



**POLICY HANDBOOK  
2018- 2019**

**Windsor Academy Educational Campus**

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

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**Owner  
Rita Epstein**

**Director  
Jennifer Hawkes**





2018-2019

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 owned by a licensed educator with over 50 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](http://www.windsoracademy.org).

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

To all of our families – we greatly appreciate your support and input. Our door is always open.

Sincerely,

*Rita Epstein*

Rita Epstein, owner

Dear Parents,

Whether you are reading this handbook for the first time or the tenth, I hope that it brings you the same comfort and solace each time. Windsor Academy really is an educational campus—a campus and environment built on providing the ultimate education for each child while fostering his or her whole well-being. We see each child independently and treat every child as an individual. We know that successes mean struggles and struggles lead to victories. Every step your child takes here will be centered on his or her growth, independence, success, and confidence. We want each child to be confident enough to take risks, ready to ask questions, comfortable in difficult situations. We believe that education is more than colors, shapes, and concepts, but moreover resides in conversation, confrontation, problem-solving, social and environmental interaction. We build our classrooms to step out of a two-dimensional world and engage with the space around us. We want our children to touch, explore, ask questions, build, and create. When Windsor Academy children leave us, while it always pains our hearts, we know that they have been given a foundation of knowledge, confidence, character, and success. We may set our bar high, but rather than asking children to jump for achievement, we place the steps beneath them to reach it. Every approach is individualized, every situation is individualized, every educational and social goal is individualized—because we appreciate that every child is an individual.

Everything about Windsor Academy revolves around open communication and a sense of family. We rely on our families to keep us in constant communication if something is even the slightest bit troublesome. We never want anyone to feel that he/she would be judged for asking a question or needing clarification. If any of us, teachers, students, administration have a question, we will ask you. Everything is done with the children in mind, but we know that we remain parents and adults independent of one another. Sometimes an ear is needed, and the seats in the office are always open.

We build our classrooms to be teams—teams of teachers, teams of students, and even a parenting team with cooperative relationships between all three. If something doesn't work, we do our best to find a solution. While we may not have all the answers, we usually know who to ask to get started in the right direction. We pride ourselves that all of our teachers know each child and his/her families. It is a community atmosphere, and we are all in this process together.

Thank you for allowing us to be such an important part of your child's journey. We value Early Childhood Education so highly and consider its impact so important, and we are grateful that you have chosen our philosophies, approaches, and programs to begin this very important step.

Thank you for being a part of this family.

Best Regards Always,  
Jenn Hawkes, Director

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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 21<sup>st</sup> 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.

## **Mission Statement – Newburgh Enlarged City School District**

Windsor Academy is the longest collaborating agency for the Universal Pre-kindergarten program in Newburgh. We are proud to offer our community the opportunity to have a choice when placing their children in the State supported program. With respect for the public school district we are printing their Mission Statement as well as the Vision Statement and Core Values of the UPK Program:

### **Mission Statement of the Newburgh Enlarged City School District:**

Building a foundation for inspiring students to be tomorrow's leaders beyond Academy Field.

### **Vision Statement of the Universal Pre-Kindergarten:**

Through the work of all we will meet the needs of our youngest learners.

### **Core Values of the Universal Pre-Kindergarten:**

Passionate Responsible Explorers Knowledge

## **Owner**

Rita Epstein brings a background of almost 50 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.

## **Director**

Jennifer Hawkes has been involved in the field of education for 20 years. She continues to enhance her studies and training in all current relevant programs and approaches to bring the highest level of expertise to Windsor Academy.

## **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 also siblings, friends and relatives who all share this common experience. It is this celebration of 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 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. All of our water was tested for lead and other chemicals. We are 100% in compliance. We have remediated and removed our underground oil tank and are now heating with a new furnace and above ground oil tank. Our parking lot was expanded last year and new perimeter fences have been installed around the entire site. This year our building has a new coat of paint, we have new signage and our new retaining wall has been installed. Our computer lab was upgraded last year and an enhanced security system is now in place. We have new window treatments in our modular and front lobby. Our main building bathrooms have new fixtures. We annually upgrade our interiors, we proudly maintain a 100% inspection record with all State and local agencies. 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. A digital photo needs to be sent for your child's action plan. It is the parent's responsibility to maintain updated information and medications. A Confidential Medical Packet for all identified students is maintained in each common area of the building and relevant information is also in each classroom.

## **Attendance**

Please call the school 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 – Elementary can be cause for dismissal at the discretion of the Director.

## **Bus Procedures – School District**

WA Elementary 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.

Public School students who are picked up or dropped off at Windsor Academy during the school year, need to fill out an alternate bus stop form with the district.

### **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 revisions during the school year.

### **Community Service and Interaction**

Many of our programs are enhanced through our interaction and utilization of community businesses and services. Spectrum provides the school with access to their Cable in the Classroom programs and staff training, as well as access to the Internet. 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 owner, has been 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 have participated 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, Walk-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 Greater Newburgh Symphony Orchestra and the Downing Film Center, as well as We Are Newburgh and the Newburgh Kiwanis Club. 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 December or January and our Spring Sing/Graduation is held in June for our preschool through Elementary students. These concerts are scheduled off campus in a larger venue with a stage and sound system. All families are invited to attend.

### **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 technological 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. We also discourage parent –teacher cell phone and texting conversations.**

## **Contract**

This policy handbook is the Windsor Academy annual contract. The handbook is available on line at [www.windsoracademy.org](http://www.windsoracademy.org) and is also distributed to all families each year. When a parent signs the Consent and Release form, as part of the annual registration packet, it indicates acceptance of all Windsor Academy policies and procedures as described in the policy handbook as well as on all forms and supply lists. This is considered the formal contract for the 2018-2019 school year. **Neither this contract nor any associated documentation may be assigned without the written consent of Windsor Academy.**

## **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. We are beginning to implement the Freedom of Movement program with our children as well. 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 and Pre-School:** These programs continue to build on our infant curriculum and include 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. Their 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.

**Kindergarten-Sixth Grade:** 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.

**Common Core Curriculum/Creative Curriculum:** We participate in the availability of the Common Core Curriculum but are able to adjust and refine as appropriate for our student population. The Creative Curriculum modules are also available for utilization in our classrooms.

## **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 physically, mentally, spiritually or emotionally. Children must never jeopardize their own safety. We emphasize respect and acceptance.

We have a zero tolerance policy for bullying and physical aggression. Immediate suspension and/or dismissal based on inappropriate behavioral issues are at the discretion of the director. We work closely with the parents to ensure the safety and well-being of all of our children. 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, gender, 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.

## **Dismissal**

Children are only released to their parent or other identified and approved adult. A photo ID is required for all adults who are new to the program. The parent or other adult assumes complete responsibility for their child's (children's) safety as soon as the child is released to them. Children must be supervised by the parent on the entire site, including the parking lot at that point.

## **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 or leggings 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 Ziploc bag in the classroom.** 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 to ensure the safety and comfort of each child. We reserve the right to send home any items mentioned that are not appropriate in the classroom.

## **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/Shelter in Place/Lock Down**

Each classroom posts an emergency exit plan with two alternative routes. Drills are held monthly. Infant/Toddler rooms utilize ramps for their exits. State approved evacuation cribs are labeled and used in the Infant and Toddler rooms. Our alarm system is directly connected to the local fire department. We are now also equipped to provide a Shelter in Place protocol in case of unexpected emergency occurrences. We have now instituted Lock Down procedures for our entire school which include Panic Alarms connected to the police station as well as blinds that will cover all windows on or near our doors. Drills are held monthly.

## 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 child only. **The following items are not permitted: all nuts, chocolate, candy, gum, 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 that is 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

There will be some optional fund-raising activities during the year. They will usually be sponsored by one of our parents. All profits are used to supplement the cost of our special subject programs.

## Gifts

Gifts from our families to their children's teachers are permitted.

## Health Check

Upon a child's arrival, our staff is required to do a daily visual health check to identify any existing medical issues. If a child is sleeping, he/she must be awakened before the parent leaves the classroom.

## 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 can be 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 of over 99.9° 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 and its employees will not be held responsible for injuries incurred during the school day under reasonable and appropriate circumstances.

## **Instructional Day**

The instructional day schedule varies based on the program selected. Infants and Toddlers: flexible  
Preschool: 8:30-11:30 or 9:00-12:00 and full day available/Pre-K: we have 4 pre-kindergarten classrooms and they each have a slightly different schedule to allow for traffic flow in our parking lot. Please call for more details. Elementary program: 8:30-3:30. Extended day coverage is also available.

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.

## **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 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 both modulars (Infant-Toddler Center/Rooms 9 and 10) 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 modulars. 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 go to the designated early arrival room (1) in the main building. The classroom teachers will pick up the children between 7:30 and 8:30 depending on the class. 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 and Toddler rooms and check parent notices. **Older siblings are not permitted in the Infant and Toddler rooms and need to be dropped off first and picked up last.** 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 met 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 and Toddler programs provide 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 owner and director can always be reached at [info@windsoracademy.org](mailto:info@windsoracademy.org) ([jenn@windsoracademy.org](mailto:jenn@windsoracademy.org) or [rita@windsoracademy.org](mailto:rita@windsoracademy.org)) or by telephone. We also communicate via e-mail. Please be sure we have a current e-mail address on file. Each classroom has a Shutterfly website which is only accessible to the families in that class. Photographs, videos, announcements, worksheets and other forms are available on the site. We ask that all parents have a Shutterfly account. Classroom teachers will send home additional information. **We are also instituting a new texting ability that is private and unique to each classroom. The teachers will disseminate all details.**

## 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.** **There are two reserved parking spots in the lot for Rita and Jenn. Please respect the signage.**

## 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. The teachers will send home a list of suggested foods. 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 or toys 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. 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 while on school property. They are also reminded that they are not permitted to physically interact with other children (carrying, hugging, and playing) beyond an appropriate greeting. Children are not permitted to continue playing on the playground with their children when they are picked up.

## **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 and is regularly inspected and maintained.

## **Policy Handbook**

For the school year 2018-2019, 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, as well as our Universal Pre-K students. The district bus picks the public school children up at our school instead of their homes and returns them in the afternoon to our school. Public school students and UPK 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. Pre-Kindergarten students receive three assessments a year. All Pre-K students are formally assessed at the beginning and end of the school year. Parent conferences are scheduled during the first half of the year, but are encouraged at any time. Meet-the-Teacher Night is held at the beginning of the year. Different nights are scheduled for different age groups so that families with more than one child enrolled at WA will be able to attend all programs. Babysitting is provided as needed.

## **Risk Management**

We are part of the Orange County Risk Management and Homeland Security Systems, including its communication and training programs. We are also under the auspices of the Newburgh Enlarged City School District. Any information, security and weather 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 and child-safe qualities.

## **Special Services, Screenings and Evaluations**

Early Intervention, Committee for Preschool Education and Committee for Special Education programs are available for all eligible children. We are often able to provide extended care services for classified students. WA maintains an exceptionally high level of identification and support for children who qualify

for services. County approved therapists work with classified children in their classrooms or in our specially designated Therapy Room. The Early Link 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. Children receive an enhanced classroom experience and curriculum commensurate with their abilities and styles of learning.

### **Special Subjects taught by Specialists throughout the year**

Music with Recorders – Pre-kindergarten through Elementary

Music –Toddlers through Pre-Kindergarten

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

Physical Education – Toddlers through Elementary

Library Program – Toddlers through Elementary

Dance – optional – Preschool through Elementary

Gymnastics/Physical Education (Tumble Bus) –fee-based and optional

Spanish/ASL – some pre-school and elementary classes

### **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. **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 preschool through sixth grade must also have a separate and appropriate sized **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, Pre-Kindergarten and Kindergarten students are required to keep their nap/rest items in a canvas Windsor Academy bag that can be purchased at the school. 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 owner's and director's personal cell phone numbers. 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 stuffed toy for nap. **No toy weapons may be brought to school. No electronic games, cell phones, iPods, tablets and other related items are permitted unless as part of a classroom activity.** 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.

### **Tuition and Fees**

Detailed tuition policy information is included at the end of this handbook.

### **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](http://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.

### **“To err is human; to forgive, divine.”**

We apologize in advance if there are any grammatical or spelling errors in this handbook. We respectfully request that all errors or questions be brought to the director’s attention for correction in next year’s handbook.

WA reserves the right to amend the handbook due to a policy change.

Thank-you!



## **Windsor Academy Tuition Information for 2018-2019** **Effective September 4, 2018-June 28, 2019**

### **Philosophy:**

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

### **General Information:**

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 owner and director reserve the right to amend tuition policy statements if needed.

**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.**

**If the 25th falls on a day WA is closed, tuition is due on the day before. The late fee after the 27th is \$50.00 the 1st time, \$75.00 thereafter.**

**The returned check fee is \$50.00** – the check cannot be resubmitted - payment needs to be made in cash the following day. If payment for a

returned check 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 after the tuition has been paid for the month, the tuition or remaining portion is not refunded or credited for later use. Tuition credit is not transferrable to another family.

**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 of school year tuition.

**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 4, 2018 and ends on Friday, June 28, 2019. UPK follows the school district calendar and the first day of school is Thursday, September 6, 2018. The summer program runs from Monday, July 1 – Friday, August 23, 2019.

**Tuition payments remain the same for each month regardless of how many weeks, days, holidays, or emergency closures are in that particular 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.

### **Miscellaneous Fees:**

Magnetic 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 – rest time/emergency use.

### **Registration fees and information:**

The annual non-refundable registration fee is \$150.00, 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 July 1 will receive a discounted rate of \$125.00 per child.

The annual non-refundable registration fee for our extended day programs for public school and UPK students is \$100.00, payable no later than August 25. Any family who chooses to pay the registration fee by July 1 will receive a discounted rate of \$75.00 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 – 5% discount on the total amount

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

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

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

Siblings (3 or more) – 10% discount on total monthly tuition

**Sibling discounts are applied first to prepayment discounts.**

### **Daily Rate**

\$75.00 – full day

\$45.00 – half day (until noon)

After the fee is paid, credit for missed days can only be applied during the same month.

**Traditionally, children move to the next program each September. A change in age mid-year does not place a child in a new room. All exceptions are at the discretion of the director and must be in the child's best educational, emotional and social interests.**

**Full day programs: Monday-Friday - 6:30 a.m. through 6:00 p.m. - all fees are per month**

**Infants/toddlers – Rooms 11 and 12**

5 days - \$1095.00                      4 days - \$995.00                      3 days - \$895.00

**Preschool – born in 2016**

5 days - \$1025.00                      4 days - \$975.00                      3 days - \$875.00

**Preschool - born in 2015**

5 days - \$990.00                      4 days - \$900.00                      3 days - \$800.00

**Pre-Kindergarten**

5 days - \$875.00                      4 days - \$775.00                      3 days - \$695.00

**Universal Pre-K:** a Newburgh School District subsidized 6 ½ hour program (child needs to be a Newburgh District resident and be 4 years old on or before December 1, 2017) – limited availability – no charge to parents

**NEW: Summer UPK program – Discounted Summer Rate - \$500.00/July 1- July 26 and \$500.00/July 29 – August 23, 2019.**

**Elementary: \$650.00/month**

The elementary program (8:30-3:30 class instruction) includes after-school homework and special subject programs. Some of the special programs are optional and fee based.

**NEW! Summer Tuition Rates for infants – elementary students:  
Payable June 25 – for July 1 – July 26, 2019  
Payable July 25 – for July 29 – August 23, 2019  
Tuition rates remain the same through the summer.**

**A.M. programs:** The A.M. day program for preschool and pre-kindergarten is 3 hours long and runs from 8:30-11:30 a.m. or 9:00-12:00 (includes lunch time)

**RATE CHANGE! Preschool/Pre-Kindergarten: (minimum is 3 a.m. days/week)**

5 days - \$500.00

4 days - \$450.00

3 days - \$400.00

**Extended Day programs:** These programs are designed for students who attend public school.

The morning program is relaxed and gentle. The children are supervised by a classroom teacher. **All school buses pull directly up to the front door where students board. Children do not wait outside or walk through the parking lot.** After school, the district buses bring the children to the front door of WA and do not release them until a staff member receives them. The afternoon program includes homework supervision by NYS certified teachers, craft projects, use of our library and computer lab, free time and good conversation. No televisions or electronics are used. Homework is done in a quiet location. There is a designated classroom for all public school programs – facilitating efficient bus and classroom management. 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: 6:30 a.m. to bus pick-up: \$250.00/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: \$15.00 per morning.** Child must be fully registered with WA (forms and fees)

**P.M. extended day program for public school Bus drop-off to 6:00 p.m.: \$300.00/month**

If there is an early public school 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 as well as notifying WA. If your child is not getting off the bus on a

scheduled day – WA must be notified earlier in the day. **Fee is: \$15.00 per afternoon.** Child must be fully registered with WA (forms and fees)

**A.M. and P.M. extended day combination – \$500.00/month**

**If the Newburgh School District is closed (scheduled calendar closing or early dismissal) and WA is open** - public school students can be accommodated for an additional fee (monthly tuition does not cover any portion of these days).

**We are no longer offering an hourly rate.**

**Full Day - \$75.00**

**Half-Day - \$45.00**

If there is a delayed opening for the public schools and WA is open, public school children are supervised at no additional cost.

**NEW - Extended Day Program for UPK students:**

The district free UPK program is 6.5 hours. If a child needs coverage before and after class and during the time the district is closed and Windsor Academy is open – the following fees apply:

A.M. and P.M. extended care (6:30 a.m. to start of class and until 6:00 p.m. plus the approximate 29 days when Newburgh is closed and we are open:

**\$375.00/month**

Alternate Option: a.m. extended day only - \$250.00/month or p.m. extended day only - \$300.00/month

**Holiday care:**

**There are currently approximately 29 full and half days (latest Newburgh District calendar which is subject to changes throughout the year) for public school students when Windsor Academy is open and able to provide child care.** There are unexpected weather related delays and early dismissals when WA is open. During the last week of public school in June – there are potentially half days as well when WA is open and Newburgh is closed.

**We are offering 2 payment options for this care:**

**Pay-as-you-go Option:** Parents pay for each day as needed no later than that day.

**Note:** if you were to use all 29 possible days – the annual fee would be:  $19 \times \$75 + 10 \times \$45 = \$1875.00$ .

**When Newburgh has an unexpected Early Dismissal – there will be an additional charge of \$15.00/occurrence payable on the same day at pick-up, if you choose to have your child remain at WA.**

**RATE CHANGE! Monthly Option: A fee of \$150.00 per month is added to the monthly extended day fee. (total for year is an additional \$1500.00). This will cover all the days that the Newburgh District is closed and we are open, including additional changes in their calendar as well as unexpected early dismissals due to weather related/emergency conditions.**

There will continue to be no charge for District delayed openings when WA is open with either option. This is included in the A.M. extended day coverage monthly fee.

The Windsor Academy calendar for 2018-2019 is attached. The days referenced (District closed/WA open) are highlighted. The Newburgh School District Calendar is available on their website.



# Windsor Academy 2018-2019 Calendar

## 2018

September 3	Labor Day – WA Closed
September 4	School begins for WA students
September 4-5	Meet and Greet for UPK students – times tbd
September 4-5	Coverage available for Extended Day students
September 6	School begins for UPK students
September 10-11	No UPK – Newburgh closed
September 19	No UPK – Newburgh closed
October 8	No UPK – Newburgh closed
October 17	½ day UPK - Newburgh has ½ day
October 31	½ day UPK - Newburgh has ½ day
November 12	No UPK – Newburgh closed
November 22-23	Thanksgiving Holiday – WA Closed
November 28	½ day UPK – Newburgh has ½ day
December 12	½ day UPK - Newburgh has ½ day
December 24-31	No UPK – Newburgh is closed
December 24-25	Winter Holiday – WA Closed
December 26-28	WA Open
December 31	New Year’s Eve - WA Closed

## 2019

January 1	New Year’s Day – WA Closed
January 21	No UPK – Newburgh closed
January 30	No UPK - Newburgh closed
February 13	½ day UPK – Newburgh closed
February 18	No UPK – Newburgh closed
March 13	½ day UPK – Newburgh closed
April 19	Spring Holiday – WA Closed
April 19-26	No UPK – Newburgh is closed
May 21	No UPK – Newburgh is closed
May 27	Memorial Day – WA Closed
June 6	½ day UPK - Newburgh has ½ day
June 13	½ day UPK – Newburgh has ½ day
June 26	½ day UPK – Newburgh has ½ day/Last Day of UPK school year
June 28	Last day of WA School Year
July 1	Summer Program Begins
July 4-5	Holiday weekend – WA Closed
August 23	Last Day of Summer Program
August 26-30	WA Closed for all students (staff development)
September 2	Labor Day – WA Closed
September 3	WA School Year Begins (UPK start date tbd)

UPK students will follow the Newburgh Calendar.

WA is closed on Labor Day, Spring Holiday, Memorial Day, and 2 days for New Years, Thanksgiving, Christmas and July 4 holiday weekend.

WA offers a fee based program during Newburgh closures.

Please see tuition schedule and details for all fees.

WA reserves the right to amend the calendar due to weather, an emergency or policy change.