



# Parent Handbook

Welcome to Paloma!

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## Welcome

Dear Parents & Guardians:

Welcome to Paloma Academy! We are excited to work with you and your child to develop the foundation for your child's future academic success. We strive to offer a quality program that recognizes and values each child's unique traits and potential. We look forward to a year of amazing growth for your child.

We adhere to all state, county, and district rules regarding certifications, fire, and safety. Our goal is to provide a safe, nurturing, and stimulating environment for all children in which to learn and develop.

This handbook was designed to acquaint you with our program policies and procedures. Please read and refer to this handbook as needed. Feel free to discuss any concerns or questions with our staff.

Paloma Academy is located at 2740 N Harbor City Blvd. Melbourne, Fl 32935

Sincerely,  
Paloma Academy  
Sherry Marvinny  
Carrie Chaves

## Program Philosophy

We believe children learn and develop when exposed to a rich and stimulating environment. This requires highly qualified teachers, a child centered curriculum, and developmentally appropriate educational materials and equipment. A quality education provides activities that encourage children to learn through a balance of pre-literacy and numeracy activities, structured free choice, hands-on experiences and applied behavior analysis.

The goal of Paloma Academy is to ensure that all children are making progress in the domains of physical, cognitive, and social emotional development.

## Goals and Guiding Principles

Our goal is to address the needs of the whole child by enhancing their social, emotional, cognitive, physical, and creative development. We will provide learning experiences that promote:

### Social Development Learning

- To get along in groups
- Learning responsible behavior
- Acquiring respect for individual differences
- Emotional Development
- Promoting positive self image
- Promoting trust, independence, and harmony
- Developing self control

### Cognitive Development

- Emerging literacy skills
- Building number sense
- Experiencing science, art, and music

### Physical Development

- Improving large and small muscle development
- Improving hand/eye coordination
- Encouraging hands-on experiences
- Creative Development Promoting active learning
- Making choices

## School Contact Information

Paloma Academy

Phone number  
321-622-6884

Email  
[info@palomaacademy.com](mailto:info@palomaacademy.com)

2740 N. Harbor City Blvd.  
Melbourne Fl, 32935

## Paloma Academy Services and Fees

Paloma Academy offers a Academy program weekdays Monday through Friday with before care starting at 7:15 am and after care until 5:00 pm. Please see school calendar for Paloma Academy holidays and staff improvement days. Children will be accepted for our program between the ages of two and ten years old. Paloma Academy offers a variety of options from which parents may choose to accommodate their family needs. Please contact us for more information.

Parent Fee Description	Fees
Paloma accepts Gardener and McKay scholarships	September 1, November 1, February 1, April 1
Please contact Paloma Academy for current tuition rates	Bi-weekly, Monthly
ABA service fees on an individual basis	

## Holidays and Days Closed

### Breaks, Holidays and Staff Development Days

No Academy Services \*All dates subject to change, notification will be given in advance.

Paloma Academy is **CLOSED** on the following holidays: Christmas, New Years, Memorial Day, Labor Day  
Please see calendar for additional days Paloma Academy is closed.

## Academy Daily Schedule

The daily Academy schedule varies please contact Academy Director with any questions.

Carrie Chaves: c.chaves@palomacademy.com

Weekly lesson goals are communicated to all parents in your child's parent communication binder. The lesson plans are designed to encourage children to discover, create, explore, experiment, observe, discuss and share.

Such age appropriate activities include:

- Dramatic play
- Art and cooking
- Manipulatives: blocks, construction, sand and water
- Music and movement
- Emergent reading and reading skills
- Emergent math and math skills
- Explorations in science
- Emerging writing and writing activities
- ABA services

## Learning Experiences & Play

Play is the work of children and is the basic way in which young children gain knowledge. As an instructional technique, Paloma Academy teachers plan opportunities for spontaneous play, guided play, directed play, or

investigative play to teach new skills and concepts. Our Academy program is designed to encourage learning through play, hands-on activities, and small and large group discovery time.

## Academy Fee

Registration is done on a yearly basis.

Paloma Academy accepts payment for monthly and Bi-weekly fees by Credit/Debit card, cash or money order. Payment is for **reserved time**. Parents/Guardians are required to pay their payment schedule even if the child is absent or uses the facility for a small amount of time. A 5% late fee will be added if payment is not received by the day 7<sup>th</sup> day of payment schedule. **If payment is not received by the 15<sup>th</sup> day of the payment schedule your child(ren) will not be allowed to continue until payment is made.** It is important that fees are paid on time and on a consistent basis.

- If your account becomes 30 days past due, your child will not be allowed to continue in the program and Paloma Academy will refer your account to debt collections.

## Procedure for Enrollment

To enroll children in the Academy, you may call 321-622-6884 and make an appointment for a tour and/or to begin enroll process.

When the forms have been completed, a contract for Paloma Academy services will be written and a date of entry into the program agreed upon. This contract will indicate days and hours for Academy services following the Paloma Academy Calendar.

No child will be admitted until this procedure and all forms have been completed. Academy procedures ensure that personal information concerning students in the program is given to authorized individuals; furthermore, no information with respect to the confidential record of a student will be released at any time without the written approval of the parents/guardians unless under court order, and that release will only be done by the Academy Director.

**Admission policy for re-enrollees:** When children have been dropped from the program for any reason, and the parents/guardians desire to readmit them, they will be notified when an opening occurs. They will be considered as a new enrollee. Readmission will require a new Paloma Academy contract with the program including insurance verification, emergency information, and notice of action.

## Immunizations & Medical Assessment

Each child must have immunizations up to date for their age. The Florida Department of Health forms DH 680 is the required completed and updated form for vaccinations. Paloma Academy may admit a child who is lacking one or more required doses if the doses are not currently due on the condition that they receive the remaining doses when due.

Children entering our program are required to submit a completed physical examination before enrollment DH 3040.

## **Parent Communication**

Paloma Academy Program encourages an “open door” policy that includes visitation and observation that are scheduled. Parent activities, talents, and skills are always welcome. Formal parent/teacher conferences occur two times a year. Informal conferences may take place any time throughout the course of the year.

- Parents can stay updated on their child’s day through Class Dojo. Login information is given upon child classroom placement.
- Parent communication binders will be sent home daily with a record of your child’s day.

## **Sign In/Sign Out Procedures**

Your child must be signed in and out each day by the designated responsible adult (18 years or older). Signature must include full first and last name and include the time of sign in and sign out. Only adults listed on the child’s application form/emergency card will be allowed to pick up the child from Paloma Academy. Anyone picking up the child must be prepared to show picture identification. Paloma Academy does not accept changes in authorized pick up via phone. This policy is strictly enforced to ensure the safety of your child.

## **Pick-up Policy**

Prompt arrival and departure of students to and from the program is expected. Should a late pick up occur, a late fee will be charged at the rate \$10.00 per late pickup beyond Paloma Academy dismissal time or scheduled after care pick up time. Payment of late pick up fee will be required at pickup. A total of five late pickups may result in termination from the program.

Arrive promptly at dismissal time. If you will be late in arriving, please call. It helps to minimize unnecessary concerns. No other person than those who appear on the emergency card will be allowed to pick up your child.

In the case of separation/divorce, court documents must be provided to inform the site of custodial rights and days and if the non-custodial parent may pick up the child. No changes to the pickup authorization form will be accepted by phone. Restraining orders must be on file with our office.

## **Safety in the Parking Lot**

Our parking lot can be a busy place at certain times of the day. Help us in providing a safe environment by adhering to the following rules:

- Hold your child’s hand in the parking lot.
- Make sure your child does not run ahead of or lag behind you upon arrival and pick up.
- Upon arrival, turn the engine off in your car.
- Drive slowly in the parking lot.

## Absences

The teacher/director must be notified when an absence occurs. The child may be withdrawn from the Academy program after 5 consecutive days of absence if the teacher/director is not notified.

Excused absences include:

- Illness of a child with doctors note
- Quarantine of family
- Family emergency
- No transportation

On the first day the child returns, the parent/guardian must note the reason for absence on the sign in sheet. Excessive unexcused absences of 10 or more days may result in termination from the program. The fees do not change if your child does not attend due to illness.

## Medical Exclusion Policy

Paloma Academy wants to keep children healthy. A child who is not well does not benefit from our program and can adversely affect the health of other children. If you have any doubts about your child's health, please keep your child at home and contact your family physician.

No child shall come to class or stay in class when the following symptoms are present.

Children brought to school with the following symptoms **will be sent home**:

- Fever of 100 or higher
- COVID-19 to include direct exposure, a negative test performed per the CDC, will be required for re-entry to the school.
- Diarrhea
- Vomiting
- Body rash with fever
- Sore throat with fever and swollen glands
- Eye discharge or pink eye
- Head lice or nits
- Severe coughing
- Yellow skin or eyes
- A child with discolored discharge from the nose or extreme congestion causing difficulty breathing
- Fever within the last 24 hours

***Children must be symptom free for 24 hours before returning.***

When a sick child is taken home from school, he/she is required to stay home the following day to ensure that he/she has a chance to recover. If a child is too sick to go outside, the child should remain home from school. The teacher will note the health status of each child every morning.



## Medications

Our staff cannot administer medications to any child without a written statement from the physician stating the name, time, and amount to be given.

Parents must complete the Parent Consent for Administration of Medications and Medication Chart that will be kept in the child's file.

Our staff cannot administer non-prescription medication including aspirin. It will be the parent's responsibility to administer the medication other than those prescribed by a physician. If possible, give medication to the child at home prior or after school.

All medications must be kept in the original container and label noting the child's name, the medication name, recommended dosage, time intervals for administration, expiration date, and prescriber's name and license number. Medication will be stored according to the instructions on the label, kept beyond the reach of children, and returned to the parent when no longer needed.

## Minor Injuries & Medical Emergencies

Minor injuries will be given first aid attention by a qualified staff member.

In the event of a medical emergency or accident, you will be contacted per the information on the emergency card. This agreement is also your authorization for Paloma Academy to contact your family doctor and take whatever emergency measures are deemed necessary for the care and protection of your child.

## Discipline

Paloma Academy believes that all children are entitled to a safe environment in which children's behavior that might pose a risk to the safety of others is minimized. The goal of this policy is to work with parents in a partnership to encourage the children to become creative, independent, responsible, and socially appropriate. This involves teaching children to make responsible choices, and accepting the consequences of such choices.

Our staff will use these guidance strategies:

- Active listening
- Positive verbal praise and acknowledgement
- Redirection
- Planned ignoring of the behavior
- Modification of the environment/schedule/transitions
- Clear and consistent direction
- Problem-solving

If it appears that the child is not benefiting from our Academy program a meeting will be set-up with Paloma staff and child's parents to make the determination of discontinuing services based on the following factor:

- The child is a severe danger to him/herself or to others, and Paloma Academy staff is unable to ensure his/her safety and the safety of others.

All attempts will be made to assist the family in finding alternative placement and/or services Paloma Academy can provide.

## Termination from the Program

Services may be terminated at any time for the following reasons:

- Excessive unexcused absences – 10 per school year
- Excessive late pick up of child – 5 per year
- Failure to submit requested forms
- Parent conduct
- Failure to pay
- Failure to comply with rules set forth in the Parent Handbook

Paloma Academy has carefully developed these conditions to ensure the quality of the program. Our goal is to provide a safe, nurturing environment for all children with programs designed to suit each developmental level. Fees will not be refunded if services are terminated for failure to abide by these procedures.

## Withdrawal from the Program

If you wish to withdraw your child from the program, a two-week notice is required. You must notify the Academy Director. You are liable for any fees due on your child's account.

## Toys from Home/Personal Possessions

A cubby is provided for each child in our program. **Label all of your child's belongings. Items such as toys, candy, gum, and money are prohibited to avoid hurt feelings, breakage, or loss.** In the event of show and tell, children are not permitted to bring toys associated with violence including guns, knives, and swords. We are not responsible for lost, damaged, or stolen personal items.

## Clothing

Children should wear comfortable, casual clothing. Closed toed shoes are encouraged. We will be doing many hands-on and messy projects including painting, playing in dirt, and cooking. **All clothes, including coats and sweaters, should be marked with your child's name in permanent ink.**

All children need an extra set of marked clothing left at school. Please place this set of clothing in a plastic bag with the child's name on the outside for easy storage.

## School Parties and Birthdays

Classrooms may have several parties throughout the year. Please inform the teacher if your child is not able to participate in these events due to religious beliefs.

Children are invited to celebrate their birthdays at school. If parents choose to bring a birthday treat, we prefer a treat that is nutritious, healthy and store bought. Please inform the teacher if your child will not be able to participate.

## Meals and Snacks

Please provide your child with a healthy lunch and a nutritious snack.

Parents must provide food for children. Please inform the teacher if your child has any known or suspected food allergies.

**All lunchboxes and water bottles need to be marked with your child's name in permanent ink.** Paloma Academy is not responsible for lost or stolen items.

## Transportation Arrangements

Paloma Academy does not provide transportation to and from Paloma Academy. Parents are responsible to make their own arrangements.

## Parent Code of Conduct

It is important to recognize that educating children is a process that involves a partnership between parents, classroom teachers, and the school community.

**We expect parent/ guardians and visitors to:**

- Respect the caring ethos and values of our school
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct own child's behavior especially in public where it could otherwise lead to conflict, aggressive behavior or unsafe behavior.
- Avoid using staff as threats to admonish children's behavior.

In order to support a peaceful and safe school environment the school cannot tolerate parents, guardians and visitors exhibiting the following:

- Disruptive behaviors which interfere or threaten to interfere with the operation of a classroom, an employee's office, or other areas on school grounds
- Using loud or offensive language, swearing, cursing,
- Threatening to do bodily harm to a member of school staff, parent, or student.
- Damaging or destroying school property.
- Abusive or threatening e-mails, texts, voicemail, or written communication.
- The use of physical aggression towards another adult or child.
- Approaching someone else's child in order to discuss or chastise them because of the actions of the child toward their own child.
- Smoking and consumption of alcohol or other drugs on school property.

Should any of the above behavior occur on school premises the school **will** feel it necessary to contact appropriate authorities and ban the offending adult from entering school grounds. It also may result in the dismissal of your child from Paloma Academy.

## Confidentiality

Information relating to your child is confidential and will not be released unless written authorization is provided by a parent or legal guardian. An exception will be made in the event of suspected child abuse. Paloma Academy staff are mandated reporters and any such suspicion will be reported to Child Protective Services for immediate investigation and action.

Copies of a child's attendance record must accompany a court ordered request and will take two weeks to process. In the case of a separation/divorce, court documents must be provided to inform staff of custodial rights. The documents must be on file with the school office.

## Formal Complaints

We strive to maintain a quality program; however, prompt and equitable resolutions of complaints are practiced in the following manner:

Initial contact should be made with the teacher. If it is not resolved to satisfaction the Academy Director will be notified.

Any person may file a complaint alleging a violation of law, policy, or regulations governing the program.

## Crisis Response Plan

The school site crisis response plan will be followed in the event of crisis necessitating evacuation or lock down. For details of this plan please contact the Academy Director

## Children's Rights

Paloma Academy believes each child has the right:

- To be accorded safe, comfortable accommodations, furnishings and equipment to meet his/her needs.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.
- Not to be locked in a room, facility, or building by day or night.
- Not to be placed in a restraining device, except a supportive restraint approved in advance by the licensing agency.

**Paloma Academy reserves the right to deny access to the Academy to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to children in our program.**

## Paloma Academy Parent Handbook Signature Page

By signing this page, I have read, understand, and agree to follow the rules set forth in the Parent Handbook. If I do not follow the rules of the Parent Handbook, I understand it may lead to the dismissal of my child from Paloma Academy.

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Parent Signature

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Date

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Authorized Signature, Paloma Academy

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Date

\*Please sign and return after reading Parent Handbook. Required for student enrollment.