



# Family Handbook

2023-2024 SY

# Teaching Philosophy

Our classes are secular and will incorporate multi-sensory learning techniques. Our goal is to keep each learner engaged while reaching each student with their preferred learning style. We believe every child is capable! Imagine a community for your child where education is personalized and based on their individual skill sets and developmental needs.

Students will work at their own pace while working with peers and building lasting relationships in a community where everyone belongs. We will not only teach your child, we will also create opportunities to be curious, creative, and valued.

Classes will be kept small with a teacher and teacher's aide for maximum support for our students. Students will be given many opportunities to move and work at their own pace.

Parents will receive monthly progress notes and detailed progress monitoring for skills learned and mastered. We encourage parents to be involved and volunteer.

## A Multi-Age Classroom

Some of our classes consist of a multi-age span of three to four years, dependent on individual cognitive and behavioral skills. We encourage children to work together and guide their peers through academic challenges. We believe children are natural problem solvers and leaders- our peer to peer group learning encourages a sense of community, belonging, and responsibility towards one another.

## Our Curriculum

We will be using an assortment of curriculums in order to create a well-rounded unit study that incorporates all 4 core subjects. Our teachers are trained and experienced in delivering differentiated instruction to each unique mind sitting in our classroom.

Using these curriculums as guides and student data to drive instruction, our teachers will create engaging multisensory lessons paired with our students' interests and

academic abilities. We follow the “I do, we do, you do” gradual release method while providing many opportunities to make mistakes, ask questions, and have control over their learning process. Our teachers will be looking for progress as we introduce new concepts, apply concepts, explore concepts, and eventually master concepts in reading and math.

Each student will also get an account for their home learning portals.

## Pick-up and Drop-off

Parents are required to drop students off to the classroom and must sign in with the teacher. Parents must come to the classroom to pick-up their students and must log them out with a signature and acknowledgement from the teacher.

Please be prepared to have your photo ID ready until our staff recognizes your face, name, and student’s face and name. All persons picking up your child must be listed on your enrollment package and must show a picture ID matching the name. Students will only be released to the adults listed on your enrollment package.

Children who are not picked up on time will be charged a \$25 fee.

## Schedules & Fees

**One-time Registration Fee \$200.00** (due upon acceptance)

**One-time Supply Fee \$50.00** (due upon acceptance)

-One-time payment: \$4,050.00 (full year).

-2 payments of \$2,025.00

-Semester Payments \$1,350.00 (3 total payment to be made).

-Monthly Payments \$600.00\* (6.75 total payments)

-Weekly Payments \$150.00\* (27 payments)

Registration fees and SUFS-UA\* deposits are non-refundable and non-transferable. All fees must be paid in full. All families must submit our enrollment package. A late fee of \$35 will be applied for any tuition payments not processed on or before the agreed-upon due date.

\*For SUFS-UA recipients, registration fees are paid out of pocket to reserve your spot.



We are inside the Vision & Heels complex.

100 East New York Avenue  
2nd Floor

WE ARE A NO BACKPACK/BAG CAMPUS.

## Enrollment Policies

We accept all children of any race, creed, or ethnicity. The placement of new students is determined by the school staff in consultation with parents. If classes are full, applicants will be put on a waiting list. Current students will have priority when registering for future semesters. Siblings of current students will have second priority.

A child is officially enrolled when the registration fees and first payment are paid. Enrollment in all programs are binding. After the 10th day of attendance, parents are responsible for tuition, regardless of the amount of time the child spends with us.

If you shall withdraw your child, please provide 30 days advance in written notice. There will be no refunds of any fees or tuition.

## Non-Discrimination Policy

It is unlawful to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the ADA Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et. sq. The School will not discriminate on the basis of race, color, religion, sexual or

national origin, or disability in the administration of its admissions policies, educational policies, scholarships/loans/fee waivers, educational programs, and athletics/extracurricular activities.

## Health and Illness Policy

Keeping your child healthy is very important to us. For this reason we must exclude children with contagious or infectious conditions. Often the most contagious state of a child's illness is just before symptoms appear. Change in behavior, pulling at ears, drowsiness, loss of appetite, or inability to participate in room activities, might indicate your child is at the beginning stage of illness. Staying home and getting extra rest may help aide in a speedy recovery, while preventing the spread of germs to other children

If your child develops a fever, you must keep them home for at least twenty-four (24) hours after the fever subsides without medication. If antibiotics are required, the child must stay home for at least twenty-four (24) hours after beginning treatment. Children must be symptom free for a minimum of 36 hours.

The criteria used to determine when a child needs to be excluded from the school is based on State and County regulations as well as the guidelines set by the American Public Health Association, American Academy of Pediatrics and the Centers for Disease Control.

Conditions that warrant exclusion from class:

- Oral temperature of 100 degrees Fahrenheit or above in the past 24 hours.
- Vomiting in the past 24 hours.
- Uncontrolled diarrhea (2 or more loose bowel movements within a 24 hours period)
- Symptoms and signs that could indicate a severe illness.
- Pink Eye
- Lice
- Undiagnosed rash
- Uncontrolled wheezing/difficulty breathing
- Mouth sores

Communicable Diseases and other examples of diseases that warrant exclusion:

- COVID-19 and all variants
- Chicken Pox
- Meningitis
- Coxsackievirus
- Roseola / Measles
- Colds with fevers
- Mumps
- All influenza variants

- Rubella
- Foot and Mouth Disease
- Fifth's Disease
- Ringworm
- Draining sores/wounds
- Scabies
- Tuberculosis
- Herpes
- Whooping Cough (Pertussis)
- Impetigo
- Giardia
- Hepatitis A or B

Medications:

We do not administer any medications. Parents are responsible for administering any medication before attending class.

## Dress Code and Toilet Training

Clothing should be comfortable, appropriate, easy to wash, and easy to manage. Students should be independent concerning all potty training tasks. If a student wears a diaper, it is the responsibility of the parent to change before/during class. Our teacher or teacher aide will escort students to the restroom and wait outside to escort them back to class in a safe manner. Students are not permitted to leave the classroom without staff or a parent.

## Toys

Children may not bring their personal toys to class.

## Discipline/Behavior Management

The Sands Academy has a strong commitment to establishing a safe and nurturing environment to all students. We will have clear classroom expectations for all students and redirect unwanted behavior with respect and gentle guidance. Our goal is to model good behavior and cultivate respect as a classroom community to help avoid any aggressive and negative behaviors.

We respect our tiny humans' rights to express their feelings, no matter how big or small. We do our best to teach socially appropriate and emotionally appropriate behavior. At no time is our staff encouraged or given permission to use excessive discipline measures, such as corporal punishment, excessive force, or verbal abuse. Our staff is restricted from using any form of punishment/verbal responses that are threatening, belittling, profane, derogatory, humiliating, shameful, or frightening.

We hold the right to deny any child a place in class if they purposefully hurt another child or intentionally destroy property.

We also hold the right to report suspected abuse and/or negligence to the appropriate authorities.



## The Sands Academy, LLC

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_ will be participating in academic classes with The Sands Academy, LLC. I understand that the company and employees are to participate solely in academic and academic enrichment activities. Signing this form acknowledges receipt and understanding of The Family Handbook.

I also understand that if I am participating in in-home education, a parent/guardian must remain on the property at all times during the tutoring session. \*Does not apply for drop-off B&M sessions.\*

For online sessions, I understand the session is being recorded for training purposes and for our records. They will not be used for any other reason.

By signing this form, I also acknowledge receiving and reading the handbook given by The Sands Academy, LLC.

Student Name \_\_\_\_\_

Student Age \_\_\_\_\_

Class \_\_\_\_\_

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Parent/Guardian Name Printed

Date



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Parent/Guardian Signature

Date