



Family Handbook

2026-2027 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 a floating 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 weekly progress notes and a quarterly progress report, 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 two to three 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. Placement is dependent on many factors, not just academic performance.

Our Curriculum

We use national standards to ensure our students are able to compete with the rest of the nation, combined with a personalized and rigorous academic experience to suit each student's unique needs. Our school uses several supplemental resources, such as IXL, UFLI Foundations, and other multi-sensory and secular based curriculums. Our curriculum may adjust for each individual student, in order to create a well-rounded and inclusive education.

Our teachers are trained and experienced in delivering differentiated instruction to each unique mind sitting in our classroom and have the freedom to explore supplemental curriculums to support their teaching style and their students' abilities.

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. Our teachers are expected to make our curriculum magical by including student interest, project based learning, and play based learning. 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.

Pick-up and Drop-off

Parents are required to drop students off at the front desk and must also sign their student in and out with the front desk.

Any student who is *habitually* picked-up late will be charged \$25.00 per day that they are late.

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.

Schedules & Fees for 2-day option:

M/W OR T/Th 9-3pm

One-time Registration Fee \$325.00

-One-time payment: \$6,750.00 (full year).

-2 payments of \$3,375.00

-Semester Payments \$1,687.50 (4 total payment to be made).

-Monthly Payments \$750.00* (9 total payments to be charged on credit card)

Schedules & Fees for 4-day option:

Monday - Thursday 9-3pm.

One-time Registration Fee \$325.00

-One-time payment: \$13,500.00 (full-time - Monday-Thursday)

- 2 payments of \$6,750.00
- Semester Payments \$3,375.00 (4 total payment to be made)
- Monthly Payments \$1,500.00 (9 total payments) _____

Tuition Payments, Late Fees, and Enrollment Status

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 are paid. Enrollment in all programs are binding. After the 5th day of attendance, parents are responsible for tuition, regardless of the amount of time the child spends with us.

Tuition payments are due on the scheduled payment date outlined in the family's tuition agreement. It is the responsibility of the parent/guardian to ensure all payments are made on time. **Families who are paying out of pocket are required to set up automatic payments in their Gradelink account.**

Any payment not received by the due date will be considered delinquent and will immediately incur a **\$50 late fee per week**, beginning on the first day the payment becomes past due. Late fees will continue to accrue weekly until the account is brought current.

Students with accounts that are unresolved in 30 days are **not permitted to attend classes, participate in school activities, or be present on campus** until all outstanding balances, including late fees, have been paid in full.

The Sands Academy will make reasonable attempts to contact families regarding overdue balances. However, failure to receive a reminder does not waive the obligation to make timely payments.

If an account remains unpaid and there has been **no communication from the parent/guardian for fourteen (14) consecutive days**, the student will be automatically withdrawn from enrollment and their spot may be offered to another student.

Re-enrollment is not guaranteed and will be subject to space availability, payment of all outstanding balances, and any applicable registration fees.

Written communication regarding absences must be submitted by email or through the school's approved communication platform. Failure to communicate a student's absence for a two-week period will be considered voluntary abandonment of enrollment.

Any outstanding tuition, fees, late charges, or financial obligations remain due and payable to The Sands Academy regardless of withdrawal status.

Withdrawal due to non-payment does not release the parent/guardian from financial responsibility. Any unpaid tuition, fees, late charges, or other obligations owed to The Sands Academy **remain due and payable in full.**

WE ARE A CLEAR BACKPACK/BAG CAMPUS.

Enrollment and Withdrawal Policies

The Sands Academy requires a 30 day written notice of withdrawal. All and any tuition and fees due within the 30 day withdrawal window are still due to The Sands Academy, LLC and/or The Sands Academy of Central Florida, Inc.

Non-Discrimination & Anti-Bullying 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.

To ensure that every child feels secure and supported, we have implemented a clear protocol for addressing any instances of bullying or racist behavior. The following steps will be taken should a student violate this policy:

1. **First Offense:** The student will receive a formal written warning and a mandatory parent/teacher with an administrator present will be scheduled. This is a reminder of our expectations and an opportunity for the student to reflect on and improve their behavior.
2. **Second Offense:** The student will receive a two-week suspension. During this time, parents and the student will be required to meet with school administration to discuss behavior expectations and outline a plan for future conduct.
3. **Third Offense:** The student will be required to withdraw from the school. Please note our withdrawal policy listed above is still in effect during a forced withdrawal.

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.

Children may not bring their personal toys to class. Fidgets are allowed. All fidgets must be pocket sized, create no sound, and not be a distraction to other learners.

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 and The Sands Academy of Central Florida, Inc. 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 & The Sands Academy of Central Florida, Inc.

Student Name _____

Student Age _____

Class _____

Parent/Guardian Name Printed Date

Parent/Guardian Signature Date