



**Elementary
Parent/Student Handbook
2026-2027**

Collage Day School
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Office Phone Number: (904) 900-1439

SCHOOL DIRECTORY

Head of Elementary School
Director of Admissions
Director of Finance
Facilities Manager
Nurse
Elementary Administrative Asst.
Elementary Administrator.
Outdoor Specialist

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FROM THE HEAD OF ELEMENTARY SCHOOL

Dear Collage Day School Families,

Welcome to another exciting school year at Collage Day School! It is an honor and a privilege to partner with you in your child's educational journey. As Head of Elementary, I am grateful for the trust you place in us each day to nurture, educate, and inspire your children.

At Collage Day School, we believe that every child learns best through a balance of academic excellence, creativity, exploration, and meaningful relationships. Our unique approach to education encourages curiosity, critical thinking, collaboration, and a lifelong love of learning while fostering kindness, responsibility, and respect for others.

This Parent and Student Handbook is designed to serve as a guide to our policies, procedures, and expectations. It reflects our commitment to providing a safe, supportive, and engaging learning environment where every student can thrive. We encourage all families to review this handbook carefully and refer to it throughout the school year.

As we begin the 2026–2027 school year, we look forward to building strong partnerships with our families and creating memorable experiences for our students. Together, we can ensure that each child reaches their full potential academically, socially, and emotionally.

Thank you for being an important part of the Collage Day School community. We are excited for the year ahead and all that we will accomplish together.

COLLAGE DAY SCHOOL MISSION AND PHILOSOPHY

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

- Provide a rich environment in which students can learn to function as respectful members of society and develop awareness of themselves as unique individuals.
- Offer a variety of meaningful learning experiences that capitalize on and develop a student's natural curiosity and enthusiasm for all areas of learning.
- Provide a broad foundation for future academic success.

- 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.

Parent Support

Parents with questions or concerns should first contact their student's teacher(s), as they are the primary source of information about a student's progress and school experience. Teachers are professionally trained and work closely with students each day, making them best equipped to address most concerns. If an issue is not resolved after communicating with the teacher, parents should schedule a meeting with the Head of Elementary School. Parents are encouraged to communicate with teachers by email or by scheduling an appointment.

PROGRAMS

Collage offers academic programs, enrichment classes, and before and after care options. Please refer to our website 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 agreed upon charges.

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 B.E.S.T. 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.

Academic Support

Collage Day School values diversity and may consider enrolling students with learning differences. Consideration must be based on the current class enrollment and the school's ability to effectively meet the child's needs as well as the needs of the class. Collage Day School does not offer a special or modified education program.

As an inclusive school, we try to provide accommodations after having received a student's psychoeducational evaluation and determined that we can support the student's needs. The school's Learning Specialist creates an academic plan, which summarizes the support/accommodations and ensures that plans are shared with the entire teaching team. The teaching team may collaborate with outside specialists to address evaluations and specific needs. The full cooperation of the parents is required, and test results/evaluations (if any) need to be submitted or obtained to receive accommodations.

Any professional recommendations (tutoring, therapy, a shadow, etc.) must be provided by the parents to ensure the child's success. All evaluations, results, and professional recommendations are at the parent's expense and must be shared with the school.

Note: If, after a period or according to the parameters in a student's conditional contract, it is decided by the school that the child has not benefited from the classroom experience, the school reserves the right to dismiss the child. Collage Day School does provide academic interventions that will be given through the Learning Specialist and classroom teacher. The Learning Specialist will provide small group support to students that need extra help to meet grade-level expectations. Students in need of small group support will be identified by teachers, Learning Specialist and the Head of Elementary through informal assessments and evaluations to determine what interventions are needed.

The Learning Specialist will:

1. Support teachers of students with accommodations.
2. Provide support in Reading, Writing, and Math for grades Kindergarten-5th.
3. Work with students in small groups for identified children who are struggling to reach grade-level goals.
4. Provide reading intervention in small groups in grades 1-4 with psychoeducational evaluations that recommend such support

Accommodations

Collage Day School is committed to supporting the diverse learning needs of our students within the resources and programs available at our school. To be considered for classroom or testing accommodations, parents/guardians must provide the school with a current educational, psychological, or medical evaluation that clearly outlines the student's diagnosed need and recommended accommodations. The school may request updated documentation as needed to ensure recommendations remain appropriate.

Upon receipt and review of the evaluation, our Learning Specialist will collaborate with classroom teachers to determine which accommodations can be reasonably implemented within the school's educational program. Accommodations are based on each student's documented needs as well as the school's ability to provide them in a private school setting. Approved accommodations may be implemented during daily classroom instruction, assignments, and assessments, as appropriate. Testing accommodations will also be provided when applicable and consistent with the student's documented accommodation plan. While every effort is made to support student success, Collage Day School provides accommodations that are educationally appropriate and feasible within our staffing, resources, and instructional model. The school reserves the right to determine which accommodations can be reasonably provided and may recommend additional outside services when a student's needs exceed the support the school is able to offer.

Parent Responsibility

Parents can provide reasonable accommodations for children with formal evaluations. Parents appreciate that teachers will make a reasonable effort to provide students the opportunity to demonstrate learning using voice-to-text, audiobooks, and manipulatives. Parents provide reading or math intervention privately if their child is identified as needing this extra support. Due to limited space, tutoring before and after school cannot take place on campus. If OT or Speech is recommended, parents will connect with off-campus or on-campus providers.

FINANCIAL POLICIES

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 has signed the enrollment contract and the enrollment fee is paid.

CONTINUOUS ENROLLMENT POLICY – REQUIREMENTS FOR WITHDRAWAL

Collage parents sign a year-long enrollment contract for 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 reenrolled 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 or families at the end of a school year unless all financial obligations have been met.

If a student account becomes 30 days past due, the student may not attend school, participate in school activities, or receive academic services until the account is brought current or satisfactory payment arrangements have been approved by the school administration. Families experiencing financial difficulties are encouraged to contact the school before their account becomes past due. We are committed to working with families whenever possible and encourage early communication to discuss payment options and avoid interruptions to a student's enrollment and attendance.

The school reserves the right to suspend attendance for any student whose account remains delinquent and to withhold records or re-enrollment privileges.

School-Wide Operating Policies

HOURS/HOLIDAYS/WEATHER CLOSURES

Collage is open 7:15 a.m.-6:00 p.m., Monday through Friday, except for faculty in-service professional development days and holidays indicated on the Collage calendar.

Tuition is based on your student'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
- Week of Thanksgiving including Thanksgiving Day
- Week of Christmas including Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Spring Break
- Good Friday
- Memorial Day

Parents should refer to the school calendar, located at www.collagedayschool.org for specific school closing dates.

Inclement weather may warrant late openings, early, or full day closings. Closings will be communicated to families through Brightwheel, social media pages, and emails from the school for the most recent advisories and updates. Please note, Collage Day School does not follow the school calendars nor closures of neighboring counties and public schools.

BEFORE/AFTER-CARE

Childcare is available for elementary students before and after school hours at an additional cost to the family. Space in before-or after-care cannot be guaranteed for student 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.

Before-care is available at 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. The drop-in rate for before care is \$25.00 each day.

After-care is available until 6:00 p.m. daily with completed registration and payment. If a student who is not enrolled in aftercare utilizes the program, the parent will be charged a \$50.00 drop-in fee each day for each child in attendance.

Students picked up after 6:00 p.m., will be charged a late fee of \$1.00 per minute for the first 15 minutes; and an additional \$5.00 per minute 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. repeatedly will be asked to meet with the Head of Elementary 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 due to behavior occurrences during school hours and/or extended day times and excessive late pick-ups.

ATTENDANCE POLICY

At Collage Day School, daily, on-time attendance is essential to academic success and meaningful engagement in our learner-centered community. Being present supports student progress, relationships, and full participation in the life of the school. Parents should endeavor

to do their best in having students arrive on time, rested, and in good physical health. You will receive an attendance letter if attendance becomes a concern. We recognize that life circumstances can affect attendance and are committed to working with families to support student success and consistent school engagement.

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 are marked absent when arriving after 9:00 a.m.** 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 9:00am. Elementary students who miss three or more consecutive 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. This work must be turned in to your student's teacher to receive credit. 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 or may not be promoted to the next academic grade.

Elementary students who miss three or more consecutive days without prior notice to the school, will be required to obtain a doctor's note for clearance to return to school.

TARDY POLICY

Families are encouraged to bring their students to school on-time every day. Punctual arrival is important for classroom management and the child's sense of order (this cannot be overemphasized). Children who arrive late often feel awkward and uncomfortable. Late arrivals can disrupt learning activities for the children who are already present and delay classroom involvement for the child who is late. Lateness, especially the chronic variety, has subtle educational costs for the child. In addition, it does not reflect respect on the part of the parents for the school program and is disruptive to both students and teachers.

Teachers will not be available to greet children who are tardy, and for the safety of our students, doors to the buildings are always locked. If you arrive past the drop-off time, you must park and go to the Front Desk to sign in your child. We will then accompany your child to class.

Students who arrive after 8:30am are tardy and must go to the office to be signed in by a parent or guardian. Should habitual tardiness impact students' academic progress, parents will be required to meet with the Head of Elementary School to discuss the circumstances and the practicality of continuing their enrollment.

RETURN TO SCHOOL

Students returning to school after a multiple day absence are required to present a written excuse from their physician 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

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

A student with 15 unexcused absences within a 90-calendar day period shall be referred to the Head of Elementary 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 subject within a quarter risk receiving an incomplete 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

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. 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 2:15 pm.** Parents arriving after 2:15 p.m. will be required to wait until afternoon carline has been complete to retrieve

their student. Teachers will not be expected to stop instruction to provide work that will be missed because of leaving early.

DROP-OFF AND PICK-UP POLICY

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 student'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 (please see programs section) and your child will be in the care of aftercare staff. 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 student's welfare and safety. Such a person will not be permitted to leave the school with the student/students 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.

Carline Expectations

All students must be dropped off from 8:00-8:20 in the carline. If for any reason parents need to drop off a student later than 8:30am, a parent/guardian must park and walk their student into the building to be signed in late in the front office. Afternoon pick-up will begin promptly at 2:45pm and will be completed by 3:05 pm. Any students not picked up on time will be checked into aftercare in the Learning Commons; charges will apply.

- Carline signs must be clearly displayed on the front of the car
- Parents must always REMAIN IN THE VEHICLES during carline
- Please no cell phone usage
- Do not change lanes while staff are loading students in cars

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
- School issued student planners

- Marquee outside of the front office
- Communication with teachers may be done through email, teacher conferences, home/school communication logs, Brightwheel, or phone calls
- Teachers make use of web-based applications (e.g., Brightwheel, FACTS) daily
- All general feedback or suggestions are welcome by calling the front desk

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, before school, 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 HEAD OF ELEMENTARY SCHOOL

Conferences with the Head of Elementary School may be scheduled by e-mailing your request for an appointment directly to the Head of Elementary School. However, if the concern is a student's work or behavior, parents/guardians should always contact the teacher to discuss the issue before requesting a meeting with the Head of Elementary 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 the student 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:

- 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 students 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 Head of Elementary School to request a private meeting to discuss the issue(s) or have the teacher present.

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. Mistreatment of Collage Day School staff may result in your student's removal from the elementary program.

MEALS

To help keep snack and lunch times smooth and enjoyable for all students, please consider the following:

- Choose snacks that are **nutritious and filling**, such as fruit, cheese, yogurt, crackers, or vegetables
- Pack items that are **easy for children to manage independently**
- Avoid foods that are overly messy, sticky, or require extensive cleanup
- We encourage that parents do not send food items to school that are high in sugar or highly processed
- Please do not pack items that tend to create spills or stains (clear liquids are encouraged)

Please provide snacks and lunch for your student each day. Your student'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. Staff are unable to microwave snacks or meals under any circumstances.

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.

LOST AND FOUND ITEMS

Please label all your student'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

We love celebrating our students and making them feel special! To keep celebrations simple, inclusive, and aligned with our healthy learning environment, we encourage families to send in a healthy option such as a fruit tray instead of sugary treats. In addition to individual class recognitions, all student birthdays will be recognized during our weekly Flag ceremony. Celebrations vary between levels, and every lead teacher has their own special way of recognizing children on their birthday. Please contact your child's teacher directly to decide for your child's birthday celebration.

Families are welcome to celebrate in one of the following ways:

- Send a **non-food item** such as stickers, pencils, or small classroom trinkets (optional)
- Donate a **book to the classroom library** in your child's name
- Coordinate with your child's teacher ahead of time for simple classroom recognition, such as a birthday song or special classroom moment
- Send a small gift bag for your child to open during school

We ask that all birthday celebrations during the school day remain **low-key and under 15 minutes**, so every child feels included and the learning environment stays consistent. Thank you for helping us keep celebrations meaningful, inclusive, and healthy for all students.

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 for distribution.

Health & Safety Policies

School Physical and Immunization Requirements

To comply with Florida licensing requirements, all students must meet the state's immunization and health examination requirements before attending school. Enrollment at Collage Day School

is contingent upon the receipt of all required health documentation in accordance with Florida Statute §1003.22(1), F.S., and Chapter 6A-6.024, Florida Administrative Code.

Prior to a student's first day of attendance, the following forms must be submitted:

- **DH Form 680** – Florida Certification of Immunization
- **DH Form 3040** – School Entry Health Examination completed within 12 months prior to enrollment (or as otherwise required by Florida law)

Religious exemptions from immunization may be obtained through your local county health department. Parents must submit the original exemption form to the school, where it will be maintained in the student's permanent health file.

Medical exemptions are accepted with appropriate physician documentation and a valid DH Form 680 indicating the exemption.

Students may not begin attending school until all required health documentation has been received.

Illness

To promote a healthy learning environment, students who are ill should remain at home. A child should not attend school if he or she has any of the following:

- A fever of **100.4°F or higher** (or as otherwise directed by the school nurse)
- Vomiting or diarrhea (two or more episodes)
- Colored discharge from the eyes, nose, or mouth accompanied by other symptoms
- An unexplained rash
- Persistent coughing or chest congestion that interferes with normal breathing
- Lethargy or inability to participate in normal school activities
- Any suspected communicable illness

Students who have a fever, vomiting, or diarrhea must remain home until they have been symptom-free for **at least 24 hours without the use of fever-reducing or symptom-controlling medication**. Students prescribed antibiotics for a contagious illness should remain home for at least **24 hours after beginning treatment**, unless otherwise directed by their healthcare provider.

If a student becomes ill during the school day, he or she will be cared for in the health clinic or another supervised area until a parent or authorized emergency contact arrives. Parents are expected to arrange prompt pickup when notified.

The school reserves the right to require that any student who appears too ill to fully participate in school activities be sent home.

Communicable Diseases

Parents are asked to notify the school immediately if their child is diagnosed with a communicable disease, including but not limited to:

- Strep throat
- Hand, Foot, and Mouth Disease
- Conjunctivitis (Pink Eye)
- Influenza
- COVID-19

- Chickenpox
- Other contagious illnesses

Students diagnosed with a communicable disease may be required to provide written medical clearance from a licensed healthcare provider before returning to school.

Collage Day School follows recommendations from the Centers for Disease Control and Prevention (CDC) and the Florida Department of Health regarding communicable diseases and may implement additional health and safety measures when necessary.

Students absent due to illness for **three or more consecutive school days** may also be required to provide medical clearance before returning.

Communicable Disease Notification

If a communicable disease is confirmed within the school community, Collage Day School will notify families whose children may have been exposed while maintaining the confidentiality of all individuals in accordance with applicable privacy laws.

Notifications will include:

- Information about the illness
- Symptoms to monitor
- Recommended next steps
- Any additional precautions being implemented by the school

The school will follow all recommended cleaning, disinfecting, and mitigation procedures to reduce the risk of further transmission.

Allergy Management

Collage Day School is committed to providing a safe and supportive environment for students with food allergies. While every reasonable effort is made to reduce exposure to allergens, the school cannot guarantee an allergen-free environment.

Parents must submit a completed **Food Allergy/Action Plan** each school year indicating whether their child has food allergies and outlining any emergency medical procedures.

Parents are responsible for notifying the school immediately if their child's allergy information changes during the school year.

For students with severe food allergies, parents should provide:

- Required emergency medication (such as an EpiPen), when prescribed
- A physician-completed Allergy Action Plan
- An alternative non-perishable snack, if desired

Parents are encouraged to provide safe treats for birthdays and classroom celebrations so their child may participate in special events.

Allergy Precautions

To help protect students with allergies:

- Food sharing is not permitted.
- Classroom allergy information is maintained and reviewed by staff.
- Teachers and appropriate staff members receive training on allergy awareness and emergency response.

- Staff assigned to students with severe allergies receive training in the use of epinephrine auto-injectors.
- Students with severe allergies may be provided alternative seating during meals if requested by parents and deemed appropriate.

Although every precaution is taken, Collage Day School cannot guarantee the complete elimination of allergens from the school environment.

Medication Policy

Prescription Medication

Whenever possible, medications should be administered at home. If medication must be given during the school day, it will be stored securely in the school clinic and administered by the school nurse or authorized personnel.

Prescription medication must:

- Be in the original pharmacy-labeled container
- Include the student's name
- Include the prescribing physician's name
- Include dosage instructions and prescription date
- Be accompanied by a completed Medication Authorization Form signed by the parent

Students who require self-carry emergency medications, such as inhalers or epinephrine auto-injectors, must have written authorization from both the parent and physician as required by Florida law.

Over-the-Counter Medication

Over-the-counter medications will only be administered when:

- A physician's written order is provided indicating the medication and dates of administration.
- A completed Medication Authorization Form is on file.
- Medication is provided in its original, unopened container.

Unused medication will be returned home after two weeks unless otherwise arranged.

Epinephrine Auto-Injectors

Students who have been identified as being at risk for life-threatening allergic reactions may carry and self-administer an epinephrine auto-injector while at school or during school-sponsored activities when the school has received appropriate physician and parent authorization in accordance with Florida law.

Emergency Epinephrine

In accordance with Florida Statutes, trained school personnel may administer an undesignated epinephrine auto-injector to any individual reasonably believed to be experiencing anaphylaxis or another life-threatening allergic reaction.

Emergency Medical Services (911) will be contacted immediately following administration of epinephrine, and parents or emergency contacts will be notified as soon as possible.

Head Lice

If live lice are identified on a student, the parent or emergency contact will be notified, and the student will be sent home.

Students may return to school after treatment once they have been examined by school personnel and determined to be free of live lice and nits, in accordance with school procedures. Routine school-wide lice screenings are not conducted. However, if multiple cases are identified within a classroom or grade level, the school may conduct additional screenings and notify affected families as appropriate.

Parent Visitor and Volunteer Policies

VISITOR POLICY

All visitors must sign the visitor log located at the main entrance of the elementary school in building two. Visitors will receive a red visitor badge and are required to wear it while on Collage's campus. All visitors must return to the front desk to sign out prior to leaving. There is an expectation that all faculty and staff will approach any visitors they do not recognize (and/or do not have a visitor badge on) and ask them how they can help them. Unbadged visitors will be escorted to the Front Desk

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

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 Elementary 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 Elementary school and admissions for instructions as to how to complete the process.

Field Trips

Field trips offer exciting ways to learn! CDS students will have the opportunity to go on field trips at various times throughout the school year. Students that receive an out-of-school suspension during the school year, may not be eligible to participate in field trips for the rest of the quarter or the rest of school year per the Head of Elementary School's discretion and any fees or deposits paid earlier are non-refundable. In addition, any student who has demonstrated the inability to follow rules may be prohibited from participating - this determination will be made by the administration on an individual basis. Any fees or deposits paid earlier are non-refundable.

Students may also be banned from attending any field trip for the remainder of the school year if they demonstrate the inability to follow school rules on previous field trips or school-related activities. For all field trips, you will be expected to follow these rules:

- Students must abide by the code of conduct while on the field trip.
- Students must follow CDS dress code unless specified.
- Field trip permission slip must be signed by the parent or guardian by specified date.
- Collage administration deems the right to hold a student from field trip participation due to behavior incidents prior to the field trip.

CHAPERONES

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

Safety Protocols

CLASSROOM MONITORING

All classrooms have 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 student’s activities within proximity of students in the same room. When outdoors, children students 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. All exterior doors remain locked during school hours to ensure student safety.

INCIDENTS

All Collage staff are first aid and CPR certified. In the event of an injury, staff members will 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 member of administration 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. 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. Any injuries above the shoulder will require a phone call home to make parents aware prior to receiving an Accident/Incident Report Form.

EMERGENCY NUMBERS AND EVACUATION PLANS

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. Collage maintains comprehensive Emergency Response Plans designed to protect the health and safety of students and staff. These plans may include procedures for addressing child injuries and accidents, fire, severe weather, building or utility issues, shelter-in-place situations, and active shooter situations, among other emergency scenarios. Emergency response procedures are reviewed regularly and implemented as needed.

In the event of an evacuation, Collage has designated evacuation locations where students and staff will safely relocate as directed. Staff are trained to escort students to these designated areas and ensure accountability at all times.

To support emergency preparedness, staff are equipped with emergency “to-go bags.” These bags are taken during evacuations or shelter-in-place situations and contain essential supplies such as a first aid kit, student demographic and emergency contact information, and other emergency supplies necessary to care for students until normal operations are restored or emergency personnel arrive.

Collage has an established family communication and reunification plan. In the event of an emergency, the school will make every effort to contact families as quickly as possible using the contact information on file. Procedures are in place to safely reunite children with authorized caregivers once it is appropriate to do so, following guidance from emergency officials.

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 fire drill procedures. Upon the sounding of the fire alarm, all students are required to leave the building in an orderly manner using the designated fire exit posted in each classroom.

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 another 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 and follow established emergency response procedures. Each classroom at Collage is equipped with 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 English Language Arts, Mathematics, Science and Social Studies. 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)

Ongoing assessment, observation, and documentation are key elements for our staff in helping your child learn, grow and develop. All students will receive an initial screening, followed by ongoing seasonal observation and assessment periods during fall, winter, and spring. 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 Head of Elementary 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 Head of Elementary 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 – 5th Grades - failure in Reading, English and/or Math.

Given the bespoke nature of a Collage education, each student will be considered uniquely when making determinations regarding promotion and retention. The Head of Elementary School will retain ultimate discretion in promotion and retention after analyzing the totality of the circumstances regarding an individual student's progress and need. We see assessments as an ongoing process that happens daily to inform instruction. Formal assessments are completed periodically throughout the year; the beginning of the year to gain benchmarks, progress monitoring as needed, mid-year assessment to monitor progress, and end-of-year assessments to determine overall progress.

Assessment Procedures

At Collage Day School, assessment is an ongoing process that helps us understand each student's academic growth and guide individualized instruction. Rather than relying on a single test, we use a variety of assessment tools throughout the school year to monitor progress and

support student success. The ongoing assessment of each child will be recorded in student portfolios, online platforms, and teacher gradebooks and updated throughout the year.

NWEA MAP Growth Assessments

Students in Kindergarten through Grade 5 participate in the **NWEA MAP Growth Assessment** three times each year (Fall, Winter, and Spring). These nationally normed assessments measure growth in reading and mathematics and provide valuable information about each student's academic progress over time. MAP results help teachers identify strengths, areas for growth, and instructional goals.

IXL Diagnostic

Students regularly complete the **IXL Diagnostic**, an adaptive assessment that continuously updates as students work. This ongoing diagnostic provides real-time information about each child's current skill levels and learning needs, allowing teachers to personalize instruction and assign targeted practice.

IRLA Reading Assessment

Our reading program utilizes the **Independent Reading Level Assessment (IRLA)** to monitor literacy development throughout the year. IRLA provides real-time data on each student's reading level, comprehension, and foundational literacy skills. Teachers use this information to provide individualized reading instruction and ensure students are progressing toward grade-level expectations.

Informal Classroom Assessments

In addition to formal assessments, teachers regularly use informal assessments such as observations, class discussions, student work samples, projects, quizzes, and conferences. These daily formative assessments help teachers make instructional decisions, adjust lessons to meet student needs, and provide timely feedback that supports student learning.

Our comprehensive assessment approach allows us to celebrate growth, identify areas for additional support or enrichment, and ensure every child is challenged and supported throughout the school year.

Portfolios will be maintained for each student. Teachers will gather evidence of student'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 the scheduled Parent-Teacher Conferences.

School-Wide Conduct & Behavior Policies

DRESS CODE POLICY

Collage Day School requires students to follow a unified dress code for all elementary students. Students must arrive to school in full uniform and remain in uniform for the entire duration of the school day.

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 outdoor learning days. Students may wear monogrammed 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 should 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.
- Slippers, flip flops, and open toed shoes are not allowed
- 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.

BEHAVIOR GUIDANCE POLICY

Students are expected to represent the mission and philosophy at Collage Day School at all times while onsite for instruction and 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. When students enter Collage Day School, it is understood that both they and their parents agree to support all rules of the school as outlined in this Handbook. In situations involving repeated violations of school rules, or if at any time a student's influence is considered harmful or their presence in the school is regarded as undesirable, the school reserves the right to require withdrawal.

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
- 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)

Behavior Policy

Level 1 Disciplinary Violations	Possible Consequences
• Noncompliance with Collage Day • Inappropriate/Disruptive Classroom Behavior. • Defiance/Disrespect/Noncompliance. • Cell phone/smartwatch, smartphone use during class.	• The teacher issues verbal caution/warning to the student to be documented in student planner

• Unauthorized use of electronic devices in class. • Inappropriate language anywhere on campus. • Failure to comply with the dress code. • Inappropriate displays of affection.	• Student will be required to fill out a reflection sheet • Phone call home • ISS with administrator
Level 2	
• Three (3) or more Level 1 Disciplinary Violations over a semester. • Increased level of disrespect of teachers, classmates, administrative personnel, and/or staff of CDS. • Voluntarily disrupting/interrupting classes. • Failure to comply with rules established in the classroom and its consequences/Committing academic fraud. • Skipped class/Absence/Elopement from class for unjustified reason. • Threats, and/or insults to students, teachers, administrative personnel, and/or members of the educational community in general. • Any behavior-speech or writing (online or in print): cyberbullying, sexting, intimidation, hateful language, emotional abuse among others, that causes physical, emotional, or psychological harm to individuals and/or groups that are part of the CDS community.	• In school suspension • Out-of-school suspension • Before school detention • After school detention • Withdrawal/Expulsion • Incidents will be documented on school behavior report and on student FACTS reporting

• Not attending/showing up for assigned detention. • Communication to individuals and/or groups that are a part of the CDS community that they are not valued or respected based on their race, color, gender, religion, nationality, language proficiency, sexual orientation, physical appearance, disability, or socioeconomic status. • Use/possession/distribution/sale of cigarettes/electronic cigarettes(vapes)/Alcohol • Violations of the security of computer systems (destroying alternating, or damaging information, data, or processes) of CDS students/ CDS staff/ teachers and/or administrative personnel's electronic devices, such as computers, laptops, cellphones, and tablets • Forgery of parent/guardian, CDS staff/teachers/ and or administrative personnel signatures, either manually and/or electronically. • Violating the discipline manual for school-sponsored events including but not limited to field trips, enrichments, dances, and/or aftercare. • Recording and/or sharing video recordings, audio, or pictures of any student, teachers, staff, or members of the community without their express and written consent while they	
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are on campus or at CDS activities outside of campus • Damage to and/or misuse of property including, but not limited to instructional materials. • Theft	
Level 3	
• More than one level 2 violation occurred over a semester. • Elopement from the classroom or campus • A direct threat to the safety of the school community as a whole or individual members of the school community. • Physical violence and/or verbal aggression against classmates, teachers, staff, and/or members of the school community ◦ May involve hitting (with a hand or other objects), punching, slapping, verbal insults, kicking, shaking, throwing, poisoning, biting, burning, choking, drowning, or any other sustained physical activity/restraint that causes intentional physical harm. • Use/Possession/Distribution/Sale of firearms and/or weapons, whether handmade sharp objects, arson-related material, or all kinds of explosive material.	• In school suspension • Out-of-school suspension • Non-participation in after/during school events or ceremonies. • Removal from after-school/extracurricular programs such as aftercare and enrichment programs. • Non-renewal of enrollment. • Withdrawal/Expulsion • Incidents will be documented on school behavior report and FACTS

• Intentional damage to school property (Building, material facilities, furniture, and/or equipment) or others' private property.	
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STUDENT SUSPENSION

Collage reserves the right to suspend a student 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.

STUDENT EXPULSION

Collage reserves the right to terminate a student'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 student and Collage staff cannot come to mutual agreement regarding procedures and policies, Collage reserves the right to discontinue a student's enrollment. 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

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.

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 student 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

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 student requires that our staff:

- Shall make all reasonable efforts to protect the student 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 student 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 student to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a student'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 student is not harassed or discriminated against, or bullied by other students in our school environment.
- Shall not exploit a relationship with a student 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 the Head of School, Tammy Sroczynski at tsroczynski@collagedayschool.org.

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 always monitored while using computers, SmartBoards, laptops, and their accompanying software.

CELL PHONES

Use of cell phones are prohibited during the school day. However, if communicated that families deem it a safety feature for their children to be in possession of a cell phone, then the cell phone must stay in the student's backpack at all times.

SMARTWATCH POLICY

The use of a Smartwatch is not permitted during school hours, unless for special circumstances that is approved by Head of Elementary School. 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 have 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.

Records

The school office must be notified immediately regarding any change which affects the accuracy of this information recorded in our student records. This includes parents' addresses, home, and work numbers, parent employment, emergency contacts, physician's name and/or phone number, and parent custodial rights. Changes in your child's physical condition or medical needs must also be reported as soon as possible.

Collage Day will maintain confidential records of each child. These records will be made available to the Department of Children and Families for review. Health and immunization forms will be released to parents or designated schools only upon written request from the parents. Transcript information will be provided to transferring institutions only upon written parental request and only when the student's financial accounts are up to date.

All requests to access student records by parents shall be submitted to the Head of School or designee in writing. If a parent disagrees with any information in their children's record and requests a change be made, the request shall be submitted in writing. The Head of School will

investigate the information in question. After such an investigation, if the information in the student's record is deemed incorrect, the Head of School will make the appropriate change to the record. If the information is deemed correct, the Head of School will provide the parent with a written statement explaining and justifying such a decision.

Collage Day School Privacy Notice

Last Updated: July 8, 2026

Collage Day School and their affiliates and subsidiaries (“**we**,” “**us**,” or “**our**”) respect your privacy. This Privacy Notice (“**Notice**”) describes the processing of Personal Information (defined below) that is provided, collected, or disclosed while providing our products or services to you (“**Services**”) and on the websites, applications, and online platforms that link to this Notice (collectively, “**Site**”). It also describes rights you may have under applicable laws. Please read this Notice carefully to understand our policies and practices regarding your Personal Information and how we will treat it. To access this Notice in an alternative downloadable format, please [click here](#).

PERSONAL INFORMATION WE COLLECT

We collect several categories of Personal Information from and about users of our Site and Services. “**Personal Information**” means information that uniquely identifies, relates to, describes, or is reasonably capable of being associated with or linked to you. The categories of Personal Information we collect may include:

- *Contact Information* – If you submit an inquiry, register for an account, apply for admission, or provide information on or through our Site or Services, we may collect your contact information, including your name, email address, telephone number, address, business name, picture, and subscription information (including blog/forum alerts, athletic alerts, event reminders, and calendars).
- *Commercial Information* – If you submit an inquiry, or provide information on our Site, we may collect commercial information, including information about your purchases and Services you have shown interest in, and information provided as part of your application.
- *Usage Information* – When you use our Site, we may automatically record information, including your internet protocol address, geolocation of your device, browser type, referring URLs (e.g., the website you visited before coming to our Site), domain names associated with your internet service provider, and any other information regarding your interaction with our Site.

- *Communication Information* – We may collect Personal Information contained within your communications with us via email, social media, telephone, or otherwise, and in certain cases we may use third-party service providers to do so. Where permitted by applicable law, we may collect and maintain records of calls and chats with our agents, representatives, or employees via message, chat, post, or similar functionality.
- *Health Information* – We may collect health-related (including information about your or your child’s health and health history) as part of the registration and enrollment process.
- *Financial Information* – If you use our Services, we may collect financial information such as credit card details via our third-party payment processor to facilitate online payments.

HOW WE COLLECT PERSONAL INFORMATION

- *Directly From You* – We collect Personal Information that you provide to us directly, for example, if you choose to contact us, request information from us, sign up to receive updates, or otherwise utilize our Site or Services.
- *From Third Parties* – We may collect Personal Information from third parties, including, but not limited to, business partners, advertising networks, social networks, data analytics providers, registration software providers, activity management solution providers, sports student information system providers, payment solution providers, admissions software platform providers, mobile device providers, and Internet or mobile service providers.
- *Through Online Tracking Technologies* – We use cookies and similar technologies to collect Personal Information automatically as you navigate our Site. For additional information regarding our use of these technologies, see the *Cookies and Tracking Technologies* section below.

HOW WE USE PERSONAL INFORMATION

To the extent permitted by applicable law, we use Personal Information:

- *To provide and personalize our Site and Services*, such as processing or fulfilling transactions, providing and personalizing our Services, processing payments, providing customer service, maintaining or servicing accounts, verifying user information, creating and maintaining business records, verifying eligibility, and undertaking or providing similar services.
- *To optimize, improve, and maintain our Services*, including understanding how users interact with our Services, gauging user interest in certain Services or Site functionality, and troubleshooting problems.

- *For internal research and development*, such as testing, verifying, and improving the quality of our Services or developing new ones.
- *For marketing and advertising*, including using your information to send you messages, notices, newsletters, surveys, promotions, or event invitations about our own or third parties' goods and services that may be of interest to you. We also use Personal Information to conduct interest-based advertising as discussed in the *Cookies and Other Tracking Technologies* section below. You can unsubscribe from any marketing emails or text messages that we may send you by following the instructions included in the email or text correspondence.
- *For communicating with you*, such as responding to your questions and comments or notifying you of changes to our Site or Services.
- *For legal, security, or safety reasons*, such as protecting our and our users' safety, property, or rights, complying with legal requirements, enforcing our terms, conditions, and policies, detecting, preventing, and responding to security incidents, and protecting against malicious, deceptive, fraudulent, or illegal activity.
- *As part of a corporate transaction*, such as in connection with the sale of part or all of our assets or business, the acquisition of part or all of another business or another business' assets, or another corporate transaction, including bankruptcy.
- *To fulfill any other purpose for which you provide it*, including purposes described when you provide the information or give your consent.

HOW WE DISCLOSE PERSONAL INFORMATION

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction.

We may disclose your Personal Information with your consent or in the following circumstances:

- *Employees and Other Personnel* – We may share Personal Information with our employees and personnel (such as contractors) who have a need to know the information for our business purposes.
- *Affiliates and Subsidiaries* – We may share Personal Information within our family of companies for their and our business and marketing purposes, including providing you with information about the Services we think may be of interest to you.
- *Service Providers* – We disclose your Personal Information with the service providers that we use to support our business, including, but not limited to, data analytics providers, website hosting providers, admissions software platform providers, activity management

solution providers, student information system providers, registration software providers, payment solution providers (such as payment processing, settlement reconciliation, customer payment support, chargeback and administration), fraud monitoring and IT outsourcing providers, and other technology providers.

- *Business Partners* – We may disclose Personal Information with trusted business partners. For example, we may disclose your Personal Information with a company whose products or services we think may be of interest to you or who we co-sponsor a promotion or service with.
- *Ad Tech Companies and Other Providers* – We may share or make available Personal Information (such as a mobile device identifiers) with ad tech companies and other online service providers. When we share your Personal Information in this context, we follow applicable legal requirements, which may require that we provide opt-out rights or other individual rights.
- *Legal Obligation or Safety Reasons* – We may disclose Personal Information to a third party when we have a good faith belief that such disclosure of Personal Information is reasonably necessary to (a) satisfy or comply with any requirement of law, regulation, legal process, or enforceable governmental request, (b) enforce or investigate a potential violation of any agreement you have with us, (c) detect, prevent, or otherwise respond to fraud, security or technical concerns, (d) support auditing and compliance functions, or (e) protect the rights, property, or safety of the School, its employees, parents, or students, or the public against harm.
- *Merger or Change of Control* – We may disclose Personal Information to third parties as necessary if we are involved in a merger, acquisition, or any other transaction involving a change of control in our business, including, but not limited to, a bankruptcy or similar proceeding. Where legally required, we will give you notice prior to such disclosure.
- *Other* – We may disclose Personal Information to third parties when explicitly requested by or consented to by you, or for the purposes for which you disclosed the Personal Information to us as indicated at the time and point of the disclosure (or as was obvious at the time and point of disclosure).

COOKIES AND OTHER TRACKING TECHNOLOGIES

We and our service providers may use cookies and similar technologies to collect usage and browser information about how you use our Site. The technologies we use for this automatic data collection may include cookies and web beacons that permit us to verify system and server integrity and generate statistics around the popularity of certain content. We process the information collected through such technologies, which may include or be combined with Personal Information, to help operate certain features of our Site, to enhance your experience

through personalization, and to help us better understand the features of our Site that you and other users are most interested in.

Website Delivery and Appearance – We may use third-party providers to enable certain customer interaction opportunities, content delivery (like video), or other service capabilities. Examples include, but are not limited to, the following functionality:

- **Content Delivery:** We partner with service providers to host our Site and deliver specific content in support of our Services. For example, we use Adobe Typekit to serve fonts on our Site, which is governed by [Adobe Typekit's Privacy Policy](#). We also partner with companies like Vimeo to deliver specific content delivery like audio and video.
- **Customer Interaction:** We enhance our customer interactions by offering features like Google Maps to locate our Service locations, and payment processors to facilitate online payments. Each of these offerings are governed by the terms, conditions, and policies of the underlying service provider. For example, please see [Google Maps/Google Earth Terms of Service](#) and [Google's Privacy Policy](#) for more information on how that feature operates.

Website Analytics and Session Replay – We use analytics and session replay services, that use cookies and other technologies that collect your Personal Information, to assist us with analyzing our Site traffic and Site usage to optimize, maintain, and secure our Site and inform subsequent business decisions (including, *e.g.*, advertising). These include, but are not limited to, the following third-party services:

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.