



PARENT & STUDENT HANDBOOK

2026-2027 SCHOOL YEAR

Private Microschool • Early Learning • Academic Excellence

PREPARING STUDENTS FOR SUCCESS
Learn. Lead. Succeed.

10569 Lem Turner Road • Jacksonville, FL 32218
(904) 438-8685 • RTSALearning.com

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SECTION 01

Welcome to RTSA

A partnership built for scholar success.

Dear RTSA Families

Welcome to Road to Success Academy Learning Center. We are honored that you have entrusted us with your child's education. Our goal is to provide a safe, engaging, academically rich environment where each scholar can grow intellectually, socially, emotionally, spiritually, and as a future leader.

Our Promise

"Preparing Students for Success" guides our work. Through individualized instruction, meaningful relationships, clear expectations, and family partnership, we help children discover their strengths and move confidently toward their next level.

Using This Handbook

This handbook explains RTSA's core policies, procedures, and family expectations for the 2026-2027 school year. Keep it available throughout the year and refer to the section code shown on each page when contacting the school.

Sakinah Mitchell, Executive Director

SECTION 02

Mission, Vision & Values

Learn. Lead. Succeed.

Mission

To prepare scholars for success through a nurturing, faith-based learning environment that supports academic growth, character, confidence, leadership, and school readiness.

Vision

To be a trusted learning community where every child is known, challenged, supported, and equipped with the skills and mindset to succeed in school and life.

Core Values

Learning • Leadership • Faith • Respect • Responsibility • Excellence • Family Partnership

Whole-Child Focus

RTSA supports academic, social-emotional, physical, creative, and spiritual development through purposeful play, discovery, hands-on exploration, and teacher-guided learning.

About Road to Success Academy

Small learning spaces. Meaningful relationships. Big impact.

Who We Are

Road to Success Academy Learning Center is a private learning program serving early learners and school-age scholars. Our educational model combines early learning, academic enrichment, individualized support, and leadership development.

Our Model

Smaller groups allow teachers to know scholars well, respond to learning needs, build confidence, and create intentional opportunities for growth.

Early Learning

Young children learn through purposeful play, movement, exploration, language-rich experiences, foundational literacy and math, practical-life skills, art, and guided social interaction.

Faith-Based Community

RTSA is a Christian learning program. Scholars participate respectfully in age-appropriate prayer, Bible lessons, character education, chapel experiences, and faith-centered activities.

SECTION 04

Quick Reference

Important school information in one place.

School

Road to Success Academy Learning Center

Address

10569 Lem Turner Road, Jacksonville, FL 32218

Telephone

(904) 438-8685

Website

RTSALearning.com

School Year

2026–2027

School Motto

Preparing Students for Success

Family Theme

Learn. Lead. Succeed.

Communication

Procure, telephone, email, text/SMS, newsletters, conferences, and emergency alerts

SECTION 05

Programs & Daily Schedule

Consistent routines help scholars feel secure and ready to learn.

Early Care

7:00–8:00 AM

Core Full-Day Program

8:00 AM–3:00 PM

Part-Day Program

8:00 AM–12:30 PM, when offered

After Care

3:00–6:00 PM

Contracted Schedule

Families must follow the schedule listed in their enrollment agreement. A student's day may not exceed the contracted maximum.

Daily Rhythm

Arrival and welcome • morning meeting/chapel • academics • centers and hands-on learning • meals/snacks • outdoor movement • rest/quiet learning • enrichment • dismissal

Admissions & Enrollment

Enrollment is complete only after all requirements are satisfied.

Required Enrollment Items

Completed application; registration and applicable fees; emergency contacts; authorized pick-up list; health and medical information; immunization or exemption documentation; signed tuition agreement; required permissions and acknowledgments.

Accurate Information

Families must provide complete, accurate information and immediately report changes to telephone numbers, addresses, emergency contacts, custody orders, allergies, health conditions, and authorized pick-up persons.

Placement

Classroom or program placement is based on age, development, academic needs, available space, and the school's ability to safely and appropriately serve the scholar.

Continued Enrollment

Enrollment is reviewed when attendance, financial obligations, safety, behavior, family conduct, or program fit creates an ongoing concern.

SECTION 07

Attendance & Absences

Strong attendance builds strong routines and stronger learning.

Regular Attendance

Families are expected to ensure scholars attend consistently, arrive on time, and remain through the contracted instructional day.

Reporting an Absence

Notify RTSA through Procure or the designated school contact as soon as possible. Include the scholar's name, expected return date, and whether the absence is illness-related.

Tuition During Absence

Tuition reserves the scholar's space and is not reduced for absence, illness, vacation, or scheduled school closure.

Extended Absence

Contact administration in advance. Extended or unexplained absences may affect the scholar's placement or enrollment status.

SECTION 08

Arrival & Late Drop-Off

Instruction begins on time.

Arrival Window

Scholars should arrive during their contracted arrival period and be ready for the school day.

9:00 AM Cutoff

The regular drop-off cutoff is 9:00 AM. This protects classroom routines, staffing plans, instruction, meals, and the learning environment.

Medical Appointment Exception

Late entry may be permitted with a signed physician or provider note from a morning appointment. Contact the school before arriving.

Unexpected Delays

RTSA understands that severe weather, traffic incidents, or unforeseen vehicle problems occur. Families are expected to plan commute time wisely and communicate promptly. Early care begins at 7:00 AM.

Dismissal, Release & Custody

Every scholar is released with safety and documentation in mind.

Authorized Pick-Up Only

A scholar will be released only to a parent, legal guardian, court-authorized adult, or person listed on the current Authorized Pick-Up Form.

Identification

Photo identification may be requested at any time. New or unfamiliar pick-up persons should expect an ID check.

Custody Orders

RTSA must receive current legal documentation. Verbal requests cannot override a court order or establish a custody restriction.

Changes

Update authorized contacts and custody information immediately. Emergency contacts must remain current.

Safe Release

RTSA may delay release while identity, authorization, or safety information is verified.

SECTION 10

Late Pick-Up

Please respect closing time and the families of our staff.

Closing Time

All scholars must be picked up no later than 6:00 PM unless an earlier contracted dismissal time applies.

Late Fee

A \$25 late pick-up fee is charged after 6:00 PM. Additional or repeated late-pickup consequences may apply under the enrollment agreement.

Communication

Call the school immediately when an unavoidable delay occurs. A call does not waive the late fee or extend operating hours.

Repeated Late Pick-Up

Ongoing late pick-up may require a conference, a revised care arrangement, suspension of extended-care privileges, or termination of enrollment.

SECTION 11

Uniform & Appearance

Uniforms build pride, belonging, and readiness.

Daily Uniform

Scholars must arrive in the approved RTSA uniform. Uniform shirts must be purchased through the school's approved uniform vendor.

Shoes & Socks

Closed-toe athletic shoes and socks are required each day for safety and active participation.

Condition

Clothing must be clean, appropriately fitted, weather suitable, and in good condition.

Friday Dress Down

Approved RTSA spirit shirts may be worn on designated Fridays and special spirit days. Families must follow each announced dress-down theme.

Chapel Attire

Approved chapel or special-event attire is required when announced. Families will receive advance guidance.

Noncompliance

Repeated concerns will result in parent communication and may require a change of clothing before participation.

SECTION 12

Personal Belongings

Label it, pack it, and keep learning spaces organized.

Label Everything

Clearly label outerwear, lunch containers, rest items, spare clothing, and other permitted belongings with the scholar's first and last name.

Daily Supplies

Send only requested items. Scholars should have weather-appropriate clothing and a complete change of clothes when required by their program.

Toys & Valuables

Personal toys, electronics, money, jewelry, collectibles, and valuables should remain at home unless specifically requested for a school activity.

Lost or Damaged Items

RTSA is not responsible for unlabeled, lost, traded, stolen, or damaged personal items.

SECTION 13

Health, Illness & Exclusion

Healthy scholars protect the whole learning community.

Keep Your Child Home

Fever of 100.4°F or higher; vomiting or diarrhea within the previous 24 hours; contagious illness not cleared by a provider; undiagnosed rash with fever or illness; persistent cough that prevents participation; pink eye or another contagious eye infection.

Return to School

The scholar must be fever-free for at least 24 hours without fever-reducing medication, symptoms must be improving, and required medical clearance must be provided.

School Notification

Tell RTSA promptly about contagious diagnoses, exposure concerns, allergies, or significant changes in a scholar's health.

Pickup When Ill

If a scholar becomes ill or cannot safely participate, an authorized adult must pick up promptly after notification.

SECTION 14

Medication, Allergies & Medical Care

Written authorization keeps care safe and consistent.

Medication

Prescription and over-the-counter medication may be administered only with the appropriate authorization, original labeled packaging, complete instructions, and school approval.

Allergies

Families must disclose allergies and provide action plans, medication, and updated provider documentation when applicable.

Emergency Treatment

RTSA will attempt to contact parents or guardians. When immediate care is required, emergency services may be contacted according to the signed medical authorization.

Topical Products

Sunscreen, insect repellent, creams, and similar products require the applicable permission and must follow school procedures.

SECTION 15

Meals, Snacks & Celebrations

Nutrition, allergies, and classroom safety guide our practices.

Meal Information

Families will receive program-specific information about meals and snacks. Notify RTSA of dietary restrictions and allergies before the scholar begins attendance.

Outside Food

Food brought from home must follow classroom guidance and allergy-safety rules. Sharing food between scholars is not permitted unless approved.

Birthdays & Treats

Classroom treats or celebrations require advance approval and the applicable parent authorization. Items may be restricted because of allergies, choking risk, nutrition, or classroom schedule.

Hydration

Water is offered throughout the day. Follow classroom instructions regarding cups or bottles.

SECTION 16

Rest, Toileting & Development

Dignity, independence, and age-appropriate support matter.

Rest and Quiet Time

Early learners are provided a scheduled rest or quiet-learning period. Families should send only approved, labeled rest items.

Toileting

Families and staff partner respectfully on toilet learning. Send sufficient labeled spare clothing and communicate routines, changes, or medical needs.

Developmental Needs

RTSA values individual development. Families should share evaluations, support plans, provider recommendations, and relevant concerns so reasonable classroom supports can be considered.

Screening & Referral

Developmental or academic screening occurs only with applicable notice or consent. RTSA may recommend outside evaluation or additional services when appropriate.

SECTION 17

Positive Behavior Guidance

We teach the behavior we expect.

Our Approach

Positive reinforcement, redirection, modeling, problem-solving, calm-down and self-regulation opportunities, logical consequences, individual support, and family communication.

RTSA Does Not Use

Physical or corporal punishment; humiliation, ridicule, or shaming; verbal abuse or threats; withholding food, water, rest, bathroom access; group punishment; or practices that endanger physical or emotional well-being.

Family Partnership

Families must communicate openly, attend requested conferences, support consistent expectations at home, and share major medical, emotional, or family changes that may affect behavior.

SECTION 18

Safety & Serious Behavior

Safety is a shared, non-negotiable responsibility.

Immediate Administrative Review

Repeated physical aggression; biting or intentional injury; dangerous or threatening behavior; leaving a supervised area; intentional property destruction; or repeated behavior that compromises safety or significantly disrupts learning.

Possible Responses

Teacher intervention, parent notification, written report, conference, behavior support plan, referral, temporary removal or suspension when appropriate, and an enrollment decision.

Program Fit

When reasonable interventions and family collaboration do not allow RTSA to safely and appropriately meet a scholar's needs, enrollment may be terminated to protect the scholar, peers, and staff.

SECTION 19

Faith, Chapel & Character

Academic preparation and character development work together.

Participation

Scholars participate in age-appropriate Christian activities that may include prayer, Bible stories, worship music, chapel, character lessons, and faith-centered discussions.

Respect

All scholars are expected to participate respectfully during chapel and faith-based learning.

Attire

Families must follow chapel attire guidance when applicable.

Questions

Families are welcome to speak with the Director about the program's faith-based mission and activities.

SECTION 20

Family Communication

Clear, respectful communication prevents confusion and strengthens trust.

Primary Methods

Procure messages and notifications, telephone, email, text/SMS, conferences, newsletters, announcements, and emergency alerts.

Family Responsibility

Review communications promptly, respond when requested, and keep telephone numbers and email addresses current.

Concern Process

1. Discuss a classroom concern with the teacher. 2. If more support is needed, schedule a meeting with the Director. 3. Allow time for a fair review and work respectfully toward resolution.

Instructional Time

Lengthy concerns should not be discussed during arrival or dismissal. Schedule a conference so staff can give the matter proper attention.

SECTION 21

Open Door, Visits & Confidentiality

Families are welcome; learning and privacy remain protected.

Visits

Parents may request classroom visits or conferences. Arrange visits in advance when possible to minimize disruption.

Check-In

All visitors must report to the front office, follow visitor procedures, and provide identification when requested.

Access Limits

RTSA may restrict classroom access during emergencies, assessments, special activities, health concerns, or other safety situations.

Confidentiality

Families may not photograph, record, post, or share confidential information or images of other children, families, or staff without permission.

Parent Involvement & Partnership

Your presence tells scholars that learning matters.

Family Commitment

Support regular attendance, learning at home, school events, positive behavior, respectful communication, and school policies.

Ways to Participate

Parent engagement workshops, volunteer service, classroom support, special events, family learning activities, donations, community projects, and approved field-trip assistance.

Service Hours

Only approved, documented participation counts toward a family's involvement commitment. Hours must be recorded on the official tracking log and verified by RTSA.

Classroom Parent

Selected classroom parents may assist with communication, celebrations, volunteer coordination, and teacher-approved projects. The role does not replace staff authority or provide access to confidential student information.

SECTION 23

Professional Conduct

A safe school community requires respectful adult behavior.

Expected

Courtesy, calm communication, compliance with policies and payment agreements, respect for privacy, and cooperation with reasonable safety directions.

Not Permitted

Yelling, profanity, verbal abuse, threats, intimidation, violence, harassment, discrimination, disruptive conduct, property damage, online harassment, or unauthorized sharing of confidential information or images.

Administrative Action

Serious or repeated violations may result in restricted campus access, modified communication procedures, required meetings, or termination of enrollment.

Technology, Media & School Records

Digital tools support learning and communication when used responsibly.

Electronic Communication

RTSA may send attendance, billing, event, academic, emergency, and school-operation information electronically.

Student Technology

School devices and internet access are for teacher-approved educational use. Unsafe, destructive, or unauthorized use may result in loss of access and other school action.

Photos & Media

RTSA follows the family's signed media authorization. Families should direct questions or changes to administration in writing.

Records

Families must keep enrollment records current. Access to or release of student information follows school procedures and applicable authorization.

Safety, Emergencies & Closures

Preparation and prompt communication protect our community.

Emergency Procedures

RTSA maintains procedures for evacuation, sheltering, severe weather, medical emergencies, and other urgent situations. Families must follow staff directions during an emergency.

Emergency Contacts

Keep all contacts current and ensure authorized adults are available.

Closures

RTSA may close, delay opening, or dismiss early because of weather, utility failure, facility issues, public-safety conditions, or another emergency.

Notification

Updates are sent through the school's electronic communication channels. Families are responsible for monitoring alerts and arranging prompt pickup when required.

Calendar

Scheduled holidays, planning days, testing windows, and special events are published separately and may be updated with notice.

Tuition & Financial Policies

Tuition reserves a scholar's place in the program.

Early Learning Core Tuition

\$175 per week for the 8:00 AM–3:00 PM core program, according to the signed enrollment agreement.

Registration

\$75 for a new family; \$50 for a returning family. Registration fees are non-refundable.

Annual Supply Fee

\$100 total: \$50 due in August and \$50 due in January.

Payment Timing

Weekly tuition is due in advance according to the family's payment schedule. Families must follow the signed financial agreement.

No Reductions

Tuition is not reduced for absences, illness, vacation, or scheduled school closures.

Withdrawal

Two weeks' written notice is required. All balances remain due under the enrollment agreement.

Delinquent Accounts

Late fees, loss of attendance privileges, required payment arrangements, or enrollment termination may occur when an account is not current.

Field Trips, Transportation & Activities

Permission, preparation, and safe conduct apply beyond the classroom.

Authorization

Scholars may participate only when the required field-trip, community-walk, transportation, or activity authorization is on file.

Family Notice

RTSA provides available details such as destination, schedule, attire, cost, meals, and transportation before applicable trips.

Scholar Expectations

School behavior, uniform, safety, and respectful-conduct expectations remain in effect.

Family Chaperones

Chaperones must be approved, follow staff direction, protect student confidentiality, and complete any required screening or documentation.

Changes

Activities may be changed or canceled because of safety, weather, participation, transportation, or operational needs.

Withdrawal & Enrollment Decisions

Clear notice supports an orderly transition.

Family Withdrawal

Provide at least two weeks' written notice and resolve outstanding balances, school property, and required records requests.

RTSA Enrollment Decision

RTSA may suspend or terminate enrollment for unresolved nonpayment; unsafe or significantly disruptive behavior; repeated policy violations; false or missing enrollment information; serious family-conduct concerns; chronic schedule violations; or inability to safely meet the scholar's needs.

Records

Records will be handled according to school procedures after applicable obligations and authorizations are addressed.

Transition

Whenever practical, RTSA will communicate the reason, effective date, and next steps in writing.

Handbook Acknowledgment & Electronic Access

The handbook remains available online for year-round reference.

Acknowledgment

I acknowledge that the Road to Success Academy Learning Center Parent & Student Handbook is available electronically at RTSALearning.com. I understand that it contains important school policies, procedures, expectations, health and safety practices, financial responsibilities, and family partnership requirements.

Agreement

I agree to review the handbook, comply with its requirements, and seek clarification when needed. I understand RTSA may update policies during the school year and will communicate material changes through its established channels.

Student

Name: _____ Classroom/Grade: _____

Parent/Guardian

Printed Name: _____

Signature

Parent/Guardian Signature: _____ Date: _____

School Use

Received by: _____ Date: _____