



Providence Academy

*Providing Intensive Academic Interventions and Therapies
to Children with Learning Differences!*

East Campus
1525 South Alafaya Trail, Suite
102
Orlando, FL 32828
Phone 407-282-1006
Fax 407-382-5637

West Campus
7605 Conroy Windermere Road
Orlando, FL 32835
Phone 407-298-8699
Fax 407-382-5637

School Handbook

2009-2010

1. School Hours:

Arrival: Our school day begins at 8:30 am. Morning drop off is directly in front of the school. Parents should drive up and allow their child to enter the building on their own. Students may not arrive earlier than 8:25 am. If you are late due to traffic, car trouble or any circumstance beyond your control during your commute, we certainly understand. If you have an appointment scheduled that will cause your child to be late, please notify us either by telephone or a note prior to that day.

Dismissal: Our school day ends at 2:30 pm. It is important for our students to learn and adhere to a consistent routine to assist them in developing their personal organizational skills. Upon dismissal your child will be asked to gather their own belongings, bags, lunchboxes etc. and wait to be dismissed. Upon dismissal please make every effort to drive with the passenger side of your car on the same side as the school to eliminate the children having to cross over the lot.

If your child is to be picked up by someone other than their parents, please notify us in advance.

In the event that you are unable to pick up your child due to circumstances occurring during the same day, it will be necessary for you to call us and give us enough information to identify that person. We will also ask that person for formal identification if they are not on a pre-arranged pick up list.

If your child participates in an after school program that provides transportation, please send us a schedule of specific days if it is not to be a regular Monday-Friday schedule.

2. Attendance:

In the event that your child is ill or needs to be absent for any other reason, please let us know prior to that date or call us that morning before school. The number to call and leave a message is **407-282-1006**.

If you need to dismiss your child early please let us know by sending a note or call us so that we may have your child ready to transition at an earlier time.

3. Lunch and Snacks:

Please pack your child's lunch daily and include a drink. We do not have the ability to re-heat, cook or store food for them. Their morning snack time occurs at 10:30 with lunch at 12:00. It is fine to have your child bring an extra drink or water bottle to have during the day.

Included in the appendix of this handbook is a researched based food suggestion letter that may help you in deciding what to pack for snack and lunch. These are suggestions meant to provide you with information about healthy choices.

If your child is celebrating a birthday, please feel free to send in a snack to share with the other students.

4. Health and Medical Forms/Information:

The school is required to have on file up to date current medical forms which must be provided prior to the first day of school.

Depending upon the age and grade of your child we will have to ask you for proof of examination/vaccinations when the state requires. Your physician will have the required forms.

Please inform us immediately of **any allergies, food sensitivities or medical knowledge that we need to know to insure the safety of your child.**

5. Accident/Illness:

In the event that a student has a minor injury, our staff is trained and able to utilize a basic first aid kit to treat minor injuries.

If your child experiences a minor injury it will be reported to you and a form sent home for your signature that day. An Injury form is included in the Handbook appendix.

Parents will be notified immediately of any extraordinary injury or illness.

If parents or designated emergency person cannot be reached the staff will utilize emergency services and call an ambulance.

6. Communication:

Communication is essential to building a community and environment that allows our students to be successful. To make an appointment with any of our staff please feel free to call the school, send an e-mail message or a note with your child.

The students bring home a folder daily for this purpose as well as to share notices and work.

Arrival and dismissal are typically not the ideal times to ask or request important information.

Our staff is dedicated to your child's individual needs and the group. We ask that you trust our professionalism and at any time you feel the need to communicate on any issue, let us know and we will address it in a timely manner.

Please make a point to notify us of any unusual events that may occur such as out of town visitors, a death in the family, illness or any event that may be a source of stress. These events often will impact your child's behavior and they may not have enough understanding of the event to explain themselves or their behavior.

7. Conference/Reports:

If your child is new to us, you will receive an Individual Education Plan within the first quarter. We have performed baseline evaluations, observations and have worked with your child to develop an accurate IEP based on their strengths and areas of concern.

The format will focus on a current level in each area followed by goals and short term objectives. If at any time you would like to request a teacher conference please call 407-282-1006.

These are most likely to be scheduled on a Wednesday when we have early dismissal at 1:30 pm.

Quarterly progress reports will be completed every nine weeks.

8. Discipline Policy

Discipline is a learning process.

It is our goal to teach our students self control, internal motivation and to recognize when they make a poor decision and utilize skills to correct it.

“Social Coaching” is a daily event with all of our students to teach and encourage the reading of social cues that impact their behavior.

In the event that a child cannot control his or her behavior at any given time, we will ask them to take some time to get their thoughts together. Once they have collected and calmed (if need be), we will then assist the child in processing their behavior and help them to make better choices in the future.

During our Staffing’s on Wednesdays, we conference with Speech-Language Therapists and Occupational Therapists to access remedial methods to help our students when they become overwhelmed and unable to exercise self-control.

In the event that a student presents a danger to them self or others or involves incidents that involve physical aggression, the child will be removed from the class and asked to spend supervised time alone. Once they are ready to process, we will provide intervention. Part of this will be immediate notification of parents, and may include scheduling a conference to prevent such events in the future.

If aggressive behavior continues, all attempts will be made to provide parents with recommendations and behavior intervention plans; with the expectation that consistency and follow through will occur.

Predictability and consistency are of the utmost importance when implementing a behavior change plan; parental involvement and support is necessary.

If incidents continue and behavior does not improve with intervention, a conference will be scheduled for the purpose of reviewing the appropriate placement of the student. Every effort will be made to recommend alternatives.

9. 2009-2010 School Calendar

Orange County Public Schools Guidelines

Monday-Friday	August 17, 18, 20, 21	Pre Planning
Wednesday	August 19	Staff Development Day
Monday	August 24	First Day of School
Monday	September 7	Holiday
Friday	October 16	Statewide Professional Day
		Student Holiday
		Teacher Non Workday
Thursday	October 29	End of 1st Marking Period (47 days)
Friday	October 30	Student Holiday
		Teacher Workday
Monday	November 2	Begin 2nd Marking Period
Monday	November 23	Student Holiday/Teacher Non Workday
Tuesday	November 24	Holiday
Wednesday-Friday	November 25-27	Thanksgiving Break
Two Weeks	December 21–Jan. 1	Winter Break
Monday	January 18	Holiday
Thursday	January 21	End of 2nd Marking Period (43 days)
Friday	January 22	Student Holiday
		Teacher Workday
Monday	January 25	1st day, 2nd semester
Monday	February 15	Holiday
Thursday	March 25	End of 3rd Marking Period (43 days)
Friday	March 26	Student Holiday
		Teacher Workday
Monday-Friday	March 29-April 2	Spring Break
Monday	April 5	Begin 4th Marking Period
Monday	May 31	Student/Teacher Holiday
Wednesday	June 9	Last day of school
		End of 4th Marking Period (47 days)

**2008-2009 Orange County Public Schools
PRIORITIZED BAD WEATHER DAYS**

PRIORITY	DATE	CURRENT USE
1	October 17	Statewide Professional Day
2	October 24	Teacher Workday
3	January 16	Teacher Workday
4,5,6		Designated Wednesday Afternoons Staff Development, Department Meetings
7	March 27	Teacher Workday
8	Monday	Spring Break
9	Tuesday	Spring Break
10	January 19	Martin Luther King Holiday
11	February 16	Presidents' Day

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Injury Form

Name: _____

Date: _____

Parents Name: _____

Explanation of Injury:

Action: (Band-Aid, washed, ice applied etc):

Parent Contact:

Please sign and return to school: _____

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Release for Photos

Providence Academy will occasionally take photographs of students participating in various classroom activities, field trips and special events.

These photographs may be used on a publication and/or our school website. Personal information such as names is never accompanied by these and they are used solely for entertainment and exposure of our school.

If you do not wish to have your child to be in photographs, please indicate that when signing this form.

Thank-You
Providence Academy

I give permission for my child, _____ to be photographed while participating in any and all activities at Providence Academy.

I do not give permission for my child, _____ to be photographed.

Print your name: _____

Relationship: _____

Signature: _____

Date: _____