

# Chrysalis School Student & Parent Policies

## DAILY OPERATIONS

### ARRIVAL

Students arrive at the main door at the front of the building. Parents of middle and high school students should park, and either wait until their child is inside or walk them to the door. Never leave the parking lot until your student is inside the building. Parents of Pre-K and elementary students should walk their students to the door. Your child's safety in the parking before he comes into the school is your responsibility. Please insure that your child enters the school safely before you depart. Arrival time is 8:30. Students arriving before 8:30 will be signed in to before care and charges will apply. Students arriving after 8:30 will be marked tardy.

### SCHOOL DISMISSAL

As with arrival, your child's safety in the parking lot is your responsibility. Pre-K and elementary students will be dismissed to their parents at the front door. Please come to the door to pick up your student. Middle and high school students will be dismissed when their parents park and the car is identified. Student safety in the parking lot is the responsibility of the parent. Please discuss traffic safety with your student. Students not dismissed at 3:00 will be sent to aftercare and charges will apply.

### ELOPEMENT

It is assumed that students understand that they must remain at school until their parent picks them up. We are required by the Altamonte Springs Fire Department to have a "one-move" exit system on our door. In other words, student cannot be barred from exit, the door opens from the inside even when locked to the outside. Elopement from school is extremely dangerous behavior. A parent who suspects that his/her child might attempt to elope must advise the school in advance so that provisions can be made to keep the student safe.

### COMING TO SCHOOL PREPARED TO LEARN

Dr. Carmen Reitano, head of school, holds dual Masters degrees in Health and Nutrition Education and Health Psychology- Behavioral Medicine and a doctorate in Special Education- BCBA-D. Our recommendations on sleep and nutrition are based on her meta-analysis of the scientific research, in these fields.

There are several very important things parents can do to make the child's day at school productive and valuable. We will provide a rich and solid set of educational experiences at school, but sleep and nutrition are the foundation on which we lay our instruction. Parents are the only ones who can provide these critical basic needs for their children. It's important to understand that sleep and diet are very closely related. The sleep/wake pattern (circadian rhythm) is based upon a predictable lifestyle of regular large and small meals begun about a half hour after waking and provided not longer than five hours apart. So, if your child wakes at 7:00 he should eat at about 7:30 and then again by about 12:30. Please do not send your child to school with breakfast or a snack. We do not make provisions for children to eat or finish eating breakfast at school, so if your child eats on the way to school, that will need to be finished up in the car before coming in to school. For breakfast, we suggest whole organic foods whenever possible, such as fresh eggs, fresh fruit, toasted bread low in yeast (the word 'enriched' means there is added yeast which can exhaust the body unnecessarily). We suggest 100% fruit or vegetable juice, water, or milk for a morning drink. Many mild substitutes are high in free glutamic acid, which can increase your child's anxiety level and cause mental foginess. Please check your labels carefully. Please avoid fruit or yogurt drinks containing added sugar or high fructose corn syrup, high sodium or other energy drinks as these are unhealthy and will affect your child's ability to focus, behave appropriately, and learn while at school. You can also help your child learn by avoiding high-sugar and complex carbohydrate products. Children are very susceptible to spikes in glycemic index, which are deleterious to educational performance. Please avoid the fast-food breakfast spots on the way to school. There simply are no fast-food options that support learning.

We understand that many children with special educational needs have poor sleep rhythms. It's important to understand that normalizing diet and meal times in the ways we suggest will vastly improve your child's sleep/wake patterns. Other recommendations for getting a good night's sleep include: turning the TV off at least an hour before bedtime. Getting a warm bath every night about an hour before bedtime. In Florida where there are many parasites and bacteria in soil and on surfaces it is imperative that children bathe every night. Planning a warm bath about an hour before bedtime will help your child relax and understand that bedtime is coming up soon. After his bath, soft lighting and soothing instrumental music will help your child bring down his metabolism in preparation for sleep. If your child needs more time than most to calm himself we suggest time in his room with soft seating and a few

books. Absolutely no electronic games should be allowed before bedtime. Some children do well if a parent sits quietly in the room with them while they relax. This is an excellent time for a bedtime story or perhaps for you to catch up on your reading. It is not a good time to get out your laptop. The light cast by computers is alerting and can keep your child awake for as long as forty-five minutes after it has been turned off. We suggest that in the morning you don't put the television on until your child has had time to wake up and establish normal waking beta brain waves.

## **DEVICES**

Sixth through eighth grade students may bring a phone to school for emergency calls only. Phones must remain in the phone bin by the front door throughout the day. Privacy is a serious concern. Any student found taking pictures, audio recording, video recording, or making unauthorized calls at any time for any purpose places himself at risk of suspension or expulsion. Please discuss this with your child before sending a device to school.

## **LUNCH**

We respect your autonomy regarding your child's diet. However, what your child eats at school dramatically affects his behavior and ability to learn while at school. Therefore, we have several policies aimed at insuring that your child has every opportunity to perform at his highest ability while at school. As science has demonstrated, nutrition is the most powerful medicine you give your child. We highly discourage processed foods of any sort. We encourage fresh foods such as meat, breads with low yeast content, fresh sliced or cubed cheese (no shredded cheese please), fresh or dried fruit, plain roasted nuts, fresh vegetables, freshly air popped plain pop corn (no microwaved or bagged flavored popcorn as these contain MSG), and high quality, low processed yogurts.

For drinks we suggest 100% fruit or vegetable juice, water, or milk. Some milk alternatives and UHT milks are high in free glutamates which can increase your child's anxiety level and/or cause mental fogginess. Please check your labels carefully. Please do not send fruit juices or yogurt drinks containing added sugar or corn syrup, high sodium or other energy drinks, Crystal Light, or any other drink containing Aspartame, as it has been found to be dangerous to young people, in particular after heated exercise. **Food products containing Aspartame are not permitted at school as they are a documented health hazard to school age students.**

### **The following can cause serious behavior and health problems for children and parents are highly discouraged from sending them to school:**

Products containing: processed soy, hydrogenated oil, glutamic acid (aka MSG), hydrogenated or partially hydrogenated oil, and high fructose corn syrup (aka HFCS). Again, food products containing Aspartame are not permitted at school.

### **Please follow these policies to help us keep our school furniture and floors safe from sticky spills and keep our teachers teaching rather than cleaning up spills:**

Lunches are packed in soft lunch bags that zip, snap, or have a velcro closure. Please do not send metal or hard plastic lunch boxes. Drinks must be in a sealed thermos with a pop-up lid and built-in straw, with the exception of bottled water which is permitted. Please do not send a thermos that must be opened and poured into the lid, boxes or pouches as these create spills. Everything must have a lid. Absolutely no open containers are allowed.

### **Please help us follow health and safety guidelines by following these policies:**

Although we do have a microwave, it is not commercial grade and is for staff personal use only. We are not permitted by the Health Department to heat students' lunches in our microwave, as we do not have a food service permit. Though other school may break the rules, we respect our inspector and we take his direction very seriously. We will not make exceptions to this rule. Students are welcome to pack a warm lunch in a thermos designed to keep food warm. Amazon and Target have dozens of options for this purpose. Lunchboxes can be stored on the lunchbox shelf in the lunchroom or in the refrigerator.

As we do not have a food service permit, we are not able to handle your child's food. Please send food in the state that your child eats it. For instance, if an apple must be peeled and cut please do this at home. We do not provide napkins or utensils so be sure to include these in your child's lunch. Please pack whatever your child will need to eat his lunch neatly and comfortably. Absolutely no knives should be packed in your child's lunch. Non-serrated blunt spreading utensils are acceptable.

## **DISCIPLINE**

We use an Applied Behavior Analytic approach to behavior. The school director is a Board Certified Behavior Analyst (BACB cert# 1-13-14988) and each class team includes teachers who are experienced in behavior analytic practices and procedures, who fall under the supervision of the school director. We focus first on the function of the

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behavior (e.g. escape, access, attention, and automatic reinforcement) and use positive behavior supports to provide more appropriate means for addressing the child's need. Students are encouraged to participate appropriately through a perceivable set of expectations, modeling, positive encouragement, practice procedures, consistency, and natural consequences. If necessary we may use time-out procedures as punishment. Inside, your child may be asked to sit or stand in time-out for the prescribed time. On the playground, your child will be asked to sit on the time-out bench, or sent inside with another teacher. In some situations, your child will be removed from the class, and time out will be conducted in another room under observation. Tantrums are managed with open palm restraint or blocking when necessary. Children may be removed from the other children during tantrums. Task demands are not lessened as a result of tantrums. The child's work may be taken out of the room with him and he will be required to continue working. Physical punishment and coercion are never used at Chrysalis School and we highly discourage coercive parenting such as: sarcasm, lecturing, one-ups-manship, telling on the to the other parent or grandparent, criticism, questioning such as "why would you do that?", force, threats, sudden take-aways, arguing, despair "I give up on you", or the silent treatment.

### **DANGEROUS BEHAVIOR**

Any behavior deemed dangerous to self or others will be treated with the utmost seriousness and may result in removal from the school if we are unable to extinguish the behavior within a reasonable timeframe. Any parent who suspects that his/her child might be dangerous to himself or others must advise the school prior to the start of attendance so that an informed determination can be made as to acceptance and placement and a behavior plan can be developed if deemed appropriate.

### **PARENTAL RESPONSIBILITY TO NOTIFY**

Parents should be aware that they have a legal and moral obligation to notify the school of any and all history of behavior that could be dangerous to the child or others, including but not limited to self-harming, eloping, outbursts, and bullying behaviors, and a record of all medications and medication changes that may impact behavior. Failing to do so may result in removal from school.

## **COMMUNICATION**

### **CONTACTING US**

School phone: 321-422-4171  
School texts: 321-422-4171  
Email: [carmen@chrysaliscenterforchange.com](mailto:carmen@chrysaliscenterforchange.com)

It is at your child's teacher's discretion whether to share his/her phone and/or email address or not. Please inquire with your child's teacher directly.

Please note, we do not employ a receptionist as an active means of keeping tuition down and maintaining competitive teacher pay. Dr. McGuinness manages the school phone and texts during our hours of operation, 7:30-5:30. Dr. McGuinness is also a behavioral health provider. When she is with clients, either in office or on her HIPAA secure platform, her phone is on silent. This might result in a 60-90-minute delay in response.

### **EMERGENCY CONTACT OF PARENTS AND OTHER DESIGNATED PARTIES**

It is very important that we can reach parents of our students during the school day. Please be sure that your registration/emergency form is updated if you have any changes to your contact details. There are two ways to update your child's record. (1) Come into the school and ask for your child's emergency record. You may write corrections on the face of it. Please cross off any numbers no longer in service. (2) print a new registration form from the website and email it to Dr. McGuinness with your request that it replaces the old one. Most school communications are via email. Please make sure your current email address is on record. We also highly recommend that you access the school FaceBook page.

## **HEALTH RECORDS AND SICK POLICIES**

### **IMMUNIZATION OR EXEMPTION**

The most recent Florida School Physical and a current Immunization Record (form 680), temporary or permanent exemption (parts B or C of form 680), or a religious exemption (form 681) must be on file at school on or prior to the first day of attendance.

## **SICK OR GETTING SICK**

If your child is ill or he looks like he is getting ill he is not permitted to attend school. If you believe your child's symptoms are allergy related please provide a note from a doctor confirming this before he can attend school. If your child arrives at school ill he will be sent home. If you child has had a serious contagious illness such as (but not limited to) strep throat, impetigo, pink eye, Covid, or Influenza, we may require a note from your pediatrician to return to school. Please notify your teacher or the school administrator if your child is not at school.

## **TEACHER SICK DAYS**

We have only one substitute teacher for Chrysalis School. Class may be canceled and a make up day assigned if a teacher is ill and our substitute is not available. You will be notified the night before in most cases, however, overnight illness may result in an early morning notification.

## **EDUCATIONAL RECORDS**

### **STUDENT WORK AND WORK FOLDERS**

Throughout the day teachers will be giving direct one on one and small group instruction, monitoring assignments completed independently, and overseeing students' independent choices of materials. Each activity will be directed or monitored by a teacher. Portfolio assessment is a component of our grading system. Your child's work folder contains his written work. Please note that work folders are the property of the school and are considered to be part of your child's school records while he is a student at Chrysalis School. Work folders of elementary students can be taken home on Fridays for your review, but must be returned to school on Mondays with all work intact. Please do not remove work from your child's folder.

Parents are asked to remember that in Montessori education much of the learning process with new material occurs with didactic equipment rather than through worksheets. For this reason, the materials that you find in your child's Work Folder might be thinner from time to time as new lessons are presented. Please be assured that lessons with manipulative materials are elaborate and very effective at building neural pathways to the Mathematical Mind. This is just one example. We do encourage parents read works such as Maria Montessori's Absorbent Mind in order to better understand Montessori educational philosophy.

### **EVALUATIONS**

Written evaluations will be conducted two times per year at the end of Term-1 in December and at the end of Term-2 when the year is out. There will be one mid-term parent-teacher meetings held in October and March for each student. One or both parents are welcome to attend this meeting, however we cannot provide two separate meetings for one student. No written evaluation is provided at this time, so it is very important that you attend. Please see the school calendar for the dates of parent conferences. We cannot make exceptions to these dates, so please make any necessary changes to your schedule on those dates early in the school year so that you can attend.

## **FISCAL RESPONSIBILITY**

### **DEPARTMENT OF EDUCATION SCHOLARSHIPS**

Parents will comply with all Department of Education requirements, and those of their representative Step Up for Students. The parent is responsible for all payment approvals, and must approve invoices when asked to. Ultimately, parents are fiscally responsible for their child's school tuition, and invoices left pending or denied will be billed directly to the parent.

### **PARENT PAYMENTS**

Parents paying part or all of tuition privately will make payments on or before the 15<sup>th</sup> of the month. Payments can be mad. We accept cash, credit cards, PayPal. Please make checks payable to Chrysalis School. Credit card and PayPal payments can be made via the link on your emailed invoice. If payment is not received on or before the 15<sup>th</sup> a \$25.00 late charge will be added. A second late bill will result in required direct debit of tuition payments.

Tuition payment options follow:

**Monthly Option**  
**Annual Option**

Ten payments on the 15<sup>th</sup> day for ten months  
One payment on May 15<sup>th</sup>

## **ANNUAL MATERIALS FEES**

Annual Materials, Art, Production, and Testing Fees will be paid on or before July 15<sup>th</sup> so we can order materials: \$300 for Pre-K and \$600 for all other students.

## **PROPERTY DAMAGE**

You will be sent a bill for damages to equipment or the building that have been incurred by your child. Prompt payment is expected so that replacement or repair can be accomplished without disruption to the other students.

## **BEFORE AND AFTERCARE**

What constitutes before or aftercare? Before care is any time before 8:30 for all students. Aftercare is any time after 3:00 for all students. And email reminding is sent to all parents on the 12<sup>th</sup> and 15<sup>th</sup> regarding purchase of aftercare hours. Please pay at our school store at [www.chrysalisschool.com](http://www.chrysalisschool.com)

**Monthly Pre-payment Rate** If you prepay for the hours you expect to use on or before the 15<sup>th</sup> of the month prior to use, the cost of before and aftercare is \$10 per hour. In other words, you will prepay for the hours you plan to use. Unused hours will roll over to the next month. This option is not available for payment received after the 15<sup>th</sup> of the month prior to services. Exception: August prepayment will be accepted until July 30<sup>th</sup>.

**Daily Rate** This rate is intended for parents who have a last minute need for aftercare. However, it will also apply to those who fail to pay on or before the 15<sup>th</sup> of the month prior to services. Fees must be received via the school website store by end of day on the date of services to avoid being charged the high fee detailed below.

**Out of Policy Rate** an hourly rate of \$25 will apply if services are not paid for by the end of day on the date of services. And a \$25 convenience fee will be charged if we have to generate an invoice to remind you to pay.

## **PEDIATRIC AND EDUCATIONAL THERAPIES**

Pediatric and educational therapies are not included in the school tuition. At the parent's request the school will accommodate visiting therapists in our play therapy room on an arranged regular schedule. Therapists should contact the school directly, and will be required to provide evidence of professional credential, insurance, and a copy of a government issued photo ID such as a driver's license.

## **WITHDRAWAL REFUNDS OF PARENT PAYMENTS**

Should the parent elect to remove the child from the school for any reason a 30-day notice will be given in writing or via email. The parent's portion of tuition will be due during the notice period. No further tuition will be due after the notice period, notwithstanding scholarship tuition payments paid in arrears. Deposits and registration fees are not refundable.

## **REPORTING ABUSE**

To report abuse, call 800-96abuse or report abuse online at: <http://www.dcf.state.fl.us/abuse/report>. Please refer to our website at [chrysaliscenterforchange.com](http://chrysaliscenterforchange.com) for our complete policies and procedures on reporting child abuse.

## **REVISIONS**

It is imperative to the successful administration of any organization that revisions be made from time to time. Parents will be notified of revisions in writing.

## **ACKNOWLEDGEMENT OF POLICIES**

Through your child's attendance at Chrysalis School, you acknowledge our school policies.