



**POLICY HANDBOOK
2011 - 2012**

Windsor Academy Educational Campus

“Nurturing the spirit of individuality ~ where diversity is our strength”

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Director/Owner

Rita Epstein





2011-2012

Dear Windsor Academy Families and Friends,

Welcome to our new and revised annual Policy Handbook. This is a unique and perpetual “work in progress”.

Windsor Academy Educational Campus is a non-denominational private school located on the grounds of the old Windsor Estate on Route 94 in New Windsor, New York. The school carries dual certification from the New York State Department of Education as a non-public school and the New York State Office of Children and Family Services as a child care center. It is one of the few private schools in Orange County that is both owned and directed by a licensed educator with more than forty years experience in the field. It also holds the distinction of serving the needs of children from six weeks of age through sixth grade.

Windsor Academy is a Community School and Center for Learning that offers resources and support not only to its students and families but is available to meet the variety of educational needs that may arise in the community in general. We serve as an impartial advisor and resource team for anyone with educational concerns. We also serve as a training center for students from our local high school and we are a site for college fieldwork and student teaching from the surrounding colleges. The director has been a guest lecturer in education classes at Mount Saint Mary College as well.

Windsor Academy is a complete school that nourishes, protects, and celebrates our children's minds, bodies, and spirits.

Responsibility for our children's total well-being rests collaboratively with our staff and our families. In the spirit of this dedication, we ask that everyone become familiar with all the policies identified in this handbook, which have been painstakingly designed to maintain a healthy and safe environment.

All topics are listed in alphabetical order with a Table of Contents to help locate important information. This handbook is also available on our web site: www.windsoracademy.org.

Thank-you for your support and involvement in your child's education at Windsor Academy.

Sincerely,

Rita Epstein

Rita Epstein, director/owner

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Mission Statement

Our mission is to provide a child-centered education for all our students with emphasis on appropriate cognitive, physical, social, and emotional development. We celebrate our children's individuality and through a team approach with parents, staff, and a professional support system, we work to meet each student's unique needs. We offer a range of services and expertise to prepare our students for the challenges and excitement of the 21st century, through a meaningful, hands-on, thematically based, integrated curriculum where critical thinking and cooperative learning skills are utilized. We are committed to the total well being of all our children.

Director/Owner

Rita Epstein brings a background of over 40 years experience in the fields of infant care, early childhood, elementary, gifted, and special needs education with training in school administration and business. She is involved in on-going training programs and is an active participant and member in a number of administrative and educational organizations. She has made her vision a reality that includes your children.

Staff

Our staff is carefully selected for their sensitivity to the individual needs of the children. Their role includes creating a safe environment that is challenging and invites active exploration and interaction. The teachers are all thoroughly and appropriately trained and certified in their particular fields and bring a wealth of personal backgrounds and experiences to their classrooms. They are a highly diversified group with one common goal – the education of your children.

Parents

Our parents are educated, hard-working, and capable adults who understand the fine points of parenting and the importance of an early education for their children. They are involved in our programs and are a vital and collaborative part of our school.

Students

Our students bring a variety of interests, abilities and backgrounds to our school community. Many of our children are siblings, friends and relatives who all share this common experience. It is this diversity that makes Windsor Academy a unique learning experience.

Buildings

The main building at WA was completely renovated a few years ago to include new footing and downspout drainage, new roof, new parking lot with appropriate grading, new heating and air conditioning systems, new carpeting and flooring, and new bathrooms. The Modular buildings were fully renovated during the summers of 2009 and 2010 to include new energy efficient insulation, heating and cooling systems, vinyl siding, windows and doors, new walls, floors and floor coverings, rewiring and various internal upgrades and anti-bacterial precautions. We are a healthy site.

Allergies

If your child has any allergies, complete information from your pediatrician including a treatment plan with current medication information, medications, nebulizers, epi-pens and other equipment must all be submitted to the office. Please see the director for more details

Attendance

Please call the school office if your child will be absent. **As per Department of Health recommendations, a written note must be sent in when your child returns to school after any absence.** (Please indicate type of illness and medication child is taking if applicable) Excessive absences or tardiness in our Pre-Kindergarten – Sixth Grade can be cause for dismissal at the discretion of the Director.

Bus Procedures – School District

WA students traveling by school district bus will be dropped off by 8:00 a.m. and will be met by a staff member and sent directly to their classrooms. Pick-up is at 3:30 p.m. Children will be individually walked onto their bus. This service is only available to children in kindergarten through sixth grade who live within a 15-mile radius of the school. Your home district provides the transportation and follows their calendar for transportation. Please contact your district's transportation office if you wish to fill out an application for transportation. All applications need to be annually submitted to your home district no later than April 1 for the upcoming school year.

Calendar and End of the Year Schedule

The Windsor Academy School Calendar is at the end of this handbook. The Universal Pre-K program follows the Newburgh Enlarged City School District calendar and its changes.

Community Service and Interaction

Many of our programs are enhanced through our interaction and utilization of community businesses and services. Time Warner Cable provides the school with access to their Cable in the Classroom programs and staff training, as well as access to the Internet via Road Runner service. The Cornell Cooperative Extension Center, Orange County BOCES, the Childcare Council, and the NYS Office of Children and Family Services provide training and programs for our staff and students. West Point Tours, Inc. coordinates all of our transportation and trips. Student teachers and college students in education programs come to us from local colleges as part of their training and course work. Some of our after school programs are sponsored by local providers. We are also a designated Universal Pre-Kindergarten agency for the Newburgh Enlarged City School District and Rita Epstein, our director, is the Private School representative for the Newburgh Teacher Center Policy Board. These affiliations allow us to utilize all possible resources from our surrounding public school districts. The Lifetouch Safety card program is offered to our families each year and we participate in the annual State Farm Insurance car seat inspection day as well. Community Service is an important part of our curriculum. Annually our students are involved in Jump-a-thons, Hoop-a-thons, Trike-a-thons, Math-a-thons and food and clothing drives for local charities. We were charter members of the Alpha Club, the first Junior Optimist Club in New York, sponsored by the New Windsor-Cornwall Optimist Club. We are active supporters of the New Windsor Little League, the Greater Newburgh Symphony Orchestra and the Downing Film Center. Our website provides links to a variety of community services connected to our families or service providers.

Concerts, Recitals, and Graduation

Our annual Winter Concert is held in January and our Spring Sing is held in May for our preschool through Elementary students. These concerts are scheduled off campus in a larger venue with a stage and sound system, on a Friday evening. In addition, Pre-Kindergarten/Elementary Graduation is held in June during school hours. All families are invited to attend. Best of Times Video Productions provides a professional dvd for all performances. Personal filming and photography is limited.

Confidentiality and Appropriate Behavior

We can never meet everyone's needs all of the time. If at any point, a family decides to leave WA due to a difference of opinion or approach, we need to remind them that negative discussions regarding specific staff members or the school can easily be interpreted as slander. With the advent of technology and facebook type communications, everyone needs to be reminded that confidentiality and appropriate behavior regarding WA is always expected. **Facebook, Twitter and other similar activities between staff and parents is discouraged.**

Curriculum

Current research confirms our long-standing philosophy that a child's learning begins even before birth. It is with this idea in mind that we implement a curriculum that exposes your young children to a variety of experiences that stimulate the healthy growth and development of not only their bodies, but of their minds and emotional well-being.

Infants: Our infant program takes place in a very nurturing, loving and safe environment. Our specially trained staff consistently adheres to our philosophy of child development. Each personal interaction from mealtime to toileting, to circle time activities that can include music, movement, language, books, art, and self-discovery, establishes the foundation on which your child's continuing education is built. We only hire seasoned professionals. This is their career not their hobby.

Toddlers through Pre-School: This program continues to build on our infant curriculum and includes the beginnings of formal academic learning with emphasis on each child's readiness level and individual needs. Socialization skills, peer interaction, following directions, the development of independence, and enjoying the start of a more formal school setting are all part of our curriculum. These are years of tremendous growth and preparation. The children begin making "best friends" and sharing special times together. The language becomes much more interactive and directed. By the time the children complete this phase of our program, they are prepared for a successful entry into our pre-kindergarten and elementary school programs.

Pre-Kindergarten: Our program is a unique approach to the traditional classroom setting. It is designed to meet the individual needs of children and to stimulate learning in all major developmental areas. Each child is viewed as an individual, with different levels of ability, development, and learning style. Through active exploration and interaction with their surroundings, the children develop Readiness Skills in Math, Reading, and Language, as well as involvement in Sensory and Motor Activities. The development of Organization Skills, Social Skills and appropriate Life Skills is also an important part of our program.

K-6: Our program is designed to meet each child's individual learning style and needs. Children learn in a variety of ways. Through the utilization of small class size, competent, imaginative and energetic professionals and support staff, and a curriculum that combines New York State's mandated syllabus with our ability to enrich and enhance all areas of development, we are able to appropriately provide students with the tools they need to become critical thinkers, eager to meet the challenges of a technological and global society.

Delays, Cancellations, and Early Dismissals

In the event of a school closing or delayed opening due to the weather, the following radio stations will carry the announcements: **WGNY 1220AM/103.1FM, WBNR 1260AM, K104, WHUD 100.7FM** or the following web sites: **www.whud.com www.wgnyfm.com** or **www.windsoracademy.org**. **WHUD** also offers text messaging for which families need to register. In case of a delay, the broadcast or web site will indicate the time the school will be opening. No student or parent is permitted in the building before that time, even though the security key may still work. If there is an early dismissal due to an emergency weather condition, the same radio stations and web sites will carry the announcements. It is the parent's responsibility to monitor the website or radio stations for updates. WA cannot individually contact our families. **Families must have a back-up plan in case an emergency dismissal is necessary.**

Discipline and Safety

We maintain the policy that a child's behavior must never hurt another person or hurt another's feelings. Children must never jeopardize their own safety as well. We emphasize respect and acceptance. We work closely with the parents to ensure all of the children's safety and well-being. Specific procedures are in place on all grade levels to insure an immediate and appropriate response to all emergencies.

Discrimination

Windsor Academy does not discriminate on the basis of race, color, national origin, creed, religion, marital status, sex, age, disability, sexual orientation, or other legally protected status in access to programs provided by the school. Most of the site is handicapped accessible as well.

Dress Code

Windsor Academy does not have a dress code. We do ask, however that common sense and safety prevail. Infant and toddler clothing needs will be established by the classroom teachers. All children in pre-school through sixth grade will be outdoors during the day. It is important that you send in appropriate outside clothing. Feel free to keep a spare pair of gloves, a hat, or even a sweater or sweatshirt in school if it's convenient for you. **We do not permit sandals, dress shoes, crocs and clogs, and prefer closed, tied or velcro play shoes or sneakers. Boots may not be worn in the classroom and parents are required to send in a pair of shoes on days their children wear boots to school. Umbrellas are not permitted in school. Children's jewelry is not permitted. Sunglasses may not be worn at school unless designed specifically with childproof lenses and a safety strap.** Your child's outside activities will be restricted if it is determined that the shoes are unsafe for climbing and running. In addition, shirts with questionable pictures or sayings that may offend are not permitted. We know that many of our girls enjoy wearing skirts or dresses. If tights are not being worn, please have your child wear a pair of shorts or pants under the skirt or dress. This applies to children even in the pre-school room. When the warm weather approaches skimpy shorts and tank tops are not permitted. Please be sure your child's clothing fits easily and covers his/her body when sitting down. Clothing needs to be user friendly for independent toileting. Please also keep in mind that your child's clothing may become soiled during the day with dirt, paint or other materials. We recommend that children wear clothing that is easily washable. **A spare change of seasonal clothing, including socks and underwear must be kept in a labeled zip lock bag in the classroom as well.** Our first through sixth graders are not required to leave a change of clothing in school, although many of the students like to keep an extra shirt in school in case of a weather change or spill. **Personal clothing items must be labeled.** All dress code issues are designed in ensure the safety and comfort of each child.

Emergency Consent

In the event that the parent or others listed on the emergency contact portion of the registration form are not available, parental permission is understood to be automatically given to the school to provide first aid for the child and to take the appropriate measures including contacting the emergency medical services system and arranging for transportation to the nearest hospital if necessary. The parent signature on the Policy Handbook Consent and Release Form serves as consent for medical treatment as well.

Enrollment

The parent or guardian must provide the following updated forms each year: Registration, Medical and Health, Student Information Forms, Latest Photo IDs, Consent and Release Form, Emergency Forms for Infants and Toddlers. All forms can be located on our website.

Extended Day Program

The extended day program is available for those parents who require additional day care. The school will open at 6:30 a.m. daily and will close promptly at 6:00 p.m. Monday through Friday. We understand that emergencies do occur and a parent is sometimes delayed past the closing time. **Therefore, we must require that parents, who may experience this problem, designate an alternative method of pick-up for their children on those days.** An additional late fee will be charged, if a child is picked up after hours. This rule will be strictly adhered to. If the problem occurs with frequency, a child may be asked to leave the program.

Fire Drills

Each classroom posts an emergency exit plan with two alternative routes. Drills are held monthly. Infant/Toddler rooms utilized ramps for their primary and secondary exits. State approved evacuation cribs are labeled and used in the Infant room. Our alarm system is directly connected to the local fire department.

Food

Parents need to send in a **healthy** lunch, two snacks and three drinks each day. Half-day students need to bring in one snack and drink daily. Due to a variety of allergies and dietary preferences and restrictions, we ask that each parent send in food for their own child only. **The following items are not permitted:** peanuts and peanut products, chocolate, candy, gum, fruit snacks, soda, red, purple or blue juice. A teacher will contact a parent if there is a concern about the food being sent in. **No lunch boxes are able to be refrigerated.** Please be sure to include an ice pack if necessary. In the infant and toddler rooms, only bottles, opened jars of food and sippy cups of milk will be refrigerated. All other foods must be kept in your child's lunch bag. **No student's food will be microwaved.** Bottles and jarred food are heated with a bottle warmer. We suggest the use of a non-breakable thermos for hot items. Parents are able to purchase lunch tickets for hot food lunches that are prepared off site and delivered each day. Details are distributed at the beginning of the school year. **Please be sure the office and the teacher are aware of any food allergies or restrictions.**

Fundraising

NEW! This year each WA family who pays tuition (infants-elementary) will be **required** to raise \$100.00 to help defray the costs of our music and art programs. There will be a variety of options provided in order to reach this goal. Letters and more information will be sent home in October. This is considered part of the admissions contract for the school year.

Identification, Security and Safety

All staff is required to ask for ID or office approval before dismissing any child to an adult not known to that staff member. If someone is picking up a child who may not be known to the staff, he/she must bring a photo ID into the building. All adults new to the building must stop at the main office first. If a child is being picked up by someone who does not usually come, or who is not on the pick-up list, the parent must notify the school first (by note or telephone), or the child will not be released. If you do not know the staff member who is releasing your child to you and if you are not asked for identification, please notify the director immediately. All visitors to the building who are not directly connected to our students will be asked to sign in at the office and wear a visitor's identification pass while in the building. All parents are required to pay a deposit for a security entry key to our building. No parent is permitted entry without a key. **We ask that parents do not allow someone who is unknown to them to enter the building at any time.** Students are also instructed to never open the front door without an adult present. All doors to our Modular buildings are locked, but can be opened from the inside at any time. All staff members wear keys to open the doors. The back door of the main building has a keypad lock that is accessible only to staff. All visitors and parents need to enter from the front door only. Our security cameras monitor front and back doors plus all perimeter emergency exit gates. In addition all utility closets and the furnace room are always locked. All cleansers are kept behind locked cabinets and out of children's view or reach.

Illness

We do not provide day care for sick children. We ask that if your child is ill, he/she be kept at home. If a child develops a fever or exhibits other signs of illness during the school day, we will call you and ask that someone come to pick him/her up. A child needs to be fever-free for at least the following school day before returning to school. A child with diarrhea or vomiting must be kept home for at least a full school day, symptom free, before being allowed to return to school. A child with conjunctivitis (pink-eye) needs to be on medication for a full 24 hours before returning to school. In addition, rashes, heavy coughing, heavy congestion and colds need to be addressed by the family pediatrician. If a child has a persistent runny nose that is not clear, a rash that is not identified, or a persistent cough, it will be assumed that there is an infection present and the child will not be allowed to return to school until well. **A doctor's note indicating that the child has been seen, the diagnosis, the medication information, and when the child can return to school is now required in order to return to school. However, the final decision rests with the director. Even if the doctor indicates that a child can return before the full day at home policy is met, he/she will not be permitted to return.** If your child develops a contagious disease at home, we ask that you call the school so that other parents may be notified. It is imperative that these procedures be adhered to in order to protect the health of our other students and staff. We are sympathetic with the difficulties that working parents have when they need to keep their child home due to illness. Windsor Academy cannot be held responsible for time parents lose from work when a decision is made to send a sick child home. **Families need a back-up plan.**

Injuries

Our staff is regularly trained in First Aid and CPR. In addition, first aid supplies are kept in each classroom as well as in the main office and near the playground. All personnel treating an injury wear disposable gloves and practice strict sanitary procedures when cleaning and dressing a wound. If there is an injury that is considered more severe by the staff, the parent will be called immediately. Otherwise, the parent will be notified with an injury form or on the daily log sheet. The injury will be recorded in the Injury and Illness Log kept in the Main Office or individual classroom. Windsor Academy will not be

held responsible for injuries incurred during the school day under reasonable and appropriate circumstances.

Instructional Day

Full time Preschool through Elementary School classes begin the instructional day at 8:30 a.m. and end at 3:30 p.m. The Universal Pre-Kindergarten Program is a 2 ½ hour program and is offered 3 times a day: A – 8:00-10:30 B-10:30-1:00 C-1:30-4:00. All Universal Pre-K students should arrive 10 minutes early and must be picked up promptly at dismissal time in order to avoid a late pick-up fee. Infants and Toddlers should try to arrive by **9:00 a.m.** daily. Any student arriving after the scheduled times, must be brought to the office to avoid disrupting the classroom activities. If a child arrives while a special is being given, he/she will not be permitted to enter the room and will need to wait in another class until the session is over. If a class is in session, parents are asked not to engage the teacher in private discussions. Attendance will be taken and lateness will be indicated. It will be up to the discretion of the director as to what action will be taken if there is continual abuse of this policy. The fee-based half-day program runs from 9:00-11:30 a.m. only and cannot be extended.

Lost and Found

Personal items must be labeled. Staff will use an indelible marker if necessary to help in identification. Items not claimed after a reasonable amount of time will be donated.

Medications

All over-the-counter medications can be applied or administered with the signed Consent and Release form that each parent is required to submit in our Preschool through Elementary program. **No prescription medication will now be administered without a written doctor's authorization.** All medication and ointments must be in the original container, be current, and have the child's name on it. Parents of our infants and toddlers will need to see the director regarding administration of any medications other than topical ointments and sun screen. **NO EXCEPTIONS CAN BE MADE TO THIS POLICY.** No medicine may be left with the classroom teacher or left in your child's book bag. All medicine and the appropriate doctor's note must be given to the director. All medicine will be kept in the office, refrigerated if necessary and a notation will be made in the central Medication Log. No child may carry an inhaler with him/her. It must be kept in the office as well. At the discretion of the director, certain medications will be kept with the classroom teacher, but still must be checked in with the office first. Please see the director if your child uses a nebulizer or epi-pen to discuss protocol. Even though allergies are indicated on your child's registration form, please be sure to confirm them with the office and classroom teacher as well. Please be sure your child's teacher knows if he/she is taking any new medicines at home. This could affect behavior, attention span, or activity level. Windsor Academy will not be held responsible for any adverse reactions, which may be caused by the appropriate administration of any medication.

Morning Procedures

All children in the Infant/Toddler Center are brought directly to their classrooms each day. Parents need to enter through the front door of the main building using a security key and under camera surveillance and exit at the back door to reach the modulares. It is prohibited to enter through "EXIT ONLY" gates or to allow someone to enter as you are leaving. Students, whose classrooms are in our main building or in the back Modular (rooms 9 and 10), go to the designated early arrival rooms in the main building if it is before 7:30 a.m. and directly to their rooms if it is after 7:30 a.m. Your child may bring his/her own

breakfast if arriving before 8:00. No main building child will be permitted to eat breakfast after 8:00. If your child's classroom is in the main building, the parent is asked to leave the student's coat, book bag, lunch box, etc. in or near the classroom as instructed by the classroom teacher and bring the child into the assigned morning room. We ask parents to leave enough time in their schedule to bring their children's belongings to their rooms and to fill in the Daily Log Sheet in the Infant-Toddler rooms and check parent notices. **Older siblings are not permitted in the Infant-Toddler rooms and need to be dropped off first.** No child will be permitted to travel to his/her classroom unsupervised during the morning period. If a parent spends some time with their child before leaving him/her, please be sensitive to the other children and classroom management issues. No visitor is permitted to pick-up, discipline or feed another child in the classroom.

Organization of Parents and Teachers

We have had a very active organization in the past, which meets monthly to plan school events, fund raising activities and discuss pertinent issues. We encourage all parents and staff members to participate in activities and to attend meetings. In addition, two volunteer parents from each class will be needed to help the teacher disseminate information and coordinate class parties and trips. Without this group, many of the special programs at Windsor Academy would not be possible.

Parent Communications

One of the advantages of a private school is that parents see their children's teachers every day. Each classroom has a parent bulletin board which needs to be read on a daily basis. Information about upcoming events and other important matters are always posted. In addition, notices are posted on our front door and need to be read. The Infant-Toddler program provides parents with a carbonless copy of their children's Daily Log. Parents are required to fill out a form upon arrival and to sign out at the end of the day and take the second copy with them. The director can always be reached at windsoracd@aol.com or by telephone.

Parking Lot

We must insist that all parents park in a parking spot with the front of their car pointing towards the center grass area, or along the side parking spaces. **No cars are permitted to park parallel to the building, in front of the dumpster, or in the reserved parking area. Windshield reminder stickers will be placed on cars that are parked illegally.** School buses and emergency vehicles must have room to maneuver at all times. **No cars can be left running once parked.** No child is permitted to walk through the parking lot without an adult. Please do not park on the grass or in the parking lots of our neighbors across the street. **Cars must proceed with extreme caution and move very slowly in the parking lot. Children need to wear their seatbelts and be in the appropriate car seats. As mandated reporters, staff and parents are required to alert Child Protective Services if an unsafe situation is observed.**

Parties

All holiday celebrations, including birthdays will be celebrated simply with a healthy snack. Iced cupcakes, donuts, chips, candy and other similar foods are NOT permitted. Parents cannot buy pizza, ice cream or similar foods for parties. **"Goodie Bags" and balloons of any kind are prohibited. Birthday party hats and favors cannot be sent in.** Parents are also asked not to plan entertainment for their child's birthday celebration during class time. Holidays such as Halloween are not celebrated in the traditional manner and details are provided in September regarding costumes, decorations and food. Prior to a class party, the teacher may post a food donation list for parents. Please do not send anything in that is not on

the list. Please do not attach candy to holiday greeting cards that your child may be distributing. If you are inviting your child's class to a private birthday party, invitations may be distributed in class only if every child is included.

Photos

A professional photographer offers individual, sibling and class portraits during the fall and spring. Parents have the opportunity to purchase packages at a reasonable cost and will be notified of the schedule ahead of time. A professional videographer films our concerts and graduation. Copies of all dvds will be available. In addition, candid photos are taken during the school year and could be used in local newspapers or on our website (without names). If you do not want your child's picture used in this manner, indicate it on our consent and release form.

Pick-up Procedures

When a parent picks up his/her child at the end of their day, he/she becomes immediately responsible for the child at that point. Parents are asked to supervise their children in the hallways and in the parking lot. They are also reminded that they are not permitted to physically interact with other children (carrying, hugging, and playing) beyond an appropriate greeting.

Playgrounds

WA has five secured and age appropriate outdoor playgrounds. There is a black-topped area for basketball and related activities, an elementary playground, a preschool/pre-kindergarten playground, a black topped area with ride on toys and a separate infant/toddler playground. Age groups are not intermingled and all fencing is 6 feet high with adult height safety latches. All playgrounds are monitored on our security cameras and the three emergency perimeter gates are designed for exiting only. All equipment is ASTM approved for commercial use.

Policy Handbook

For the school year 2011-2012, every family at Windsor Academy will receive this handbook containing pertinent information about school policies and procedures. When a parent signs our Consent and Release Form, this indicates contractual acceptance of all policies for the year. WA reserves the right to amend policies if appropriate. It is also available on our website.

Public School Students

We offer a before and after school program for public school children. The district bus picks the children up at our school instead of their homes and returns them in the afternoon to our school. Public school students can be accommodated when the district is closed.

Report Cards, Evaluations and Parent Conferences

Report Cards are issued four times a year for the Elementary Program. The students in our Infant through Preschool Program receive a mid-year and end of the year evaluation and the Pre-Kindergarten students receive three assessments. Parent conferences are scheduled during the first half of the year, but are encouraged at any time. Meet-the-Teacher Night is held in September.

Risk Management

We are part of the Orange County Risk Management System, including its communication and training programs. We are also under the auspices of the Newburgh Enlarged City School District. Any information, security alerts or changes are sent directly to us.

Sanitation and Cleanliness

WA employs a nightly commercial, green cleaning service. In addition, antibacterial gel dispensers, antibacterial wipe dispensers and e-motion paper towel dispensers are in all classrooms and public areas, as well as wall mounted soap dispensers and enclosed toilet paper dispensers are in all bathrooms. Teachers also maintain a clean and sanitary environment during the school day. Our carpet and annually painted walls are hospital grade and approved for their antibacterial qualities.

Special Services, Screenings and Evaluations

Early Intervention, Committee for Preschool Education and Committee for Special Education programs are available for all eligible children. WA maintains an exceptionally high level of identification and support for all children who qualify for additional services. County approved therapists work with classified children in their classrooms or in our specially designated Therapy Room. The Early Links Intervention Program contracts with WA and offers a variety of evaluation and intervention services on site. In addition, academically gifted programming begins in our preschool and continues through our elementary school. Qualified children receive an enhanced classroom experience and curriculum commensurate with their abilities and styles of learning.

Special Subjects taught by Specialists (in separate dedicated rooms)

Spanish – Pre-Kindergarten through Elementary

Art –Preschool through Elementary

Music with Recorders – Pre-kindergarten through Elementary

Music –Preschool through Pre-Kindergarten

Computer Technology – Preschool through Elementary (optional for some classes)

Physical Education – Preschool through Elementary

Library Program – Preschool through Elementary

Dance – optional – Preschool through Elementary

Theater, Cooking, Gardening, Yoga – information to follow

Summer Programs

We are open twelve months a year and offer a variety of options during the summer months.

Supplies

A complete list of required supplies and materials is posted on our website before school begins. Each teacher has spent a great deal of time preparing a list that is suitable for the curriculum and requirements of the specific program. We appreciate your cooperation in providing your child with the necessary items. Periodically, the teacher will send home a request for additional or replacement supplies as well.

EVERYTHING MUST BE LABELED. Every child in pre-school through elementary must have a book bag with his/her name written clearly on the outside. **Backpacks with wheels are prohibited.**

Every child in pre-school through sixth grade must also have a separate **lunch box clearly labeled on the outside as well. Staff will use a black marker and label any item that is not easily identifiable.**

Infants and Toddlers must have either a book bag or diaper bag daily. Toddlers, Pre-school and Pre-

Kindergarten students are required to keep their nap items in a green, canvas Windsor Academy bag that can be purchased at the school. Elementary students are asked to carry a small blanket in a green, canvas Windsor Academy bag which will be used in case of an in school emergency. Windsor Academy is not responsible for misplaced items. Please be sure your child leaves with all of his/her belongings daily.

Telephone

Each modular has a direct telephone number. The main building also has a separate number. In addition, parents are all given the director's personal cell phone number. If a parent cannot reach a staff member through the main line, they are instructed to call a secondary modular number to speak to someone immediately. **Parents are asked not to call a teacher's cell phone or text a staff member at any time or to call the modular classroom during naptime.**

Toys/Personal Belongings

Students are prohibited from bringing in toys and personal belongings from home. Please be sure to check with the teacher regarding "show and tell" activities and a nap stuffed toy. No toy weapons of any kind may be brought to school. No "game-boys" or similar electronic items are permitted. Windsor Academy reserves the right to hold any unacceptable items for parent pick-up and accepts no responsibility for the loss of any item. Please use good judgment and do not send anything in that is valuable or can be easily damaged.

Trips

Class trips will be scheduled during the year. There will be an additional cost for transportation and the actual trip for all students including our UPK. In order to eliminate travel time and expenses whenever possible, a number of "in-house" field trips will also be scheduled. Permission slips must always be signed and chaperones will need to ride on the school buses. Siblings are not permitted on any of our class trips and parents are asked to adhere to the trip procedures established by the director and staff.

Updated Records and Forms

All records must be updated if there is a change in information. **A complete set of all forms is required upon registration or at the beginning of each school year.** All forms are on our website.

Visitors

Visitors are not permitted to enter or move throughout the building without a staff member escorting them to the main office to register. They must be asked to wait outside until the director or her representative is contacted.

Web Site

Our web site at www.windsoracademy.org provides online information about upcoming programs and school closings. In addition, this entire handbook, class supply lists, faculty biographies, all required forms and additional curriculum information are included.

Thank-you

To all our families – we greatly appreciate your support and input. Please feel free to stop by the office and discuss any concerns or questions at any time. Our door is always open.

Windsor Academy Tuition Information for 2011-2012

Philosophy:

Less time spent on tuition processing = more time spent on your child's education.

General Information:

Tuition payments are due on the 25th of each month for the upcoming month.

The grace period runs through the 27th of the month. Fees are paid monthly.

The late fee after the 27th is \$50.00 the 1st time, \$60.00 the 2nd time, \$70.00 the third time – increasing \$10.00 each month for the school year.

The returned check fee or returned debit attempt is \$50.00 - check or debit will not be resubmitted - payment needs to be made in cash the following day. If payment for a returned check or debit is not made the following day - the late fee of \$50.00 is added to the payment (creating an additional \$100.00 fee for a returned payment if not paid the following day). Post-dated checks are considered late and the late fee will be included.

Tuition is not refundable or applied as a credit. If you choose to end your child's enrollment in the middle of the month, the remaining portion of the tuition is not refunded or credited for later use.

There are no reduced or adjusted fees for family vacations, illness, etc.

Just as you still pay your personal bills at home, even when on vacation, you need to make that same commitment to WA. The monthly fee is 1/10 or 1/12 of an annual tuition (depending on whether your child attends 10 or 12 months during the school year).

A late fee of \$5.00 per child for every 20-minute period or portion thereof will be collected at the time of pick-up based on your child's schedule. The fee will have to be paid no later than the next day to allow your child to return to school.

School Year Dates - The school year begins on Tuesday, September 6, 2011 and ends on Friday, June 22 for all children. Half-day UPK follows the school district calendar. The summer program runs from Monday, June 25 - Wednesday, August 22.

Tuition payments remain the same for each month regardless of how many weeks, days, holidays, or emergency closures are in that particular month. June's tuition (paid on May 25) covers the month of June through June 22 and is the same amount as each of the other months. The reality is that the annual tuition is divided over a 10 month period for ease in payment and remains the same each month. Summer programs are billed separately. If a student misses a scheduled day because it falls on a holiday or emergency closure, the day cannot automatically be moved to another day in the week due to staffing responsibilities.

Registration fees and information:

The annual non-refundable registration fee is \$175.00, payable no later than August 25. No child will be permitted to begin school in September if fees are not up to date. Any family who

chooses to pay the registration fee by June 25 will receive a discounted rate of \$150.00 per child. If the registration fee is paid by May 25, the rate is \$125.00

The annual non-refundable registration fee for our extended day programs for public school students is \$75.00, payable no later than August 25. Any family who chooses to pay the registration fee by June 25 will receive a discounted rate of \$50.00 per child. This fee covers the morning, afternoon or a combination of both programs. No child will be permitted to begin school in September if fees are not up to date.

Tuition Discounts (all tuition paid in advance is Non-refundable):

Prepayment – 3 months at any time of the year – 5% discount on total amount

Prepayment - 5 months - 10% discount on the total amount.

Prepayment - 10 months by August 25 - 11% discount on the total amount.

Siblings (2) - there is a \$75.00 credit applied to the total monthly tuition payment.

Siblings (3 or more) – 10% monthly discount on total tuition or \$75.00 whichever is greater.

NEW! Sibling discounts are applied first to prepayment discounts.

Lock-in Prepayment Option - Parents are able to “lock-in” current rates for the following year by paying by March 2012 for the upcoming year. This payment is Non-refundable. The 10-11% discount applies as well depending on number of months being “locked-in”.

Daily Rate

\$65.00– transition, preschool and pre-kindergarten

\$70.00– infants and toddlers

Hourly Rate

\$8.75 per hour

We ask parents to determine the number of hours that will be used in the up-coming month and pay for the entire month as per tuition policies. Availability is at the discretion of the director.

Credit for missed days: There is no credit for missed days.

Full day programs: Monday-Friday - 6:30 a.m. through 6:00 p.m.

Infants/toddlers: *(born between 2010-2012)*

5 days - \$1030.00 4 days - \$930.00 3 days - \$820.00 (if available)

Transition: *(born in 2009)*

5 days - \$950.00 4 days - \$900.00 3 days - \$800.00 (if available)

Preschool: *(born in 2008)*

5 days - \$930.00 4 days - \$850.00 3 days - \$750.00 2 days - \$500.00

Children need to use the bathroom independently or with minimal verbal supervision.

Pre-K: *(born in 2007)*

5 days - \$810.00 4 days - \$735.00 3 days - \$660.00 2 days - \$500.00

Universal Pre-K : a Newburgh School District subsidized program which follows the Newburgh School District calendar at no charge to parents (child needs to be a Newburgh School District resident and be 4 years old on or before December 1, 2011) – limited availability. **Three sessions are being offered this year:**

A – 8:00-10:30

B – 10:30-1:00

C – 1:30-4:00

If a parent wants a full time program - the monthly cost will be adjusted to **\$665.00** per month since the Newburgh School District is subsidizing a portion of the tuition. This permits the child to attend WA from 6:30 a.m. – 6:00 p.m. and attendance follows the WA calendar instead of the Newburgh School District calendar. If a parent needs a full time program less than 5 days a week the fee is prorated: (1 and 2 full days are not available)

4 days is 80% of \$665 = \$532/month

3days is 60% of \$665 = \$399/month

Elementary: 5 days (7:30 a.m. drop-off and 4:30 p.m. pick-up) - \$525.00/month
Elementary program (8:00-3:30 class instruction) includes after-school homework and tutorial program, special subject programs taught by a Spanish teacher, Art teacher, Music teacher (to include recorder instruction), Computer Programs and Physical Education. Some of the special programs are optional and fee based. (6:30 a.m. drop off and after school program available: 6:30-7:30 a.m. program-\$50/month and 4:30-6:00 p.m. program-\$50/month. The Elementary program is not in session during the Winter and Spring public school vacations and the monthly tuition does not cover these days. Care is available at an additional fee if WA is open.

Half day programs: The ½ day program for preschool and pre-kindergarten is 2 ½ hours long and run from 9:00-11:30 a.m.

Preschool/Pre-Kindergarten:

5 days - \$415.00 4 days - \$335.00 3 days - \$255.00 2 days - \$200.00 (Preschool)

Extended Day programs: These programs are designed for students who attend public school and WA elementary students who stay past 4:30 p.m. The morning program is relaxed and gentle. The children are supervised by a classroom teacher. All school buses pull directly to the front door where students board. If there is a delayed opening for the public schools and WA is open, public school children are supervised at no additional cost. After school, the district buses bring the children to the front door of WA and do not release them until a staff member is waiting. No child is left waiting by the front door or asked to walk across a parking lot. The afternoon program includes homework supervision, craft projects, use of our library and computer lab, free time and good conversation. In good weather, the full playground is also used. The enrollment is very limited and at the discretion of the director. Inappropriate behavior is not tolerated and is proactively addressed. These programs are supervised by trained WA staff members. The WA standard is maintained with all children at all times.

A.M. extended day program for public school students

6:30 a.m. - bus pick-up: \$200.00/month

We realize that some families have occasional need for the a.m. extended day program. As long as a bus is already coming to WA for your child's school, you may use the program on a

customized basis. – Fee is: \$12.00 per morning or \$8.75/hour. Child must be fully registered with WA (including registration forms and fees).

P.M. extended day for public school students

3:00 -6:00 p.m. - \$275.00/month

If there is an early dismissal– there is an additional cost for the extra coverage.

We realize that some families have occasional need for the p.m. extended day program. As long as a bus is already coming to WA from your child’s school, you may use the program on a customized basis. The parent is responsible for notifying the child’s school to change the drop-off location for that day. – Fee is: \$15.00 per afternoon or \$8.75/hour. Child must be fully registered with WA (including registration forms and fees).

A.M. and P.M. extended day combination – \$450.00/month

If the Newburgh School District is closed as per their calendar or due to an early emergency dismissal and WA is open - public school students can be accommodated for an additional charge (this is a prorated fee based on the amount the parent is already paying for extended care):

Full Day Standard Rate: \$65.00	if a.m. extended day student:	\$55.00
	if p.m. extended day student:	\$50.00
	if a.m./p.m. extended day student:	\$45.00
Half-Day Standard Rate: \$45.00	if a.m. extended day student:	\$35.00
	if p.m. extended day student:	\$30.00
	if a.m./p.m. extended day student	\$25.00

Miscellaneous Fees:

Magnetic Corby Security Key System - \$25.00 per key deposit (refunded on last day child attends WA – no refund after the last enrollment day)

Required Canvas Bag for all students (infants – optional) - \$25.00

Every child needs to keep the WA canvas bag with a blanket in it at school. For the younger children – it is used during nap time. For the older children – emergency use.

Windsor Academy Children’s T-Shirt -

recommended for class trips and group activities - \$10.00

Adult T-shirts, children’s and adult sweatshirts, baseball caps available

Every attempt has been made to maintain the high educational and environmental standards of Windsor Academy, while being sensitive to our families’ personal financial situations.

Windsor Academy and the director reserve the right to amend tuition policy statements if needed. There will be no additional increases during the school year.

Windsor Academy 2011-2012 Calendar

2011

September 6	School begins for all students
September 29-30	WA Open/No UPK – Newburgh is closed
October 10	Columbus Day – <u>WA Closed</u>
October 19	WA Open/No UPK – Newburgh has ½ day
November 8	WA Open/No UPK – Newburgh closed
November 11	Veterans’ Day – <u>WA Closed</u>
November 18	WA Open/No UPK – Newburgh closed
November 24-25	Thanksgiving Holiday – <u>WA Closed</u>
December 14	WA Open/No UPK – Newburgh has ½ day
December 23-30	No UPK – Newburgh is closed
December 23 and 26	Winter Holiday – <u>WA Closed</u>
December 27-29	WA Open
December 30	New Year’s Holiday – <u>WA Closed</u>

2012

January 2	WA Re-opens
January 16	MLK Jr. Holiday – <u>WA Closed</u>
February 20	Presidents’ Day – <u>WA Closed</u>
March 7	WA Open/No UPK –Newburgh has ½ day
March 20	WA Open/No UPK – Newburgh closed
April 5-13	No UPK – Newburgh closed
April 6-9	Spring Holiday – <u>WA Closed</u>
April 10-13	WA Open/No UPK – Newburgh closed
May 15	WA Open/No UPK – Newburgh has ½ day
May 28	Memorial Day – <u>WA Closed</u>
June 22	Last Day of School Year (infants-elementary)
June 25	Summer Program (8.5 weeks) Begins
July 4	Holiday – <u>WA Closed</u>
August 22	Last Day of School for Summer Program
August 23-24	<u>WA Closed for all students</u> (staff development/training)
August 27-31	<u>WA Closed for all students</u>
September 3	Labor Day – <u>WA Closed</u>
September 4	School Begins for all students (UPK date tbd)

*WA reserves the right to amend the school year calendar due to a weather related or an unforeseen emergency or a change in policy. Monthly tuition payments do not change when there is a closure or holiday. Part-time students cannot change their schedules due to a scheduled or unscheduled closing. Half-day Universal Pre-Kindergarten students (Newburgh subsidized) follow the Newburgh School District calendar. **Schedule for opening day in September 2012 and end of summer program may be adjusted based on the Newburgh School District’s calendar decisions for 2012-2013.**