



**IMPACT**  
TALLAHASSEE  
PRESCHOOL ACADEMY COMMUNITY THERAPY

Parent/Student Handbook

IMPACT Academy

*2023 - 2024*

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## ABOUT US...

### OUR MISSION

To provide a school that strengthens independence, encourages growth at all levels, and bridges the gap between educational and therapeutic services.

### OUR BELIEFS

- Every student has the potential to succeed.
- Students learn best when instructed in a positive environment with multiple avenues and opportunities for demonstrating the acquisition of knowledge.
- Self-regulation must be taught and requires on-going practice and support to nurture social and academic success.
- Parents are an essential part of the multi-disciplinary team.
- All students shall have the right to an appropriate learning environment designed to support their individual needs and promote academic competence to the degree possible for each child.
- Supporting each student's autonomy and strides toward independence are of paramount importance.
- The school experience must promote and support the development of independent living skills including life skills, soft skills and social skills that will lead to success in the transition to post-school life.
- Diverse, research-based curriculum, teaching strategies, and therapeutic interventions shall be employed to fulfill the mission of the school.
- Teachers and administrators are professionals who work continuously to upgrade their knowledge and engage in activities that enhance their effectiveness as educators.
- School personnel, students, parents, and the community will work in partnership and demonstrate an active commitment to both education and the incorporation of multiple disciplines (i.e. therapies).
- School personnel, students, parents, and the community will recognize ethnic and cultural diversity and encourage an understanding and awareness of differences.
- Education is lifelong learning.
- All students, regardless of gender, sexual orientation, race, color, national origin, ethnicity, disability, or socio- economic status shall be considered for enrollment.

### THERAPY SERVICES

As part of our inclusive school model, IMPACT Academy (IA) strives to fulfill our commitment to meet each student's specific needs educationally as well as developmentally. We work to bring these vitally important components together in one place by offering one on one therapy services. We offer Occupational, Physical, Speech and Behavioral Therapy, in addition to contracting with an outside agency for Music Therapy. One option for our tuition is structured to provide students with three 30 minute one on one therapy sessions each week.



## ADMISSIONS/ENROLLMENT

### TOURS/ADMISSIONS

To apply for admission to IMPACT Academy, parents do the following:

- Schedule a meeting with the school Director for a tour and introduction (no children)
- Complete the online application and submit required forms through our website: <https://impacttlh.org/academy/application-enrollment/>
- Meet all Florida State health requirements.
- Pay the non-refundable enrollment fee (\$200.00)

*Once the New Student Application is received, parents are contacted by the IA Director to set up a two-hour shadowing session in the most appropriate classroom for the prospective student.*

Steps for a student to be enrolled include:

- Parents receive notification by IA that the student has been admitted into the program.
- Parents complete all necessary forms and upload required documents through the Enrollment Packet via FACTS.
- Parents set up a payment plan as part of the Enrollment process.

*All students who are admitted and select Option 1 will be evaluated by our multidisciplinary team at the beginning of the school year.*

### FEES

**REGISTRATION FEES:** The registration fee of \$200.00 is due at the time of enrollment. This fee is nonrefundable.

**RETURNED CHECK:** In the event of a returned check, a \$35.00 fee will be charged.

**FEE INCREASES:** IMPACT Academy will give a minimum of one-month notice for fee increases.

**SIBLING DISCOUNT:** 10% discount on tuition for additional children attending IA. This discount is applied to the lower tuition (if tuition varies).

**FACTS:** Fees are included in the tuition for the following (no additional cost to parents):  
Admissions/Enrollment: \$20.00, Payment Plan: \$20.00 - \$50.00 depending on plan set up.

### SCHOLARSHIPS

The state of Florida offers scholarships to students attending eligible private schools. Scholarship Funding Organizations (SFOs) manage these scholarships. Step Up for Students (SUFS) is one of the SFOs that many parents utilize.



The two main scholarship options are the special needs scholarship, FES-UA (Family Empowerment Scholarship for Students with Unique Abilities) and the income-based scholarships, FTC (Florida Tax Credit) or EO (Educational Options).

Schools are not able to enroll in a scholarship for a family and have limited resources and access to support the application process. Additionally, parents are responsible for sharing the amount of funding to utilize for direct billing to the SFO. If parents choose not to disclose the amount of funding for billing purposes, parents must pay the school the full tuition and request reimbursement through the SFO.

If the scholarship funding does not cover the full tuition and fees, parents are responsible for the full tuition amount. Open and timely communication regarding the status of eligibility and when a student receives funds in their ESA (Educational Savings Account) is required for families requesting the school to directly invoice the SFO.

## DISMISSAL/WITHDRAWAL

### GROUNDINGS FOR DISMISSAL/ADMINISTRATIVE WITHDRAWAL

In the event IA deems it necessary to dismiss a student, a committee will meet to determine a decision. The following conditions or occurrences may constitute grounds for the immediate termination of the child's enrollment privileges:

- Failure to pay tuition and possible accruing fees in a timely manner. (Delinquent Tuition and Fees)
- Failure to submit required documents by given deadlines (Health & Safety).
- Failure to consistently drop-off and pick-up as required above (Early Drop-Off / Late Pick-Up Fees).
- Any behavior by the parent that is non-supportive, disrespectful, and/or threatening to the faculty and staff of IMPACT Tallahassee.

### PARENT/FAMILY WITHDRAWAL

The Director must receive a one month's notice in writing prior to the student's last month of attendance. If notice is not provided, the guarantor is responsible for paying 30 days of full tuition and all fees that have not been collected.

**TUITION REFUND POLICY:** If a student withdraws prior to the end of the school year, no tuition will be refunded for school calendar days that have passed up to the point of withdrawal.

Refunds for tuition paid via quarterly scholarships are handled according to regulations set forth by Florida statutes.

### EXPULSION POLICY

At IA, we see misbehavior as a call for help. We are committed to providing a safe, nurturing environment conducive for learning and growth for all children. We strive to ensure all our children are set up for success regardless of their need or developmental level.



If a child exhibits behavior that is harmful to him/herself, staff, or other students, we will do the following:

1. Evaluate the situation and inform the family of our observations.
2. Get information about the frequency of aggressive behaviors in the home.
3. Meet with the family to discuss strategies to implement in the home and/or services (i.e. occupational therapy, speech therapy or contracted behavioral services) that will support the child and family.
4. Determine a date by which needed interventions will be initiated. Discuss the potential of withdrawal if interventions are not begun by deadline.

We will work with families to seek the best environment for their child if we determine that our program can no longer meet the needs of an individual child.

## CLASSROOM CONFIGURATION

There are multiple classrooms at IA. Students are placed based on numerous factors including academic ability, grade level placement and developmental progression when determining classroom assignment. We will look at the individual child and we will inform parents when it is time to move the student to a different classroom assignment.

## ATTENDANCE

Regular attendance is the parent's obligation, required by law. When students are absent, progress is decreased. Direct instruction from teachers at IA is necessary for continued growth and development - especially in the core academic areas of Reading and Math.

Student attendance and tardiness is logged each day and maintained in each student's cumulative record according to state law.

## REPORTING ABSENCES

It is the parent/guardian's responsibility to notify the school regarding the reason for a student's absence. The preferred method for reporting your child's absence is via email to the school director or your child's teacher. The law allows absences for illness or medical care, death in the family, religious holidays, prearranged absences for educational purposes approved by the school administrator, financial and certain other special circumstances or insurmountable conditions. Absences will be documented as unexcused for any time a child is out of school for reasons not recognized in the law. Parent communication regarding the reason for an absence is also required to avoid an unexcused absence.

## ARRIVAL AND DEPARTURE

IA requires that all students be escorted into and out of the building by the person(s) (18 or older) dropping off or picking up the student. Students are not permitted to use the keypad to enter a code. IA hours of operation are 8:00am - 2:45pm. Unless enrolled in our before/after school program, an





administrative fee of \$1.00 per minute past 3:00pm or before 8:00am will be billed to each student's account.

## ARRIVAL

- Students may begin arriving at **8:00 AM** unless enrolled in our before school program.
- **8:00 – 8:25 AM** parents enter the building and access the school space with the keypad. Parents drop off their child at the bench to wash hands before going to their classroom. A staff member/intern will be stationed at the bench to supervise handwashing and escort students to class if they require assistance.
- **Classes begin at 8:30 AM.** To maximize student learning it is important to have your student at school by 8:30 AM. After 8:30, parents are responsible for supervising handwashing prior to escorting their child to class. Although students are walked to their classroom, **allow your child to enter the room alone as to avoid class interruption or create distraction.** Hugs and goodbyes may be given before your child enters class. Students are required to hang up backpacks and place folders in the basket. Please allow your child to complete these actions; this is one-way students practice independence and responsibility throughout the school year.
- **After 9:00 AM** students will be considered late. Documentation may also be provided at this time for the IA Director. Follow the same "after 8:30am protocol" for handwashing and escorting to their class.

NOTE: Parent/teacher conferences are available to address concerns or needs for discussion. Feel free to schedule conferences as needed with your child's teacher via email or a note in the folder. Parents are an essential part of the team. However, our eyes and ears need to be on students during the duration of the school day.

## DEPARTURE

- **Early pick up begins at 2:30 PM. Students must be picked up by 2:45 PM;** if your child has not been picked up by **3:00 PM**, they will be signed into the after-school program and charged \$1.00 per minute.
- If you pick up your child prior to 2:30 PM, you will need to go to the front desk at 1725 (rather than the child's classroom). The front office will call your child's class on the walkie talkie and your child will either be brought to the front with his/her belongings OR you will be instructed to pick up in the classroom.

## ADDITIONAL CARE

### AFTER-SCHOOL CARE

IMPACT Academy provides after-school care from 3:00-6:00 daily (excluding stated holidays and Leon County School closings) for an additional fee. This program is available for children enrolled in IMPACT Academy (our private school), children enrolled in Leon County Schools, children who are home-schooled, and siblings of any children enrolled in our other programs. The registration fee (\$75.00) for after-school must be paid prior to a student being charged the after-school rate for pick-



up after 3:00pm. If not enrolled in after-school, IA families will be charged \$1.00 per minute. The after-school registration form is available in our lobby or on our website.

## BEFORE-SCHOOL CARE

Before-school care will be available for IA students only. It is offered from 7:30 - 8:00am on school days for a fee. Inquire with the school director if interested.

## AUTHORIZED PERSONS

### RELEASE OF CHILD

IA staff are only allowed to release the student to the enrolling parent and/or guardian, or any authorized person listed on the authorization form completed at time of enrollment. This form can be updated or changed at any time through FACTS. **Updating and maintaining current information and authorizations is the responsibility of the enrolling parent or guardian.** If changes arise in how your child should be picked up, call the office as soon as possible. In the event our school must change pick-up venue, illness or injury, or another related emergency, the enrolling parent, guardian, or authorized person(s) will be contacted. If a family member or caregiver is no longer allowed to make contact with the child, it is the responsibility of the primary caregiver to update the office with a picture of the person(s) and court ordered documentation.

### RELEASE OF INFORMATION

IA is only allowed to release information about a student, their attendance, care and/or services to authorized persons. If a non-custodial parent/guardian requests information they must be listed as an "authorized person to receive information". **Updating and maintaining current information and authorizations is the responsibility of the enrolling parent or guardian.**

## BIRTHDAYS

Birthday celebrations are acceptable and should be pre-arranged with your child's teacher. It is the parent's responsibility to obtain a count of all children in their child's classroom so that no one is left out. Some students have special dietary needs, please contact that specific student's teacher to substitute a food item so the student may still participate in the celebration.

## CHILD ABUSE

All employees of IA are mandated by law to report suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s. 39.201 of the Florida Statutes. Professionalism in reporting will always be maintained.



## SEXUAL OFFENDER AND SEXUAL PREDATOR PROCEDURES

### PURPOSE

This procedure describes the process to make parents aware of information and steps to follow when a sexual offender or sexual predator is identified as a parent, guardian or authorized person to pick-up or drop-off a child to IMPACT Academy.

### OBJECTIVE

Protecting the interest of all students is the school's primary concern.

### PROCEDURES

The school director shall regularly review the Florida Department of Law Enforcement (FDLE) on-line listing of registered sexual offenders and sexual predators.

Through the parent handbook, parents/guardians are annually notified of their ability to access information concerning sexual offenders/sexual predators in their area through the FDLE on-line ([www.fdle.state.fl.us](http://www.fdle.state.fl.us)) or FDLE hot-line (1-888-357-7332).

When a person listed as a sexual offender or sexual predator is identified as a parent, guardian or other authorized person for pick-up or drop-off, the school director shall notify all instructional and non-instructional staff as appropriate. Staff should be advised not to alarm parents by sharing this information, but to use it as a precaution to protect the interests of their students.

If a person listed as a sexual offender or sexual predator is identified as a parent/guardian or authorized pick-up/drop-off person of a student at IA, the school director shall request a private conference with the person and their spouse. At this conference, the school director shall inform the offender that s/he may not enter the school grounds without proceeding through the office, may not volunteer in any classroom, chaperone any school sponsored event, nor transport any children other than his/her own. The school shall demonstrate sensitivity to the children of sexual offenders attending the school.

Under no circumstances shall the school director circulate or publish to the school community at large, including parents and students, the name, photograph, or address of any sexual offender or sexual predator.

Further information regarding any individual identified as a sexual offender or sexual predator may be obtained by the school director through the Leon County Sheriff's Department or Tallahassee Police Department.

## DRESSCODE

Students must come to school dressed appropriately for the weather and their play experiences. Comfortable clothing is recommended, and sturdy closed toed shoes are required. **Each student is required to have at least one extra set of clothing sent with them daily if they are still working on**



**bathroom responsibilities.** All clothing and personal belongings must be labeled with the student's name. We are not responsible for unlabeled items. Parents with students prone to bathroom accidents are required to send or prepare as many sets of clothes that they feel may be necessary for a full day of care. In the event clothing is soiled, due to accidents or "messy play" experiences, your child's clothing will be put into a plastic bag and placed with your child's take-home belongings. It is also the parent's responsibility to provide diapers, pull-ups, and wipes.

Please help us maintain dress code by ensuring students dress appropriately. Shorts and skirts should be fingertip length or longer when standing. The following types of clothing are not allowed: halter tops, shirts that expose cleavage, shirts that expose the midriff or back, see through clothing, clothing that displays inappropriate language, sayings, pictures, or logos. Students that do not adhere to the dress code policy will be asked to change clothes. If a change of clothes is unavailable, parents will be notified to bring a change of clothes or pick up the student for the day.

## PERSONAL BELONGINGS

Electronic devices such as cell phones, iPads, beepers, or other electronic devices are discouraged. Electronic devices for the special purpose of a communication device, behavior management, or accessing digital curriculum are the only acceptable devices that may be brought from home. In the event items are brought from home to meet the above situation, please be sure the item is labeled with child's first name and last initial. Staff will do their best to safeguard these items but, IA does not accept responsibility for the item being lost or broken during the day. Students found with a cellphone will be required to turn in their cellphone to office staff or their teacher as they enter the school. Students may pick up their device when they exit the building. It is at the teacher's discretion to provide the time that devices may be utilized during the day. If the device presents an obstruction to the student or other student's learning, it will not be permitted.

Please refrain from allowing students to bring toys from home unless it is a designated toy day or agreed upon with your child's teacher.

## CLOSURES

The school reserves the right to determine school closures based on unknown factors (weather, health-related issues, etc.). Should the IMPACT Academy board make the determination to close, we will make every effort to provide a remote learning environment during any closure. We endeavor to align with the Leon County Schools academic calendar. However, situations may arise requiring IA to deviate from the determination of the local school board. There may be occasions when an unexpected closure is required. Families will be notified of these closures as soon as possible. It is the family's responsibility to keep updated contact information on file in the event an emergency closure is necessary during a school day. For other weather-related closures, we ask that you stay-tuned to local weather stations for reports of Leon County School System closures, as we will typically follow suit with their official decisions regarding weather-related closures. In the event we are closed for any of the above-mentioned reasons, it is the family's responsibility to care or seek other care arrangements for their child/children.

## CURRICULA



IMPACT Academy utilizes a variety of research-based curriculum to meet the varying abilities of our students.

## ASSESSMENT

We assess each child at the beginning of the school year across all therapy and educational domains through informal means and with the use of standardized testing. Some of the assessment tools that are utilized include:

- NWEA MAP (Measures of Academic Progress)
- Kaufman Test of Educational Achievement, Third Edition (KTEA™-III)
- Hawaii Early Learning Profile 3-6 (HELP)
- Bruininks-Oseretsky Test of Motor Proficiency, Second Edition (BOT™-2)
- Beery-Buktenica Developmental Test of Visual-Motor Integration, 6th Edition (VMI)
- Gross Motor Scale
- Goldman Fristoe II (GFTA)
- Oral Written Language Scales (OWLS)
- Beckman Oral Motor Assessment
- Clinical Assessment of Articulation and Phonology (CAAP)
- Clinical Evaluation of Language Fundamentals (CELF)

## RESOURCES FOR TEACHING

Academic progress is gained through the teachers' use of a variety of methods of instruction and curriculum use. The following are some of the resources utilized:

- PAES (Practical Assessment Exploration System)
- Teach Town
  - EnCORE (Math, ELA, Science, Social Studies)
  - Social Skills
  - Transition to Adulthood
- Florida's B.E.S.T. Standards
- CPALMS
- BrainQuest
- BrainPop
- IXL
- Super Teacher
- National Geographic Science
- Edmark Reading
- Happy Numbers
- Scholastic

## ACADEMIC AND THERAPEUTIC GOALS

We have two processes for outlining academic and therapeutic goals for the school year.



1. Our teachers create an Individualized Developmental Plan (IDP) for each student. Within the IDP, specific academic and transition goals are listed. Parents are an essential part of the multi-disciplinary team and meetings are scheduled to discuss present levels and goals.
2. Our therapists create a Multi-Disciplinary Therapy Plan (MTP) for each student who selects Option 1. The MTP summarizes each discipline's evaluation (Occupational, Physical, Speech and Music Therapy). Goals are listed, and recommendations given based on the strengths and needs of each student. It is the parent's ultimate decision on which therapies are selected for the given school year.

## DISCIPLINE/GUIDANCE

### CONSCIOUS DISCIPLINE

IA utilizes Conscious Discipline to teach social and emotional intelligence. Children and staff members practice self-regulation strategies throughout the day, such as deep breathing and age-appropriate language related to feelings and events to assist any child with the ability to self-regulate.

An excerpt from "[Conscious Discipline®](#) Building Resilient Classrooms" (page 16) by Dr. Becky A. Bailey

*"[Conscious Discipline](#) is based on a Brain State Model that empowers us to shift from educational systems grounded in controlling others to cultures of learning based on safety, connection and problem solving. [Conscious Discipline](#) is organized around the Seven Powers for Conscious Adults that help the adult to manage her internal state (safety), the creation of the School Family that utilizes connection to foster cooperation and optimal brain development (connection), and the Seven Skills of Discipline that empower the adult with strategies to teach children to self-regulate and problem solve (problem-solving)."*

### DISCIPLINE POLICY

At IA, our staff model composure to be able to appropriately respond to misbehavior. We use Conscious Discipline strategies to foster connection with students. Where there is misbehavior, we teach missing skills. **Discipline that is severe, humiliating, frightening, or associated with food, rest, or toileting is prohibited. Spanking or any other form of physical punishment is not tolerated.** A child who is exhibiting aggressive behaviors will be encouraged to use strategies offered or moved to a safe place until calm.

## EMERGENCIES

### EMERGENCY EVACUATION PLANS

**FIRE/SMOKE:** Monthly fire drills are conducted to ensure the safety of each child in the event of a fire emergency. Fire escape routes (which include primary and secondary escape routes) are posted at all exits and will be practiced intermittently during the school year. Lighted fire exit signs and emergency lighting have also been installed throughout the building to aid in the timeliness and safe removal of all persons in the event of a fire emergency.



**INCLEMENT WEATHER/TORNADOES/ETC.:** IA monitors weather conditions. When notified by the National Weather Service of dangerous inclement weather, IA will take recommended precautionary measures (evacuation, finding a safe location within the building, etc.).

**THREATS OF DANGER REQUIRING TEMPORARY EVACUATION OF THE PREMISES (BOMB THREATS, THREATS OF TERROR):** In the event of an emergency requiring evacuation of the premises, the quick and safe removal of all children will be our priority. Once all persons have been relocated and accounted for, families will be notified as to the relocation area and will be advised on how to proceed. IA asks that families not bombard staff with phone calls, text, etc., as the relocation to a safe place will be our priority. Each family will be contacted as soon as possible once relocation has been successfully completed.

## EMERGENCY CLOSURES

There may be occasions when an unexpected closure is required. Families will be notified of these closures as soon as possible. In the event IA is required to close for any unexpected condition, it is the family's responsibility to care for or seek other care arrangements for their child/children.

## FIELD TRIPS

IA participates in off-campus field trips. Field Trip forms are completed at the time of enrollment. Fees to attend field trips may be necessary and parents will be informed of the amount and date due as soon as possible. All students must have a completed field trip form and necessary fees turned in prior to attending any field trips. Parent chaperones are welcome and encouraged. Please inform your child's teacher of plans to attend. Parents will be required to pay necessary fees if applicable.

## FOOD - MEALS & SNACKS

IA does not supply snacks or lunches. Families are responsible for providing snacks, lunches, and necessary utensils. Microwaves are available for middle and high schoolers student use. Please be aware refrigeration is unavailable for student use. Parents are encouraged to utilize ice packs to ensure safe food handling practices.

**SPECIAL DIETS/FOOD ALLERGIES:** Please inform the staff if your child has any food allergies or dietary restrictions. If your child's allergy is life-threatening and your child is prescribed medication to ease allergic reaction (i.e. Epi-pen), please keep medication on-site and complete a Medication Permission Form to allow administration. If bringing snacks for the classroom, please check with our child's teacher to be aware of food allergies or dietary restrictions.

## COMMUNICATION

### FACTS

FACTS gives you the opportunity to get more involved in your child's academic progress. The FACTS Family Portal is a private and secure parents' portal that allows you to view academic information specific to your children, while protecting their information. You may view your child's grades,



attendance, conduct and other useful school information including contact information for faculty and therapists. In addition, this will be where we manage all scholarship and tuition payments.

## GRIEVANCES OR ISSUES

IA works diligently to meet the needs of all families within the scope of our services. However, at times families may not agree with decisions or procedures that are utilized while your child is under the supervision of IA. We strive to provide the best educational experience for all our families, which requires open communication. We encourage feedback from families, so we can continuously improve our services. Parents are welcome to schedule a meeting with the school director or their child's teacher. The school director can help coordinate meetings.

## HEALTH RELATED INFORMATION

### HEALTH POLICIES

**COMMUNICABLE DISEASE:** Children demonstrating signs or symptom of illness will be moved into an isolated area until an authorized person can pick them up. Should your child exhibit any of the following signs or symptoms of illness during the school day, you will be contacted immediately (within one (1) hour). We do understand that making arrangements to pick up your child as well as finding alternate care may be challenging. However, we ask that your timeliness in retrieving your child (within the hour), be a priority for the sake of your child as well as the other children enrolled in our programs. A child who is not feeling well often needs the comfort of home and the closeness of family. A child who is sent home due to illness will not be allowed to return until one or more of the following occur:

- 1) Child receives clearance from a physician (signed statement or script), that the child is free from a communicable disease and that returning poses no risk to others.
- 2) Child is visibly free of any signs or symptoms of communicable disease for 24 hours. Which includes but is not limited to, normal temperature (without the aid of fever reducers), and/or has not experienced vomiting and/or diarrhea.

IA also asks that if your child is exhibiting any signs or symptoms of communicable disease while in your care, that they be kept at home until they are able to meet one or more of the above criteria.

Communicable Disease signs and symptoms as outlined by The Department of Health and The Department of Children and Families (DCF) are:

- Fever - 100 F or above
- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound
- Diarrhea/vomiting
- Generally, not feeling/acting like him or herself
- Suspected pink eye
- Unexplainable rash or Scabies
- Lice
- Any other signs or symptom of illness





\*Please note that these guidelines of the communicable diseases listed above are policies that have been provided by The Department of Health and The Department of Children and Families. As a private school, we are required to strictly adhere to this policy to prevent the spread of communicable disease and ensure the safety of all who are associated with the school.

## ADDITIONAL PRECAUTIONS

**FEVER:** If your child wakes up with a fever, please do not give them medicine to lower the fever and send them to class. Most of the time the medicine will wear off and you will be contacted to pick up your child because the fever has returned. *Your child must be fever-free for 24 hours before returning to IA.* Additionally, our staff will follow the fever protocol outlined in Appendix.

**DIARRHEA:** Bowel movements that are extremely loose, watery and frequent are reasons for child to be kept home. Diarrhea in children is an extremely contagious illness. Consideration will be taken if your child is allergic to certain food/drink products, on medication, or variety of conditions, but these are different from diarrhea. Your child must be diarrhea-free for 24 hours before returning to IA.

**VOMITING:** Vomiting is a reason for exclusion. As with diarrhea, 24 hours should pass without an episode of vomiting before a child returns to the center.

**LICE:** IA has a NO NIT policy. If your child has head lice, he/she must be treated, and all nits must be removed before your child may return. Your child's head must be checked by an administrative staff member before he/she can return to class.

## MEDICINE AUTHORIZATION & ADMINISTRATION

IA is allowed to administer medications (long-term or short-term, prescription or non-prescription), as needed to meet the medical needs of our children. However, a "Medication Permission Form" is required and can be obtained from your child's teacher or the School Director. A staff member will log what time the medication was administered and initial. A parent is also required to initial indicating acknowledgment of medication administration. All medication must be in the original container. Medication and forms must be given to a staff member, NOT placed in the child's backpack or lunch box.

## SCOLIOSIS SCREENING

In accordance with Section 1003.22(4), Florida Statutes, and State Department of Health Rule 64-6.003, Florida Administrative Code, scoliosis screenings are completed at the beginning of the school year for all 6<sup>th</sup> grade students. If a student's screening results are positive for scoliosis, the parent/guardian will receive the screening form and a recommendation to discuss with the student's Primary Care Physician (PCP) will be made.

## HOLIDAYS

### HOLIDAY POLICIES



A variety of holidays will be discussed and celebrated during the course of the year. Some will be celebrated as a cultural educational learning experience addressed through the curriculum. Others will be celebrated for the sake of the holiday itself (Valentine's Day, etc.).

Holiday Celebration Requests: Please submit a request for review to the School Director, for the following situations.

- Special family holiday celebration you wish to be included.
- Holiday celebration you wish to have your child excluded from due to religious beliefs.

## MEDIA POLICIES

### ELECTRONIC DEVICES AND MEDIA

Electronic devices such as computers, IPADS, and communication devices will be used to supplement and enhance the abilities of children to participate at their optimal level of participation in classroom academic activities. Frequency of such media will be determined by the teacher to best meet all children's academic needs. Please feel free to communicate with your child's teacher any specific concerns regarding media use.

### VIDEO & PHOTO RELEASES

IA will often use video and photos to capture the educational experiences throughout the day, as well as any cute or memorable moments that we wish to capture for the purposes of sentiment. These videos and/or photos may be used for classroom display, sent to you, shared among classroom families and/or to promote IA. Contact administration if you would like to revoke photo authorization at any time.

## PARENT/FAMILY INVOLVEMENT

IA believes that parents and families are integral parts of a child's life and ultimate growth. Therefore, we encourage parents and family members to become part of their child's educational experience as well. We offer many opportunities for you to become involved with IA, either directly or indirectly.

### HOMEROOM PARENT

Becoming a Homeroom Parent is one way to get involved in the classroom and with events. Homeroom parents serve as a liaison between the teacher/administration and all of the parents within the classroom especially in regard to special events. Homeroom parents help coordinate chaperones for field trips, volunteers for events, special projects with the teacher, classroom parties, etc.

### PARENT/FAMILY VOLUNTEER OPPORTUNITIES

IA has many volunteer opportunities that parents and/or family members can plug into. Contact the school director to volunteer!



**CLASSROOM VOLUNTEER:** As a classroom volunteer you have several opportunities to assist in one of our classrooms:

- assist teachers in the daily routine and care of the children
- provide assistance with classroom preparation of materials or supplies
- assist with classroom parties and/or celebrations
- share a special talent or skill
- become a classroom reader and/or mentor

**FUNDRAISING VOLUNTEER:** As a fundraising volunteer, you have several opportunities to assist IA with fund raising events including completion of specific tasks through direct service OR contributions of time, products and/or finances.

**EVENT VOLUNTEER:** We host several events throughout the year including Sounds of Christmas (offsite) and IA End of Year Celebration. Event volunteers help with arranging details, set-up, coordinating during the event, and clean-up.



## APPENDIX

## FEVER PROTOCOL

In order for IA staff to appropriately respond when a child is ill and to ensure the Health-Related Requirements as stated in the Florida Administrative Code are followed,

**65C-22.004 Health Related Requirements.**

(1) Communicable Disease Control.

(a) Children in care shall be observed on a daily basis for signs of communicable disease. Any child, personnel or other person in the facility suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed. Such person may not return without medical authorization or until the signs and symptoms of the disease are no longer present. A child's condition shall be reported to the custodial parent or legal guardian. Signs and symptoms of a suspected communicable disease include the following:

1. Severe coughing, causing a child to become red or blue in the face or to make a whooping sound;
2. Difficult or rapid breathing;
3. Stiff neck;
4. Diarrhea (more than one abnormally loose stool within a 24 hour period);
5. Temperature of 101 degrees Fahrenheit or higher when in conjunction with any other signs of illness;
6. Pink Eye;
7. Exposed, open skin lesions;
8. Unusually dark urine and/or gray or white stool;
9. Yellowish skin or eyes; or
10. Any other unusual sign or symptom of illness.

**Staff will:**

1. Check a child's temperature if they feel unusually warm to the touch.
2. Give fluids and/or remove layers of clothing if the child has at least a temperature of 100 degrees, and no other signs of illness.
  - If there are other symptoms of illness (i.e. diarrhea, vomiting, lethargy, other abnormal behavior), call parents immediately.
3. Check the child's temperature again in 20 minutes.
4. Call parents if temperature exceeds 100 degrees. \*

**Parents need to:**

1. Pick up their child within 60 minutes.
2. Keep their child home for 72 hours from when they are fever free
  - OR have a note from the pediatrician stating other non-contagious cause of fever (i.e. teething)

*\* Note - IA will determine, based on the factors noted above, whether or not parents will be called to pick up their child. If there are additional precautions parents would like us to take (i.e. calling if temp is lower than 100, but running high) please provide written documentation and give it to the IMPACT Academy Director, Beth Spear.*



## DELINQUENT TUITION AND FEES PAYMENT AGREEMENT

The success of our nonprofit school hinges upon the commitment of families to make private education a financial priority, be involved in their child's education, and make their tuition and fees payment(s) on a timely basis. All families must set up a FACTS account and select their desired automated method for paying any portion of tuition that is not covered by a scholarship. The parental responsibility payment options available are:

- one payment (5% discount),
- two payments, or
- 10 (monthly) payments.

IMPACT Academy relies upon tuition and fee payments to provide an outstanding individualized educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

IMPACT Academy understands that unexpected situations can and do arise and we strive to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the Executive Director as soon as possible to review the financial hardship and seek a mutually agreeable alternative tuition payment plan.

When payments are not made in accordance with the tuition agreement, the following steps will take place:

### **30 days past due:**

- When an account becomes 30 days past due under the established tuition agreement, the financially responsible party will receive written notification requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan.
- It is the responsibility of the family and/or financially responsible party to contact the Executive Director to bring the account up to date or to create an alternative tuition payment plan with the school. The main office number is (850)325-6301 or direct line (850)815-0285.

### **60 days past due:**

- When an account becomes 60 days past due, the Executive Director will issue the financially responsible party a written notice by certified letter. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification, student(s) will not be permitted to pre-register for the following academic year or return after the current semester until the balance is paid in full or an alternative plan has been approved.

### **Exclusion Policy:**

- Non-payment of a prior year's tuition will result in non-admission for the following school year.
- All tuition and fees must be current the first day of class or the student(s) will not be seated.
- Student(s) will be dismissed at the end of a semester for non-payment of financial obligations when the financially responsible party has failed to demonstrate sufficient good faith in attempting to meet these obligations.
- During the school year students will not be allowed to make payments for/or participate in field trips and/or school sponsored activities including, but not limited to, after school, before school, holiday camps and Summer Escape.



The school encourages all responsible parties to maintain open communication with the Executive Director to ensure a complete understanding of each family's financial circumstance. The goal of IMPACT Academy is to provide an individualized education to every student, maximizing his/her growth and potential. By working together, we can make sure this goal is met.

I, \_\_\_\_\_, have received and reviewed this Delinquent Tuition and Fees Payment Agreement and agree to its terms and conditions.

\_\_\_\_\_  
Printed Name (Responsible Party for Payment of Tuition)

\_\_\_\_\_  
Signature (Responsible Party for Payment of Tuition)

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_



## EMERGENCY CARE PLAN 2023-2024

Child's Name:	DOB:
Health Condition(s):	
Signs and Symptoms IMPACT Academy Staff May Witness:	
Circumstances Which Require Immediate Emergency Care (911) and the Plan of Action:	
Medications To Be Administered at IMPACT Academy and Specific Instructions for Use:  **Note: This does not replace the Authorization for the Administration of Medication form.	
Other Treatment(s) or Accommodation(s) Required at IMPACT Academy:	
Prevention Details:	
Preferred Hospital:	
Medical Provider Name/Address/Phone/Fax	
Parent or Guardian Name/Phone	
Parent or Guardian Signature	Date
Director's Signature	Date



HANDBOOK ACKNOWLEDGEMENT FORM



O: 850.325-6301  
F: 850.325-6302  
1717 Hermitage Blvd. Suite 103  
Tallahassee, FL 32308

Parent/Student Handbook Acknowledgment  
- 2023/2024 School Year -

By signing below, I acknowledge that I have read, understand, and will adhere to the policies outlined by IMPACT Tallahassee and found in the IA Parent/Student Handbook. The handbook does not constitute a contract between IMPACT Academy and the student/parents, and IMPACT reserves the right to modify or amend its policies and handbook at any time in the future, in its sole discretion.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

