



4484 SW Citrus Blvd  
Palm City, FL 34990  
(772) 801-8461  
admin@myvillagepsl.com

## 2023-24 STUDENT HANDBOOK

### ATTENDANCE POLICIES

#### Arrival and Pick Up

A member of staff will be on the premises from 9:00am-4:00pm each day. Classes are from 9:30-3:30. Parents are encouraged to value the learning time of all students by arriving for class 5-10 minutes early, doors open no earlier than 9:20. Classes begin promptly at the designated time on the schedule for classes. Parents are responsible to ensure the safety of their child at drop-off and pick-up. Children are only allowed to be released to parents, guardians or a pre-designated person who is authorized to pick up the child. If the person picking up the child is not on the registered list or pre-arranged, a staff member will contact the child's parent to confirm permission to pick up the child.

Please pick up your child on time. Dismissal generally starts by 3:20. If you will be late, please call us. There is a \$1 late pick-up fee for every minute late starting at 3:40pm. For example, pick up at 3:45, then the fee is \$5.00. You will be asked to note the time of pick-up on the sign-out form and billed accordingly.

#### Illnesses

**Please keep sick children at home** to minimize the spread of illnesses. Keep your child home if he or she:

- A. Has a fever of 100 or more within the previous 24 hours,
- B. Has experienced vomiting or diarrhea the previous night or the morning of classes,
- C. Has a rash due to a disease or the cause is unknown (Seek physician's advice.),
- D. Has head lice or nits,
- E. Has a new cough, runny nose, or frequent sneezing (not related to allergies),
- F. Has been recently diagnosed or displays symptoms of a contagious illness.
- G. **Has a sibling or family member with any of the above symptoms.** If one child is sick, the other tends to follow shortly afterwards. Please assume the child is contagious even before symptoms appear.

If your child has seasonal allergies, please email us their typical symptoms so that we do not mistake them for an illness. Otherwise, **we will call parents if a student appears to be sick.**

#### Be prepared for class

1. Lunch and snacks: Pack a lunch and 2 snacks. There is snack time once in the morning and once in the afternoon. Please plan accordingly depending on your child's appetite knowing that they may be more hungry on a school day because we keep them very active. Please practice opening food items at home before sending them in. Due to allergies and cleanliness, sharing food with anyone is not permitted. We cannot store food or warm-up food for your child.

2. Reusable Water Bottle: Please be sure to send a **no-spill water bottle** of at least **16oz** for your child and write your child's name on it. Students who forget their water bottle will be given a new unused bottle to use for the day and take home. Parents will be charged a **\$5 fee for the bottle** each time we need to supply a water bottle. Please do not send in disposable water bottles. A small juice or flavored drink is allowed only during lunch, however, please **do not send soda or caffeinated beverages.**
3. Shoes appropriate for playing outside: Students need to wear or bring athletic shoes and wear appropriate attire for outside time.

## **FINANCIAL POLICIES**

### Refunds, Exchanges, Absences and Vacations

Due to planning and supplies, there are no refunds on classes or make-up days for missed classes including students who have been dismissed from the program. We understand that families may travel or have special events when they will be unable to attend classes certain days/weeks, but your child's tuition saves their seat in the class. Monthly tuition and registration fees are non-refundable. We do not require doctor's notes or written excuses for absences, however the teachers like to know who will be absent to help with the seating chart and planning of supplies. **Please text the My Village phone number to notify us of absences or late arrivals.**

### School Calendar / Holidays

Classes begin on August 12, 2024 and end May 23, 2025. Tuition is not discounted in months with holidays or breaks, as they are averaged into the monthly fees. The month of August will not be prorated, however, we are also not charging a supply fee. A copy of the calendar is available on our website.

### Books

Some classes have specific books that we will need to order. Should that be the case for your child's class, the fee will be listed on the website and we will invoice you. Or, if your child has a scholarship, we will email you to ask you to "request service" through EMA.

### Tuition

For students without a state scholarship, tuition is prepaid on the 1st of the month which is charged automatically on a credit or debit card provided on the Recurring Payment Form. Prepaid tuition and all fees are non-refundable and non-transferable (not able to be used for other fees or other accounts). For students that have a scholarship, please see the Scholarship Payment Agreement.

### Tutoring Policies

1. Canceled tutoring sessions will be billed at a rate of 50% of the normal tutoring rate unless it was canceled by the tutor.
2. There is a \$25 registration fee to add tutoring services after classes have begun.
3. A late fee of \$25 will apply 30-days after the invoice/tutoring log was emailed.
4. Early withdrawal fee for dropping tutoring, regardless of notice given: \$45
5. Student assessments are billed the same rates as tutoring sessions.

### Early Withdrawal Policy

There are multiple situations in which families need to withdraw their child early (before May) from My Village. Should you decide to withdraw your child(ren), the early withdrawal fee is equal to the following month's tuition which includes a reduction in your child's tuition from dropping services. For example, if you withdraw on January 10th, tuition has been paid for the month and is non-refundable. February's tuition will be charged at 100% of the normal rate and there will be no more additional payments.. After classes have begun on August 12, 2023, the early withdrawal fee is applicable in addition to the current month's tuition.

### Hold Fee

To hold your child's spot, for extended absences (2 months or more) there's a 50% of tuition hold fee. The same hold fee applies to those wanting to hold a spot before their child starts attending classes in addition to the applicable registration fees.

### Website Billing

Aside from tuition, we will use our website billing service to send invoices for incidentals like water bottles, late pick-up fees, etc instead of keeping a card on file for each student. The system automatically charges a 3% credit card fee.

### Closings

Should we need to close due to unforeseen circumstances, like a hurricane, we will consider adding days to the calendar only if we are closed longer than one week. The last week of May will be used for this purpose. We typically follow Martin County School District closings for weather.

## **GENERAL POLICIES**

### Field Trips

Parents are required to accompany and supervise their children during field trips. Siblings may or may not be able to attend depending on where we are going and their requirements.

### Student Directory

When you enroll your child(ren) your information will be added to our directory unless you choose to opt out. This enables our parents to reach out to each other when they'd like to get their children together outside of My Village activities. Parents are expected to respect each other and their privacy of their contact information.

### Birthdays

Parents are allowed to send in a small gift for their child to share with the class; no food please. If you invite students to a birthday party, please invite the whole class OR all of the girls or all of the boys . You may send in printed invitations and we will distribute. Alternatively, you can use the email list from your child's class directory on our website or use the Forum feature (you have to be logged in to do both of these things)

## Photo and Video Release

At My Village, there will be many exciting learning moments that we will all want to capture through photographs and video. We may use these photos and videos on our website or on social media or for other means of publicity. When photos are used, My Village will not use your child's name. **To opt-out, please send us an email with the request to [admin@myvillagepsl.com](mailto:admin@myvillagepsl.com)**.

## Toys

Please do not allow your child to bring in toys, including Pokemon Cards (exception is Pokemon Club days, however, cards must stay in backpacks until it is time for the club meeting.) Toys can be a distraction and cause conflict among the children. If your child needs a fidget or lovey because of an emotional need, please make this request known to us before sending it in. We also have Show-N-Tell days periodically which is a great time to bring a toy in to show to the class.

## Solicitation

On our new website, we are including a Business Directory. If you have a small business and want the information posted on the Business Directory, feel free to add your information on your profile. Other than the Directory, we ask there is no other solicitation within the group without express permission from My Village, for example: posting your business on our My Village Parents Facebook page or sending in fundraisers for sports or other groups. Email us at [admin@myvillagepsl.com](mailto:admin@myvillagepsl.com) to request permission to advertise.

## **BEHAVIOR POLICIES**

### Behavior Expectations

We have one rule that encompasses the expectations for behavior and that is to **BE RESPECTFUL**. Staff, parents and students will be respectful of themselves, other students and adults. This means that, as a community, we work together to assume the best in others and communicate, respectfully, about issues that arise. We wait for our turn to speak. We listen to others. We treat the supplies, materials and environment well, so that they are not wasted and/or damaged. Keep in mind that the church has graciously allowed us to use their building and property and we must show respect to their space. Parents are responsible for any damages to the building or property that is caused by their child. Prior to the first registered day of class, parents are required to notify Lisa or Tresa of any ongoing history of negative behaviors in a group setting. Please also notify us, if you see fit, if there are challenges your family is currently facing so that we may be sensitive to your child's needs. We are mothers. We understand. Parenting is challenging, and we firmly believe that we are, as a homeschooling community, a village of parents here to support each other.

### Behavior Management

If a student is having behavior problems that disrupt the class, inappropriate language for young children and/or aggressive behaviors, one of our Directors will contact their parent(s). A Director (or both) will meet with the parent to help identify the cause and work together to find a solution. We understand that sometimes students need to learn the expectations and adjust to a new environment and a lot of children have not been in a classroom or group setting before and will attempt to help the child to adjust quickly. If a solution cannot be found, we will dismiss the student from our program, however, we will do so in a manner that is respectful by giving you proper notice of the change and possibly waiving the early withdrawal fee.

## Zero Tolerance Policy

My Village Learning Center will implement a strict enforcement of regulations and bans against undesirable behaviors or possession of dangerous items. A zero-tolerance policy will be in place for the following actions or behaviors: Brandishing or using a weapon, physical assault, damaging, destroying, or sabotaging property, intimidating others, harassing, stalking, bullying, or verbal abuse including offensive, profane, and vulgar language, threats, whether made in person or through letters, texts, phone or email, kissing another student, **possession of alcohol or illegal drugs (including any type of vape as it is illegal for minors to possess vapes and alcohol)**, possession of legal or prescribed medications or substances, terrorist threats, bomb threats, or threats of any kind, fighting, including minor scuffles, insubordination, which could include talking back to a teacher or swearing, and inappropriate or offensive attire, language, or discussion. The penalty for any of the above actions or behaviors will result in student dismissal from My Village Learning Center.

## Cell Phone Use and Use of Technology

Cell phone use and personal technology devices are discouraged at My Village. A student may leave their phone or smart watch, with the ringer off, in their bag. If contact needs to be made with a parent, a teacher or staff member will call. YouTube videos, video games or any social media are not allowed at My Village. There are children of varying ages and families with differing opinions about the contents of these programs and apps. If it becomes an issue that is unable to be resolved, we reserve the right to dismiss your child from further participation at My Village. **No smartwatches allowed.**

## Student Attire

We don't have an official dress code; we simply ask that students and parents consider the environment and dress appropriately for the occasion. We do not address concerns directly with students, instead we will contact parents if a student is wearing something that doesn't work well at My Village.

Here are a couple of quick guidelines to help you and your child make clothing decisions for My Village classes:

–Hoodies are popular with some age groups, however, keep in mind that we have a lot of outdoor activities and we do not allow them to wear the hood inside the building. We find that it is not conducive to the classroom environment..

–Ripped jeans are fine so long as they are not revealing.

–Avoid leggings and “sports shorts” unless the shirt is extra long

–Avoid shirts that are too short to play sports in, that may be revealing when moving around. We recommend T-shirts.

–Sleeves: we prefer shirts with sleeves to avoid revealing situations with sports/activities.

–Length of shorts needs to be long enough so that students can move freely during sports and for classes when they sit on the carpet.

## **SPECIAL NEEDS POLICIES**

### **Student Policies**

We would love to be able to provide classes for all children, whether they have a special need or not, however, there are times when our classes are not the best environment for children with special needs. We will often plan a trial day to assess the child's skill set to help us determine whether or not we anticipate the child will be able to adjust to the classroom setting. If we decide to give it a try, knowing that some skills will need to be taught, we will do our best to teach children the expectations and allow them time to adjust to those expectations. However, parents may be asked to withdraw their child if one or more of the following continues to occur.

1. The child requires so much of the teachers' time that the teachers cannot give adequate attention to the needs of other students in the classroom.
2. The child disrupts the classroom to the point that the education of the student or other students is hindered.
3. The child isn't able to complete projects with the level of independence required for the class they are enrolled in. We understand that there may be some one-on-one guidance required, however item #1 also applies to help with projects.

If a child with special needs attends My Village and is unable to adjust to the classroom environment within a reasonable amount of time, depending on their age (likely 4-6 weeks), we will waive the early withdrawal fee.

### **Medical Special Needs**

Prior to the first registered day of class, please notify My Village, in writing, of any special medical needs (conditions/allergies/tendencies) or learning difficulties that your child may have. The staff will do their best to accommodate the needs of each child but in some cases, your child may need you, the parent, to be with them to work their way through the activities. If your child takes medication or has a medical condition, please speak directly with Lisa or Tresa. We will administer medication only with a prescription and a note from a doctor.

## **PARENT COMMUNICATIONS**

We use several methods to communicate with parents. All parent communications go through Lisa, Tresa or Lindsey.

**My Village Phone Number: 772-801-8461 (Mrs. Lindsey monitors this phone.)**

### **Remind App**

One parent (main contact) will be added to the Remind App. If both parents/guardians want to be included in the Remind App, please text the My Village number above. This app allows us to send out short group text messages. If you reply to the text, only the sender will receive it and no one else will be able to see it. For field trips, we set up a separate "class" within the App to be able to effectively communicate while we are on a field trip.

### Text Messages

Please use text messages (My Village phone number) to alert us if you will be late for pick up or your child will be tardy or absent on a day they normally attend. You may also text or call us during the school day if there's something that needs our immediate attention, otherwise, please email us.

### Email

We send out emails regularly and it is our main form of parent communication. If you have a concern about your child or have any general questions, please use email instead of texting unless it is something urgent.

### Communications with teachers

If you have a concern about your child or a question about our events, please contact Lisa or Tresa. Teachers have been instructed not to have discussions about students with parents, but to instead speak with the administration if anything needs to be communicated to the parent. There are several reasons for this including but not limited to: limiting the teacher's responsibilities, avoiding conflicts of interest and keeping them focused on supervising children during drop-off and pick-up. **If you need to speak to a Director in person, please email or call us to set up a time.**

### 'My Village Parents' Facebook Page

The Parents Facebook Page is a Closed Group so that only those that are approved can be a part of the group. Search 'My Village Parents' to request entry into the group. Your Facebook friends will not be able to see your posts; it is a private page. If you are on social media, some of our teachers are on the My Village Parents Facebook Page. Teachers are on the page so that they can easily share photos from their classes. Please respect their time and privacy by not sending them private messages. You may, however, post a general question on the page and one of us will answer it.

Dear Students,

Each student in our classes (Tweens and Teens only) will be asked to review the rules and expectations list as well as the consequences for not following the rules. These rules are put into place to ensure a productive, safe and healthy environment for all students. Students will be asked to review this sheet and sign it.

**We have ONE rule: BE RESPECTFUL**

**Student Expectations**

**1. Be Respectful Towards Others**

*I will listen to the teacher, follow directions, be kind to others and use manners (for example: raise hands, listen while others are speaking, no name calling or teasing, use school games and materials properly and with respect, use your own supplies properly and with respect.)*

**2. Take ownership of my education**

*I will work hard and do my best. I will participate in all assigned activities. (for example, if there are group activities, partner activities, or individual tasks, students should do their best and participate, even if they feel awkward or the activity is new to them)*

**3. Be Safe**

*I will keep my hands and feet to myself, and follow safety rules (for example: no pushing, shoving, running, wrestling, taking each other's personal things, throwing things at each other, etc.)*

Students are expected to take responsibility for their behavior, both academically and socially. It is important that you are familiar with the consequences of inappropriate behavior.

**Step 1 – Verbal Warning** – When behavior occurs, the teacher will have a brief, verbal warning that reminds students to reflect and to correct any inappropriate choices that they are making.

**Step 2 – Sit and Think** - A student who chooses to continue the behavior will be moved to a quiet space in the same classroom where they will continue their work and be allowed time to calm down and think.

**Step 3 – Go to the Office** – Students will be sent to the office to have a discussion of the issue with Mrs. Lisa or Mrs. Tresa. Parents will be informed of this conversation and may be called at that time to talk with their child. Depending on the circumstances, students may be sent home that day.

**I have read and understood the rules and consequences.**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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## STUDENT HANDBOOK SIGNATURE PAGE

I, the undersigned, in consideration of the participation of my child(ren) in My Village Learning Center and/or My Village Christian Learning Center, agree to the terms, policies and conditions specified in this **Student Handbook (all 9 pages)**. I understand this agreement is binding when I register my children via the My Village website and acknowledge reading it

Student Name(s) \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

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

Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

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

Date \_\_\_\_\_