Visitors will receive a badge identifying them as such and will be required to wear it while on Collage's campus. All visitors must return to the front desk to sign out prior to leaving.

Impromptu visits to a child's classroom will be subject to approval from administration or another designee. In the event that an item (forgotten lunch, backpack, etc.) must be delivered to the child, the item may be dropped off at the front desk for Collage staff to deliver to the child.

Parent Involvement and Volunteers

Collage Day School promotes a culture of community. Parents are a particularly important part of the large family we create every year. Many parents are actively involved in the school's programs and all parents are encouraged to participate in classroom activities, family fun events, and fundraising efforts. Parents are welcome to sign-up as volunteers for class celebrations and events. During the planning stages of each event, teachers will communicate their needs and will request parent responses and availability. Volunteers need to sign in at the front desk and always wear an identification badge when on campus.

Collage Day School welcomes parents to join the Parent Community Alliance (PCA) to serve as an age level or grade representative. The mission of PCA is to further the development of Collage Day School by supporting the school, staff, and students. Please contact Head of School if you would like to join PCA and connect with the PCA executive board.

Collage Day School is licensed by the Department of Children and Families (DCF) for infants through prekindergarten and adheres to all volunteer policies from DCF including the requirement for volunteers to complete a background clearance if volunteering more than 10 hours per month. Parents who wish to volunteer at Collage should contact the head of upper school and admissions for instructions as to how to complete the process.

Visitors on the Playground and Outside Areas

We take our responsibility to protect your child's and every student's personal rights and safety very seriously. Our diligence ensures Collage remains in compliance with the U.S. Health

Insurance Portability and Accountability Act (HIPAA), which exists to protect individuals' medical records and other personal health information.

While we understand many parents may wish to watch their child at play, we must protect the privacy of all children who are using the playground and other outside areas of the school.

Anyone observing children who is not a Collage employee will be asked by staff to leave the area. Please know that, in instituting this rule, we are protecting your child, as well as all children entrusted to our care.

CHAPERONES

Parents may be asked to attend field trips as chaperones. Parents may not attend field trips and therefore, should not plan to arrive at venues to meet their child if they have not been chosen as a designated chaperone. Only designated chaperones will be guaranteed admittance into venues and allowed to participate in the field trip activities.

In accepting the responsibility of being a chaperone you agree to:

- maintain valid background checks and fingerprinting
- ride the bus with the class or provide appropriate insurance coverages if transporting children
- find supervision for other children as siblings are not permitted on field trips
- remain with their assigned students for the duration of the trip
- utilize cell phones to keep in touch with the school, not personal use on the trip
- refrain from taking pictures of students unless approval has been granted from sponsoring teacher

CLASSROOM MONITORING

All our classrooms have windows, doors with windows, and security cameras (with video and audio) to monitor student safety. Additionally, outdoor spaces are under surveillance to ensure safety throughout campus.

SAFETY AND SUPERVISION OF CHILDREN

At Collage, we practice a "Safety Always" philosophy. All staff members are expected to always adhere to this philosophy. Mindful preparation and practicing safe work habits both inside and outside the buildings is a responsibility shared by all staff and faculty that we take very seriously.

Each teacher is responsible for ensuring that children are always under the direct supervision of one or more staff. When indoors, teachers are watching or directing the children's activities within proximity of students in the same room. When outdoors, children always remain within the sightline of their teacher in a designated play area. When more than one teacher is supervising outdoors, teachers are in separate areas to maximize the view of the children and

ensure their safety. Entrance and (Front Door) exit ways remain guarded to ensure that children remain in the designated area.

Supervision (Early Learning Community Guidelines)

Children enrolled in Collage Day School must have adult supervision at all times. DCF Guidelines are as follows:

- Infant 1:4
- Toddler 1:6
- Twos 1:11 (1:22 at naptime)
- Threes 1:15 (1:30 at naptime)
- Fours 1:20

Children must be in sight at all times.

Attendance must be taken often, especially when changing activity areas or moving from indoors to outdoors, etc.

Staff must accompany the child/children to come inside from the playground.

Always supervise the classroom at naptime according to DCF guidelines.

Staff are to sit or stand facing the children at all times. Staff are to interact with the children at all times, including on the playground.

Incidents

At least one staff member with current first aid and CPR certification required to be on premises when children are present. In the event of an injury, staff members will summon the staff nurse or certified staff member, and use basic first aid techniques, unless it is judged that professional assistance is required., at which time 911/emergency services will be called. If a child is removed from the school by anyone other than a parent (e.g., ambulance, paramedics), a familiar staff member will accompany the child and stay with him/her and will take the child's emergency contact form with them. Collage administration will contact the child's emergency contact immediately.

Collage's staff will document all incidents occurring on Collage's property. If bleeding occurs, staff will use safety precautions including, but not limited to, wearing gloves, or washing hands before and after contact with the injured student. An Accident/Incident Report Form will be sent home and should be signed by the parent/guardian before they leave the building. Signed forms will be placed in the student's file.

Emergency Numbers and Evacuation Plan

Emergency numbers, including 911 and the Poison Control Center, are posted near all facility phones. An evacuation plan, including a diagram of safe routes, is posted in each classroom.

Fire Alarms & Drills

To prepare for potential hazards, Collage will conduct, at a minimum, one fire drill per month. The lead teacher is responsible for instructing students on the fire drill procedures, and all students are required to leave the building through the designated fire exit (posted in each classroom) in an orderly manner upon the sounding of the fire alarm. Students, accompanied by teachers, must remain at a safe distance (as outlined by the local fire department) from any building and beyond school driveways and access roads. All staff and students are prohibited from re-entering any school building until directed by the head of upper and lower school, Fire Marshal, or other senior administrative official supervising the evacuation. Each time the alarm sounds, it must be treated as a possible emergency. Teachers will always remain with their class.

Each classroom at Collage has an emergency egress window through which children and staff may exit, if necessary.

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will ask the investigator for permission to notify parents/guardians if their child has been asked to participate in a child protective investigation. The school may also request that a school staff member be present during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

School-Wide Academic & Grading Policies

Grading/Report Cards (Elementary Community)

Collage Day School utilizes standards-based grading in our elementary school community. Standards are what students should know and be able to do at the end of each grade level. A standards-based report card provides detailed information on how well your child is progressing towards mastery of year-end standards in each subject area. For Kindergarten through 5th grade, the report card reflects progress in reading, writing, and mathematics. The standards-based report card lists year-end standards for each content area and shows student progress. At the end of each grading period, the teacher will indicate your child's performance level in meeting the year-end standards.

Performance Codes on Report Cards

Performance Codes	
Code	**Explanation**
EX – Exemplary	Demonstrates broad in-depth skill/concept development that most often exceeds "grade Level" Standards (90%-above)
PR – Proficient	Demonstrates skill/concept development that meets grade level standards. (89%-80%)
AP – Approaching	Demonstrates skill/concept development that is beginning to meet grade level standards (79%-70%)
ND – Needs Development	Demonstrates skill/concept that is significantly below grade level standards (69% or below)

Assessment and Referral Plan (elementary Community)

Integral components of the bespoke Collage program include:

- Personal and social-emotional development
- Individual approaches to learning
- Cognitive skill level
- Language and literacy
- Mathematical thinking
- Social studies content
- Scientific Exploration
- Artistic expression
- Physical wellbeing
- Self-help skills

Ongoing assessment, observation, and documentation are key elements for our staff in helping your child learn, grow and develop. All children will receive an initial screening, followed by ongoing seasonal observation and assessment periods during fall, winter, and spring. The results of each child's developmental profile are shared with the classroom staff to inform teaching practices. Based on collected data, individual, small group, or whole class learning experiences are adapted to best meet the needs of students. Parent conferences are held twice per year. Student observations, assessments, and records are kept confidential at all times by teaching staff and administration.

If a staff member has a concern about a student's academic, social, emotional or physical development, the staff member will bring the concern to the associate head of upper school. Additional services or evaluations may be requested including, but not limited to:

- Classroom observations
- Educational assessment
- Medical or mental health screenings
- Social service referrals
- Educational interventions

The associate head of upper school will request a meeting with the parents/guardian and staff to discuss concerns, identify the strategies in place to address the concerns and, if needed, provide the family with a written statement as to why a referral for additional services is being recommended. Collage will offer the parents assistance in making the referral and accessing services and may require written permission from the parent for consultation and assistance in managing the child's needs within the school setting.

PROMOTION AND RETENTION (ELEMENTARY COMMUNITY)

Most students will be able to follow the school's regular program of sequential learning. However, in some cases, however, tests, diagnosis, and classroom performance may indicate that some students cannot complete a year's work in that time and therefore, it may be necessary to retain a student an additional year in a particular grade. Should that be the case, school personnel will follow the below criteria for retention, which indicates a student should be retained if they fail to pass the major subjects at a grade level. The list below indicates the specific failure(s) on each grade level that could result in retention at that grade:

- Kindergarten - lack of readiness in reading, math, and communication skills.
- 1st - 3rd Grades - failure in Reading, English and/or Math.
- 4th - 5th Grades - failure in more than 2 major subjects (Reading, English, Math, Social Studies, and Science).

Given the bespoke nature of a Collage education, each student will be considered uniquely when making determinations regarding promotion and retention. The Head of School will retain ultimate discretion in promotion and retention after analyzing the totality of the circumstances regarding an individual student's progress and need.

SCREENING AND ASSESSMENT (EARLY LEARNING COMMUNITY)

Screening is a process to determine whether a child has any developmental concerns that may require further evaluation and follow-up. Screenings conducted at the center may include vision, hearing, speech/language, nutrition, dental, and overall development. The Ages and Stages Questionnaire will be used at least once per year in our Early Learning Community. Parental consent forms for screening are included in the registration packet.

Parents will be informed in writing of results of screenings. At-home activities may be recommended based on the results of the screenings. If further evaluation or services are needed, parents will be referred to the appropriate agencies or to their personal pediatricians. Additional screenings and parent conferences will be utilized as a means of follow-up on screenings that result in referrals to outside agencies.

Children at every age level will be assessed using on-going child observations and portfolio assessment for the purpose of identifying developmentally appropriate learning outcomes met throughout the year and creating individualized learning goals based on the results of the observations and assessments.

Each child must have a portfolio which includes a sampling of the child's progress. Depending on the age of the child, these samples may include Ages and Stages Questionnaires, literacy and numeracy assessments, artwork, dictation, writing samples, pictures, anecdotal notes, photos, etc. Portfolios for infants and toddlers may also include copies of daily notes, growth charts, and other developmental checklists. Portfolios are to be shared with parents during scheduled conferences.

Teaching staff will use a variety of strategies to promote and support children's learning and developmental progress based on the observations, individualization, and ongoing assessment of each child. Information will be gathered from teachers and parents.

Screening Procedure

The Ages and Stages Questionnaire (ASQ) will be used at least once per year for all age groups. Teachers will complete and score the ASQ. Parental input may also be used to complete the ASQ. The scored ASQ will be kept in the child's portfolio.

- Parents will be informed in writing of results of screenings either through a letter sent home by the center director or through written documentation of a parent-teacher conference where results were shared.
- At home activities will be recommended based on the results of the screenings.
- If further evaluation or services are needed, parents will be referred to the appropriate agencies or to their personal pediatricians.
- Additional screenings and parent conferences will be utilized as a means of follow-up on screenings that result in referrals to outside agencies.

Assessment Procedure

- Within 45 days of the start of the school year, teaching staff will do an initial assessment for each child using an approved developmental checklist or assessment instrument.
- Based on parent information, screenings, and initial observations, goals will be made for each child based on their individual needs.
- Teaching staff will conduct teacher-directed small group learning centers daily that will focus on these individualized goals. Progress of goals will be documented.

The ongoing assessment of each child will be recorded and updated at least twice per academic year. Each time an update is made new goals and plans will be made, based on the children's individual needs. Plans for individualization will be kept with the current lesson plans.

Portfolios will be maintained for each child. Teachers will gather evidence of children's progress in these individual files. Things to be included in the portfolios may include literacy and numeracy assessments, artwork, anecdotal notes, writing samples, daily notes, photos, growth charts, etc. These items should be dated and include a statement concerning what objective the child achieved.

- Assessment results will be shared with parents during Parent-Teacher Conferences at least twice during the school year. Optional letters with results may also be shared.
- At the time of a child's transition to the next class, the teacher will pass the portfolio up to the next teacher.
- At the time of a child's transition to kindergarten, the teacher will send the portfolio home.

School-Wide Conduct & Behavior Policies

Dress Code Policy

Collage Day School requires students to follow a unified dress code for ages three and up. This policy includes the following specifications:

Clothing:

- Shirts worn by all students must be monogrammed collared shirt with the official Collage Day School logo Monday through Thursday. These shirts can be either light blue, navy, white, or hunter green. Collage Day School t-shirts may be worn on physical education and TimberNook days. Students may wear monogramed t-shirt on Fridays.
- Pants and skirts worn by all students must be khaki, grey, navy, or white.
- Girls' skirts should be no shorter than three inches above the knee. Girls may wear fitted shorts or leggings under their skirts.
- Long-sleeved shirts or leggings worn under uniforms for warmth must be solid in color—white, gray, or navy.
- **Cold Weather Days:** students may wear warm clothing offered by Lands End. Any outerwear jackets, coats, or hoodies may be worn over approved uniforms while outside only. Upon entering a building, any non-approved outerwear will need to be removed.

Shoes:

- Collage does not require uniform-specific shoes. However, all students should wear closed-toed shoes with a back for safety purposes. Please keep shoes simple in design and color.
- Ankle or knee socks in white, navy, light blue, or hunter green may be worn with uniforms.

For further questions regarding uniforms please contact the school administration for more information.

Philosophy of Discipline

Collage takes pride in maintaining high standards as an educationally-based child development center. Our staff receives extensive training in empirically researched educational and behavioral methods. Collage supports our students' development by maintaining an environment that promotes and encourages appropriate pro-social behavior through the use of proven strategies that that allow a child to flourish here and in their future classroom environments. Our philosophy is to use caring and positively reinforcing caregiver/child interactions to increase appropriate behavior. *Collage Day School does not use any form of corporal punishment.*

Proactive Positive Behavioral Strategies

Below is a list of potential proactive, positive behavioral strategies that may be used to address and/or redirect common child behaviors. These strategies are intended to increase appropriate behavior by rewarding it and thereby increasing the likelihood of repetition.

This list is not meant to be exhaustive, but is rather an overview of strategies that may be implemented:

- Behavior specific praise
- Attention for positive behaviors
- Using instructions that are concise and easily understood by the child
- Allowing processing of verbal instructions
- Redirection to a different activity
- Modeling pro-social behaviors
- Reinforcing pro-social behaviors of peers
- Giving choices when appropriate

Behavior Guidance Policy

Helping young children develop self-control and the social and emotional skills to function successfully in a group setting is an important goal of the Collage Day School curriculum. We do not expect that children have mastery of these skills when they enter school. Children may act out for a variety of reasons but there are a number of preventative measures and practices that a program can put in place to minimize behavioral issues for all children.

Students are expected to represent the mission and philosophy at Collage Day School at all times while onsite for instruction, at school-sponsored events and on school field trips. Collage Day School follows a demerit system with varying levels based on the actions of students. Elementary teachers will provide parents a glimpse of daily student behavior using behavior snapshots communicated within the provided student planners.

Daily Behavior Snapshot Plan

The primary goal of this plan is to foster a supportive atmosphere where our students can thrive academically, socially, and emotionally. Through clear expectations, concise communication, and consistent reinforcement, we can help our students develop skills such as responsibility, respect, and resilience.

Your child's teacher will communicate with you daily through the Collage assigned planner or your child's communication folder by writing the number that reflects your child's behavior in class. This number can be considered a snapshot of their day. Below is a summary of the attached Behavior Snapshot Plan:

- 4 = Your child had a great day with minimal redirections

- 3 = Your child needed to be redirected more than two times and required a verbal warning for a behavior that disrupted the class and the learning of others or wasn't following classroom expectations
- 2 = Your child required more than two verbal warnings and was required to fill out a reflection sheet
- 1 = Your child required more than two verbal warnings, and your child will receive a behavior notice from administration (communication will be done through a phone call home)

STUDENT SUSPENSION

Collage reserves the right to suspend a child from school, either in-school or out of school. Decision of suspension will be based on the judgment of Collage's administration depending on the specifics of the incident and the totality of the situation. Suspensions are reserved for more severe behaviors that are not improved or address through normal classroom management of the teacher.

STUDENT EXPULSION

Collage reserves the right to terminate a child's enrollment if the child, in the judgment of Collage's professional staff, presents a danger to him/herself or others. Parents also understand that if the parent or guardian of the child and Collage staff cannot come to mutual agreement regarding procedures and policies, Collage reserves the right to discontinue the child's enrollment.

When children enter Collage Day School, it is understood that parents agree to support all rules of CDS as outlined in this Parent Handbook. In situations involving repeated violations of school rules, or if at any time a child's influence is considered harmful, or his/her presence in CDS is regarded as undesirable, the school reserves the right to require withdrawal. Every effort will be made to avoid discontinuing a child's enrollment in CDS.

The following are grounds for expulsion:

- Failure of the parents to cooperate with Collage's policies.
- Failure by the parents to provide completed health forms and to provide other required administrative information regarding enrollment and attendance, including review of, and consent to, any applicable developmental information or assessments.
- Excessive absenteeism and/or tardiness (VPK program only).
- Ongoing noncompliance/parent disagreements regarding Collage's sick policy.
- Inability of the school to meet the apparent needs of the child, as determined by the Collage Day School data team, which includes your child's teacher and head of upper School
- Parents' disrespectful behavior toward other parents, children, teachers, administrators, or other staff.

BULLYING

All students participate in Social Emotional Learning (SEL) lessons weekly. Faculty and students will explore aspects of active listening, empathy, emotional management, and problem solving through self-regulation and rehearsing strategies.

Bullied - the concise definition

Attacked emotionally, physically, and/or socially, sometimes a perceived imbalance of power, it happens more than once over a period of time, someone is being hurt on purpose.
Defined by the U.S. Health and Human Services, Education Department, Centers for Disease Control, and Substance Abuse and Mental Health Services Administration:

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once and are repetitive in content or situation

Three types of bullying are identified

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
    - Teasing
    - Name-calling in any form
    - Inappropriate sexual comments (also sexual harassment)
    - Taunting
    - Threatening to cause harm or have another harm them
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying and Cyber-bullying include:
    - Leaving someone out on purpose
    - Telling other children not to be friends with someone
    - Spreading rumors about someone
    - Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
    - Hitting/kicking/pinching
    - Spitting
    - Tripping/pushing
    - Taking or breaking someone's things
    - Making mean or rude hand gestures

Everyone's safety is everyone's responsibility. Bullying is a learned behavior and is the most frequently occurring form of violence in schools nationwide. We continue to provide

opportunities to identify the many types of bullying as well as the skills to help deal with them. Students and teachers participate in monthly lessons focusing on the issues, problems, and solutions. It is our goal to develop a community of people who respect authority, themselves, and others. All incidents and types of bullying are encouraged to be reported to a school representative in order to address the issue with students, parents, teachers, and the administration.

PARENT RESPONSIBILITIES

Parents agree to cooperate with educational services in the following ways:

- Attend parent meetings when requested by Collage's Head of School or lead teacher.
- Generalize skills taught in Collage to different environments including home and the community.
- Encourage the child to demonstrate appropriate behavior at home, at school, and in the community.
- Alert the school if there are any significant changes in the child's health or well-being that affects his/ her ability to perform in school.
- Alert staff of any medication changes or new interventions.
- Notify administration of changes to custody arrangements.

STANDARDS OF ETHICAL CONDUCT

Collage values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurturing of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and teach and the guarantee of equal opportunity for all. Our primary concern is the student and the development of his/her potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

Concern for the child requires that our staff:

- Shall make all reasonable efforts to protect the child from conditions harmful to learning and/or to the child's mental and/or physical health and/or safety.
- Shall not unreasonably restrain a child from independent action in pursuit of learning.
- Shall not unreasonably deny a child their expression of diverse points of view.
- Shall not intentionally suppress or distort subject matter relevant to a child's academic program.
- Shall not intentionally expose a child to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a child's legal rights.
- Shall not harass or discriminate against any child or family on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make a reasonable effort to ensure that each child is not harassed or discriminated against, or bullied by other students in our school environment.
- Shall not exploit a relationship with a child for personal gain or advantage.

- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall remain aware of the importance of maintaining the respect and confidence of colleagues, children, parents, and the community. Employees of our center must display the highest degree of ethical conduct.

Reporting Misconduct by Staff and Administrators

All employees and administrators of CDS have an obligation to report misconduct by instructional personnel and center administrators that affect the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made immediately to the Director of People and Culture, Mrs. Erica Whitehouse (whitehouse@colalgedayschool.org), who will then assist in reporting to the incident to the Florida Department of Children and Families (via their abuse hotline, a single statewide toll-free telephone number: 1-800-96-ABUSE (1-800-962-2873). TDD (Telephone Device for the Deaf): 1-800-453-5145)

School-Wide Technology Policies

Computers

Collage Day School's computer network (including all campus computer equipment and internet accessed through campus-issued equipment) is provided for students to develop computer skills and to facilitate learning. Students will be monitored at all times while using computers, SmartBoards, laptops, and their accompanying software.

Cell Phones

Cell phones are discouraged from our environment as they disrupt student learning; however, we recognize that in many situations, families deem it a safety feature for their children to be in possession of a cell phone. Cell phones are prohibited from being on during school hours or physically present with a student at any time.

SmartWatch Policy

Students are not permitted to be in possession of Smartwatch during school hours, including aftercare. For purposes of this policy, Smartwatches are defined as any wearable technology that contains any/all the following: WiFi antenna, cellular antenna, ability to download 3rd party applications, ability to make phone calls -or- send/receive text messages, or the ability to browse the web. Teachers and administration has the right to confiscate any device that poses a distraction to the learning environment.

Internet Use

Any student who makes negative or inappropriate comments via text, through the internet, on a blogging site, or through social networking sites, including threats or defamatory statements about others, could be held accountable. While not all incidents necessitate disciplinary action, Collage Day School reserves the right to discipline students for off-campus conduct.

Students in Collage Day School uniform or on Collage Day School campus exhibiting any inappropriate behaviors (via pictures, videos, or social media) or does not uphold our school mission, will face disciplinary action from administration. This includes, but is not limited to, Facetime, group chats, text messages, Social Media, emails, etc.

HANDBOOK AMENDMENTS

The administration reserves the right to amend this handbook at any time during the school year. Any and all such amendments are effective immediately and apply to all students and families.