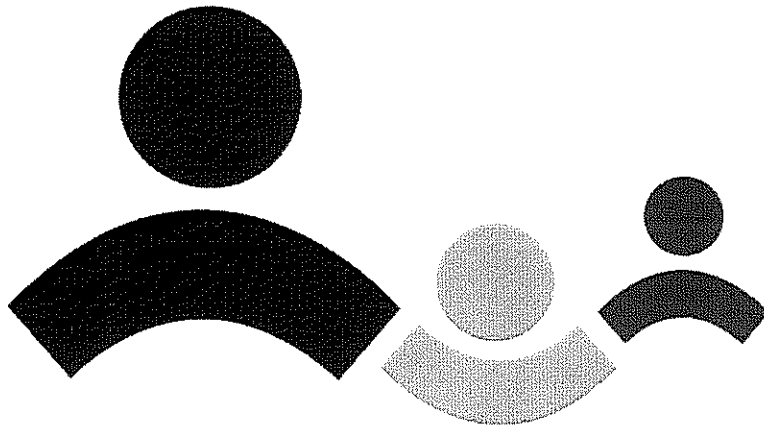


The Haven Academy

Parent Handbook



THE HAVEN

The Haven Academy
4405 Desoto Rd.
Sarasota, FL 34235
(941) 355-8808

Academy Director: Alison Thomas 941-355-8808 ext 207
Cell phone: Cell: 941-315-1495

THE HAVEN ACADEMY COMMITMENT TO YOU AND YOUR CHILD

Mission

The Haven Academy is dedicated to providing a safe, nurturing learning environment to help meet the individual needs of all our students in reaching their optimal potential.

Purpose

The purpose of The Haven Academy is to provide a comprehensive child development and academic program for students.

Scope

Our staff will provide developmentally appropriate curriculum experiences and activities for all students. The School will provide additional family support through educational programs and individual consultations as needed.

Philosophy

Staff and administration will provide a program that:

- Promotes cognitive, social/emotional and physical development;
- Maximizes the independence and enhances the function and potential of our students;
- Provides individualized, quality services to children and their families;
- Provides an interactive school program to ensure that each family's priorities, concerns and cultures are addressed and incorporated into their child's daily activities;
- Provides a natural environment where each child's overall development is enhanced and enriched;
- Maintains and increase the expertise of staff and quality services by providing opportunities for ongoing professional development.

Non-Discrimination

The Haven Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, financial assistance program, or other school administered programs.

Classroom supplies list:

Mrs. Julias Class	Mr. Alex's Class	Mrs. Kristen's Class	Ms. Alivea's Class	Transitions-Mr Rudy
Glue Sticks Construction paper (multicolored) Scissors Tissues Folders Pencils Pens (multicolored) Colored Pencils Markers Crayons 3 "Binders Erasers Rulers	Pencils 5 Star Note Book Lined paper Black ball point pen Black Sharpies Colored Pencils Erasers Disinfectant Wipes Tissues High Lighter	2-4 glue sticks 1" 3-ring binder w/ cover sleeve 4" 3-ring binder w/ cover sleeve (white) 2 packs sticky notes 3 hole Pencil pouch with zipper 1 package of 3x5 lined notecards white 1 pack letter size hot laminating pouches 3-5 mil 2 boxes Kleenex 1 box Ziploc gallon size/sandwich size/snack size	hand sanitizer 3 inch binder Glue stick/Elmer Glue Pencils/pens colored pencils Expo markers Notebook wide ruled	2 Inch Binder for storing HSHT and Transitions handouts Package of highlighters for use during soft skills lessons Pencils/pens to take notes with on handouts

Hours of Operation

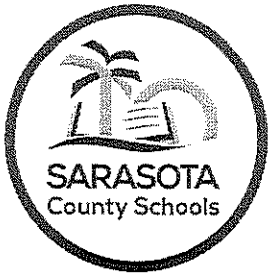
Regular school hours are Monday-Friday 8:30a.m.-3:00p.m. Please arrive on-time for drop off and pick-up as it is disruptive to the learning environment.

*****Students MUST arrive prior to 9:00 am.*****

Any student arriving after 10:00 am will be admitted only with a doctor's excuse. Please make all efforts to arrive on time to ensure that your child does not miss any instructional time. The Agency will follow the Sarasota and Manatee County School Systems regarding early dismissals for inclement weather.

Calendar

The Haven Academy follows the Sarasota School board schedule with the addition of agency in service days. The Academy however will be open to students on March 12th and 13th.



2019-2020 DISTRICT CALENDAR

JULY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1st - 5th - nonworking days (240 day staff)
22nd - (220 day staff return)

AUGUST 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5th - (196 day staff return)
12th - School starts (186 day staff return)

SEPTEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2nd - Labor Day (students and all staff)

OCTOBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11th - End of first grading period
14th - Professional Day (students, 186 day staff)

NOVEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27			30

25th - 29th - Thanksgiving (students, 186, 196, 220 day staff)
26th - 29th - Thanksgiving (240 staff)

DECEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20th - End of second grading period
23rd - 31st - Winter Break (students and all staff)

JANUARY 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28	29	30	31	

1st - 3rd - Winter Break (students and all staff)
6th - Professional Day (students, 186 day staff)
20th - Martin Luther King Day (students and all staff)

FEBRUARY 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16		18	19	20	21	22
23	24	25	26	27	28	29

14th - Mini Break (students, 186, 196, 220 day staff)
17th - Presidents Day (students and all staff)

MARCH 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

11th - End of third grading period
12th - Professional Day (students, 186 day staff)
13th - 20th - Spring Break (students, 186, 196, 220, staff)
16th - 20th - Spring Break (240 staff)

APRIL 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10th - Mini Break (students, 186, 196, 220 day staff)

MAY 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31		26	27	28	29	30

25th - Memorial Day (all staff)
29th Last day for (students-186 Staff)

JUNE 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2nd - Last day for (196 day staff)
22nd - Last day for (220 staff)

*Haven Academy will be open to students March 12th and 13th

The Haven Academy will not be open on weekends or the **following holidays:**

July 2019:

4th Independence Day

September 201:

2nd Labor Day

October 2019:

4th: Program In-Service Day**

November 2019:

27th, 28th, & 29th Thanksgiving

December 2019:

24th Christmas Eve

25th Christmas Day

31st New Year's Eve

January 2020:

1st New Year's Day

20th Martin Luther King Day

February 2020:

7th: Program In-Service Day**

17th Presidents Day

April 2020:

10th Good Friday

May 2020:

25th Memorial Day

June 2020:

5th Agency In-service**

Extended Care

Extended care is available between the hours of 7:30 a.m.-8:30am and 3:00p.m.-5:00p.m for an additional cost

Morning care: 7:00-8:30 a.m.

Afternoon care: 3:00-5:00 p.m.

Tuition:

The Academy accepts McKay, Gardiner, AAA, and private pay.

Please see the director for tuition rates.

\$150 application fee

\$150 registration fee

The cost for extended care is \$35 per week. All families are billed the flat \$35 fee regardless of the number of days attended in that week. If you are interested in aftercare services please see the director for enrollment. Each family will receive a monthly invoice statement. Please use

the invoice number in the upper right hand corner to make your online payment. To pay for services please go to <http://thehavensrq.org/make-a-payment/>

Transportation

The Haven does offer transportation services for a fee to limited areas throughout Manatee county. Sarasota residents should refer to SCAT for transportation services. To see if your location is transport eligible and for costs please notify the director and provide your desired pick up and drop off address.

Absences

The Haven Academy requires a note from a doctor to return to school for any communicable disease. If you know your child will not be present at school, please notify the staff of the upcoming absence.

Lunches and Snacks

The Haven Academy does not provide meals. Students will need to bring their own lunch and snacks daily, unless otherwise noted by staff. Please notify the staff of any food allergies/limitations the student may have. Eating healthy is a journey shaped by many factors, including our stage of life, situations, preferences, access to food, culture, traditions, and the personal decisions we make over time. All your food and beverage choices count. Should you want more information regarding food choices please visit www.choosemyplate.gov

Dress code

The Haven Academy requires students to wear closed-toe shoes. No slides, heels, or backless shoes permitted. Tank tops are not permitted. Shirts must cover the student's midsection. Shorts must be no shorter than 4 inches above the knee. No offensive or inappropriate images or language is allowed on clothing. If a student is in violation of the dress code, they will be required to change clothes immediately.

Communication

The teachers and staff at the Haven Academy want to be in communication with you! At drop off and pick, please allow at least 2-3 minutes so that you can briefly communicate with your child's teaching staff. You can also use this time to set up a meeting should there be a need for a longer conversation than drop off/pick up allows.

Our teachers also utilize the Remind APP. This free texting app allows you to be in contact with your teacher so that you can receive and send messages about classroom activities, events, field trips, and absences. Please sign up with your child's teacher.

Should you need to contact the director, Alison Thomas, please call (941) 355-8808 ext 207 or you may reach Alison on her cell phone at 941-315-1495.

Lesson plans and class structure:

Lesson plans are posted outside your child's classroom as well as a schedule of the day. Should you want a personal copy of the lesson plan please see your teacher.

Individual Education Plans and Goal Planning

The Haven Academy makes every effort to ensure the individual needs of each student are met. Every student will meet with their teaching team and any parties the family would like to invite to discuss goals the student will work on throughout the year. Please coordinate with your child's teacher on scheduling your IEP meeting.

Open door policy

Parents are always welcome at the Academy. If someone you know is interested in taking a private tour please notify the director.

Family Engagement

We are so excited to provide opportunities for Academy students and families to get together. Throughout the year families are invited to holiday parties, events and activities that take place in the classroom. If you have an idea of something that you would like to see in your child's classroom please let your teacher know. We want families to be engaged in the Academy!

***The Haven Academy practices different daily living skills regularly. One of our favorites is cooking. We are asking families to volunteer to teach students and staff how to cook a meal once a month. If you are interested please notify your teacher so that we may schedule your cooking experience! ***

Volunteers, contractors, outside providers

Haven Academy welcomes the opportunity to work with all agencies and private providers. All non-agency employees who will be at the academy working directly with a student must have clearance from the director prior to starting. If you would like to volunteer at the academy or know someone who would like to, please see the director to complete a volunteer form.

*All volunteers must be screened prior to being in the academy.

Discipline

The Haven Academy uses a variety of behavioral techniques to ensure the safety and well-being of students and staff. The Haven Academy DOES NOT use physical restraint. Students will be escorted to another classroom or quiet space until they are able to return. If a behavior develops that disrupts the classroom environment or presents an unsafe situation, the Haven

Academy will schedule a conference with the family to create and implement a behavior plan with a timeline to resolve the issue. Ongoing behaviors that are disruptive to the classroom environment can result in permanent dismissal from the program.

Suspension or expulsion can be used at the discretion of the Haven Academy staff. Behaviors that constitute suspension or expulsion include, but are not limited to, continual intentional harm or aggression to others, excessive damage to school property, and any other severe situation that puts staff or students in danger.

*Parents/guardians are financially responsible for any damage to Haven Academy materials or property.

Dismissal from Program

The Haven Academy reserves the right to permanently dismiss a student from the program for failure to adhere to the program policies, creates an unsafe situation, or is harmful to students or staff. In the event that a student is being dismissed from the program, the parents will be provided a 15 day written notice from the Director of the Haven Academy. The school reserves the right to immediately dismiss a student from the program if there is a threat to the safety of others or to themselves, or other circumstances deemed to be an issue of safety.

Emergency Contact:

Parents/guardians are required to keep the School informed of any changes on their emergency contact list. The emergency contact person must be willing and able to pick up the child in the event of an emergency. Please see your teacher to update your contact sheets.

Medical Emergencies:

If a child should become seriously ill or sustain a serious injury requiring immediate treatment, supervising staff may make the decision to call the Emergency Medical Services. Additional staff members will contact the family simultaneously to notify them of the emergency.

For less serious injuries, parents/guardians will be notified by phone. A note will be sent home with the child at the end of the day explaining accident, injury, and incident.

Allergies:

Parents/guardians are responsible for notifying the school in writing of any allergies or other medical condition upon enrollment or as the parent/guardian becomes aware of them. All allergies require a doctor's note.

Other Emergencies:

There may be rare occasions during which The Haven Academy may need to close due to emergency circumstances beyond our control, such as extended loss of electrical power. If the School is unable to open due to such an emergency, a staff member will call your home or send a notification via the Remind app. If it becomes necessary to close the school early due to such an emergency, you will be asked to pick up your child early or make arrangements for a person listed on the emergency form to pick up your child.

Sick Policy

References: *Florida Department of Children and Families, Chapter 65C-22; Florida Administrative code, Child Care Standards.*

To conform to health regulations and prevent possible spread of infection or illness to students and staff this policy must be adhered to.

1. Students with any of the following symptoms will be excluded from The Haven Academy:
 - a. Fever* – temperature of 101.0 or higher
 - b. Pink eyes, constant tearing, or mucus discharge from eye.
 - c. Vomiting* – more than two occurrences
 - d. Diarrhea* – more than two occurrences unrelated to medications or documented food reaction.
 - e. Rashes – Undiagnosed rash other than mild diaper or heat rash.
 - f. Exposed, open skin lesions.
 - g. Sore throat – indicated by student through words or actions (distress when swallowing, etc.)
 - h. Ear aches – indicated by student through words or actions or the draining of fluid from the ear

If any of the symptoms listed above develop while your child is at the Haven Academy, the following steps will be taken:

1. The student will be isolated from other students. The isolated child will be within sight and hearing of a staff person at all times and carefully observed for worsening conditions.
2. The teacher will notify the Director or designees of the situation.
3. Staff will notify the parent/guardian of the child's condition.
4. The parent/guardian is required to pick up child within 60 minutes of notification.
5. The teacher will provide the parent/guardian written information on symptoms and when the child may return to School.

If the parent/guardian cannot be reached or has not arrived within 60 minutes of contact attempts will be made to reach all people authorized to pick up child to remove child from the School.

A doctor's note stating that the child may return is required for all communicable diseases. In addition the student must meet the following requirements to return to school:

- a. Chicken Pox – all lesions are dry and crusted.
- b. Impetigo – at least 24 hours after the start of medication and the area must be covered.
- c. Conjunctivitis - at least 24 hours after the start of the medication.
- d. Lice – following appropriate treatment and removal of all lice, live eggs, and nits.
- e. Ringworm – following appropriate treat; the area must be covered at all times.

ANY STUDENT ABSENT FROM THE HAVEN ACADEMY DUE TO ILLNESS MUST BE FEVER FREE AND SYMPTOM FREE FOR 24 HOURS PRIOR TO HIS/HER RETURN.

Incident Weather

The Haven Academy will be closed due to weather if either Sarasota County or Manatee County schools also experience a closure. The Haven Academy may also cancel school for other serious weather conditions not recognized by the local school districts. Parents/Guardians will be notified of these closures by the school staff. Should school need to be closed during the day parents are expected to pick up their child within 60 minutes.

Reporting Suspected Abuse/Neglect

Florida's Statutes Title V, Chapter 39, Sec. 39.201. Mandatory reports of child abuse, abandonment or neglect; Central Abuse Hotline. In accordance with section 39.201 (F.S.) it is mandatory to report child abuse, neglect, or abandonment. All employees have a duty to report actual or suspected cases of child abuse, neglect or abandonment. Any teacher or school employee who has reasonable cause to suspect that a child has been subjected to abuse/neglect shall immediately notify the Department of Health and Rehabilitative Services at the statewide hotline: 1-800-962-2873 and immediately notify the Director/Principal/CEO that a report has been made.

Florida Statues Title V, Chapter 39. Sec. 39.203. Immunity from liability in cases of child abuse, abandonment, or neglect. In accordance with section 39.203 any person, official, or institution participating in good faith in any act authorized or required by this chapter, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

The Florida Abuse Hotline accepts reports 24 hours a day and 7 days a week of known or suspected child abuse, neglect, or abandonment and reports of known or suspected abuse, neglect, or exploitation of a vulnerable adult. To make a report you can -

- report online at <https://reportabuse.dcf.state.fl.us/>
- call 1-800-962-2873
- Florida Relay 711 or TTY 800-955-8771
- fax your report to 800-914-0004

If you suspect or know of a child or vulnerable adult in immediate danger, call 911.

Grievances

What to do if you have problems with anyone

1. First talk to the person you are having the problem with.
2. If you cannot agree and the problem still exists, talk with your teacher.
3. If your problem has not been satisfactorily resolved, talk with:
Alison Thomas, Academy Director 941-355-8808, Ext. 207
4. If you continue to feel your problem has not been solved, talk with:
Brad Jones, President/CEO: 941-355-8808, Ext. 221 Community Haven Campus

Grievances may also be made anonymously if desired. For an anonymous grievance, a consumer may write it independently or with the help of a staff member they feel comfortable with. It is submitted to a grievance box in the administration building and checked frequently. The anonymous grievance then follows the same order of staff until the issue has been resolved.

HANDBOOK PROCEDURE AND POLICIES AGREEMENT

I, _____, have been given a copy of the 2019-2020 Haven Academy parent handbook.

I have read and accept the policies stated in the Parent Handbook for the Haven Academy. I understand that failure to adhere to these policies could result in permanent dismissal from the program.

Student Name: _____

Parent Name: _____

Date: _____

******Please sign and return this page to your teacher at the Haven Academy***