

# Chrysalis School Student & Parent Policies

## DAILY OPERATIONS

### ARRIVAL

Children arrive at the main door at the front of the building. No other door will be used for arrival or dismissal of students. Parents should park, and either wait until their child is inside the school or walk them into the lobby. We understand that parents may need a brief word with teachers from time to time in the morning. Generally it is a time for teachers to get students settled and started with their morning work. Please take care to model a quiet classroom voice if you enter the building. 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. We ask that children in grades K through 5 not be allowed to cross the parking lot alone. If you park on the side across from the door please walk your child across the parking lot.

### Arrivals times are:

Grades K-2 arrival time is 8:30. Students arriving before 8:25 will be signed in to before care and a before care charge will be billed to the parent. Students arriving after 8:35 will be marked tardy.

Grades 3-8 arrival time is 8:45. Students arriving before 8:40 will be signed in to before care and a before car charge will be billed to the parent. Students arriving after 8:50 will be marked tardy.

Any student arriving after 9:00 must be walked into the school and signed in. The door is locked at 9:00. Parents will need to ring the bell for entry at this hour. You must walk your child to his class to sign him in.

### COMING TO SCHOOL PREPARED TO LEARN

*Your school director holds dual Masters degrees in Health and Nutrition Education and Health Psychology — Behavioral Medicine and a doctorate in Special Education. Our recommendations on sleep and nutrition are based on scientific research, in these fields.*

There are several very important things a parent can do to make his/her 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). We suggest 100% fruit or vegetable juice, water, or whole milk for a morning drink. Low fat milks are high in free glutamic acid, which can increase your child's anxiety level and cause mental fogginess. Please avoid fruit juices 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 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**

iPads are welcome at school with teacher pre-approval. Sixth through eighth grade students may bring a phone to school for emergency calls only. Phones must remain in the student's locker 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 will lose device privileges immediately and for the remainder of the year. This is not negotiable so 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. At Chrysalis School we believe that nutrition is the most powerful medicine you give your child. We highly discourage processed foods of any sort, including Lunchables, and packaged wraps. 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 low processed yogurts such as Fage.

For drinks we suggest 100% fruit or vegetable juice, water, or whole milk. Low fat and boxed UHT milks are high in free glutamates which can increase your child's anxiety level and/or cause mental foginess. 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. Aspartame has been found to be dangerous to young people, in particular after heated exercise. **Food products containing Aspartame are not permitted at school.**

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

Products containing: 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 help us keep our school furniture and floors safe from sticky spills and stains by following these policies:**

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. 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 use only, for own food. We are not permitted by the Health Department to heat students' lunches in our microwave. We both like and 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. Before lunch, lunchboxes can be stored on the lunchbox shelf in the lunchroom or in the refrigerator, depending upon the contents. If you choose to store lunch on the shelf, please include a cold pack to keep it cool. You are also welcome to leave some items on the shelf and others in the refrigerator. Please direct your child as to where to leave his lunch, or come in and place it accordingly before he leaves the car.

We are not licensed to handle your child's food. So 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 behavior (e.g. escape, access, attention, and automatic reinforcement) and then design 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, consistency, and natural consequences. When necessary we will use time-out procedures as punishment. In class, your child will 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 are removed from the other children during tantrums. Task demands are not lessened as a result of tantrums. The child's work will 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. Please see the events page of our website for times and dates of ABA parenting workshops.

## **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 a behavior plan does not 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.

## **SCHOOL DISMISSAL**

The only provision we have for late dismissal from school is aftercare. We understand that events occur which are outside of your control. If you cannot pick up your child at dismissal he will be sent to the aftercare room. Once a child has been sent to aftercare an aftercare charge will occur for that day. As with arrival, your child's safety in the parking lot is your responsibility. We ask that children in grades K to 2 are picked up at the door. Children in grades 3 to 5 will be dismissed to go to their car alone if the car is parked on the same side of the parking lot as the front door of the school. Children younger than 6<sup>th</sup> grade are not permitted to cross the parking lot alone. If you park on the side across from the front door please walk to the front door to pick up your child and escort him across the parking lot. Our policies regarding teacher supervision of students require that your child's teacher make eye contact with you before he is dismissed. If you are don't walk to the door, please take a moment make sure s/he sees you.

### **Dismissal times are:**

K through 2 <sup>nd</sup> grades	2:30
3 <sup>rd</sup> through 5 <sup>th</sup> grades	2:45
6 <sup>th</sup> through 8 <sup>th</sup> grades	3:00

It is assumed that students understand that they must remain at school until their parent picks them up. We are required by the Fire Department to have a "one-move" exit system on our door. In other words, student cannot be barred from exit. 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.

## **HEALTH RECORDS AND SICK POLICIES**

### **IMMUNIZATION OR EXEMPTION**

A current Florida School 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. You may mail this to 1173 Spring Centre South Blvd, Suite B., Altamonte Springs, FL 32714.

## **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 we will require 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 your child has had a serious contagious illness such as (but not limited to) strep throat, impetigo, or the flu, we will require a note from your pediatrician to return to school.

## **DAILY COMMUNICATION**

### **ATTENDANCE RECORDS**

The DOE requires that we maintain careful attendance and arrival records including time of arrival and dismissal.

### **CONTACTING US**

**School phone:** 321-422-4171 Messages before 3:00 will be returned promptly.  
Messages after 3:00 will be returned as soon as possible.

**School texts:** 352-988-7723

**Email contact:** carmen@chrysaliscenterforchange.com

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

### **CONTACTING YOU**

It is very important that we can reach parents of our students during the school day. Please be sure that your registration 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 the emergency record book. You will find your child's record in it. 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 turn it into the school office. Most school communications are via email. Please make sure your current email address is on record.

## **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 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 occurs with didactic materials rather than through worksheets. The materials that you find in your child's Work Folder might be quite small and contain for instance a single math problem. Please be assured that the lesson from which this paper was generated was 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 mid-term parent-teacher meetings held in October and March. You will not receive a written evaluation at this time, so it is very important that you attend. Please see the school calendar for the dates of these events.

## **FISCAL RESPONSIBILITY**

### **MCKAY SCHOLARSHIPS**

Parents will comply with all Department of Education and McKay office requirements that assure continuation of funding for the children. The parent who filed the McKay scholarship request is the responsible party for all McKay

payments, and must come into the school to sign McKay scholarship checks when they arrive at school on or before September 1, November 1, February 1, and April 1.

### **PARENT PAYMENTS**

Parents paying part or all of tuition privately will make payments on or before the 1<sup>st</sup> of each month. Payments can be made via check or credit card. 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 prior to a second notice a \$20.00 late charge will be added. A second late bill will result in required direct debit of tuition payments.

Tuition payment options follow:

<b>Monthly Option</b>	Ten payments on the 15th of the months of July through April
<b>Annual Option</b>	One payment on May 15 <sup>th</sup>

### **ANNUAL MATERIALS FEES**

Annual materials fees will be paid on or before July 15<sup>th</sup> so we can order materials: \$150.00 for K-2<sup>nd</sup> grades, \$190 for 3<sup>rd</sup>-5<sup>th</sup> grades, and \$220 for 6<sup>th</sup>-7<sup>th</sup> grades.

### **SCHOOL SUPPLIES**

A school supply list will be issued for each class at the beginning of the school year. Please make sure your child has the supplies he needs to succeed at school.

### **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**

**Before and aftercare or aftercare only** will be paid monthly at a rate of \$425 for regular daily use by pre-arrangement, or \$25 per day for arrival before the designated class arrival time and/or dismissal after the designated class dismissal time. Please note that there is a \$5.00 charge for every 5-minutes for leaving your child past our 5:30 closing time. This fee should be paid directly to the aftercare teacher who was inconvenienced by your late arrival. We understand that this may result from events that are beyond your control, however our aftercare team must be paid for their time, therefore there are no exceptions to this policy. It should be understood that aftercare providers have families and commitments that require they leave promptly at 5:30. Please do everything in your power to pick up your child promptly by 5:30.

**Before care only** will be paid monthly at a rate of \$175 for full months and \$130 for short months of regular use by pre-arrangement, or \$10 per day for arrival before the designated class arrival time.

### **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, not withstanding McKay tuition payments. Deposits and registration fees are not refundable.

### **PEDIATRIC AND EDUCATIONAL THERAPIES**

Pediatric and educational therapies are not included in the school tuition. At the parent's request the school will arrange for therapies such as, speech, occupational therapy, educational therapies, and intensive behavior analysis not within the scope of a regular school behavior intervention plan.

### **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.