



NEW YORK ACADEMY

PARENT HANDBOOK

2016-2017

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Welcome to New York Academy

It is a pleasure to extend a warm welcome to all families joining us for our inaugural academic year. We look forward to a wonderful year of learning with you and your children.

Introduction

This Handbook describes some of the policies and procedures at New York Academy. It provides information about the school's educational goals, communication within the school community, operations and services. Please read it carefully. The school may amend it from time to time.

Educational Mission

At New York Academy, we strive to nurture each student's innate curiosity while personalizing our instruction to make academics fun. Our research-based STEAM program invites children to discover new things through inquiry, investigation and hands-on exploration of meaningful topics. We never stop evolving and continually tailor our classes to each child's interests, strengths and abilities, while nourishing the intellectual, social-emotional, physical and creative capacities of each student.

Our progressive education ensures that we strongly emphasize all learning outcomes, producing students who are ready to leave their mark on a fast and ever-changing world. They become:

- Leaders
- Achievers and innovators
- Confident problem solvers
- Free and independent thinkers
- Self-disciplined
- Strong communicators

Our interactive, dynamic and transdisciplinary curriculum combines highly educational, physical and artistic activities that complement the overall academic program. The co-curricular program also directs our students to be:

- Proficient in foreign languages through language immersion
- Accomplished in music, visual and performance arts, sports and gymnastics
- Honest, ethical, compassionate, generous and socially aware

Admission Policy and Procedures

We welcome parents who demonstrate a commitment to our mission to apply for their children's admission to New York Academy. Parents interested in enrolling

their children at New York Academy should arrange to take a tour of the school, and meet with the Academic and Admission Coordinator and Head of School to learn about the school's programs and services.

We assess applicants to determine their readiness for our program to ensure that they will be happy and successful in our school. Assessment for admission to preschool and kindergarten is an informal assessment of developmental readiness for the grade the child would be entering. For first grade and above, we also assess applicants' academic and social skills.

After-School Classes

A variety of after-school classes are offered and typically meet once a week for a set number of weeks. These classes are open to NYA students and to students from other schools.

Arrival and Dismissal Procedures

All children should arrive between 8:45 and 9:00. Cars shall enter the parking area and proceed to the rear of the building. NYA faculty and staff members receive children from their cars at the main entrance of the building and escort them to their classrooms.

Make sure that your children arrive on time, so they have the opportunity to greet friends and make a comfortable adjustment to the classroom before the day's activities begin. Please ensure that your child arrives during the arrival period, as late arrival may interrupt the activities in which classmates are engaged.

If your child needs to leave school during the course of the school day, please notify the school in advance. When departing early, the parent or authorized person must sign out the child. We will not release your child to unauthorized persons. Authorized persons are those listed on the Emergency Contact and Pick Up Form. If unusual situations require a parent to request pickup by an unauthorized person, the request must be in writing and the requested person will be required to provide valid photo identification.

Dismissal occurs at 11:30 for the morning program, at 2:30 for the pre-kindergarten full-day program and at 3:30 for kindergarten through third grade. For dismissal, children will be brought to the indoor playroom on the ground level.

Cars shall form a line for pick up. When a car arrives at the entrance of the indoor playroom, staff will bring the child to the car. Then the driver shall proceed forward to make enough room for the next car.

Children enrolled in after-school activities will remain in the school, and enjoy a snack and play time until the activities begin. At the end of the activity, staff will

bring the children to the indoor playroom for dismissal.

Attendance

Regular attendance is important for the successful education of your child. In the interest of your child's progress, NYA discourages absences for reasons other than illness. Please call the school by 8:30 am if your child will be absent.

Behavior Guidelines

As an integral part of our curriculum, we teach children to have self-respect, respect others and care for the environment in which we live. We facilitate this process by adhering to community behavior guidelines, which help us all live peacefully. Adults and children in our community shall:

- Speak to others and about others truthfully, politely and respectfully
- Keep school property and materials in the best condition possible
- Walk peacefully throughout the school
- Avoid harming others physically or psychologically

Along with community guidelines, each teacher maintains guidelines for the classroom, which enhance the learning environment. At the beginning of each year, teachers present and discuss guidelines for behavior in their classes and in the school with their students. We reinforce these guidelines throughout the year as we guide our students in the development of their social behavior and skills. It is important that children understand the community and classroom guidelines and their boundaries. We help them with this by introducing guidelines that are age appropriate and in the best interest of the individual and total school community.

We base our behavior guidance standards on the normal developmental needs of children. We recognize that children need positive people in their lives, since they copy what they see and hear from people around them. They learn first from our actions and interactions with them.

Emphasis on the positive is essential in guiding young children. We guide children by building on their positive behavior through providing attention and encouragement when positive interactions take place. We strive to create a school environment that is characterized by encouragement, explanation and cooperation.

We teach children how to use acceptable alternatives to problem behavior in an effort to reduce conflict. We recognize that unacceptable behavior is often due to a child's developmental immaturity. When children engage in unacceptable behavior, we reinforce limits and teach them "what to do" instead of "what not to do." Reinforcing limits and teaching alternatives helps children have positive

social experiences in school. We incorporate opportunities to solve problems and learn through mistakes, both individually and in groups.

Our guidelines for responding to unacceptable behavior are as follows:

- Address the problem and child in a manner to help avoid loss of the child's self-esteem
- Redirect the child to understand the problem
- Use natural consequences when needed
- Encourage children to verbalize their feelings, rather than demonstrate them physically
- Use situations of misbehavior as a learning experience for all involved

We separate a child from the group when less intrusive methods of guiding the child's behavior have been tried and proven ineffective and/or when the child's behavior is too disruptive to the group and separation is necessary for the teacher to carry out the group activity. When separated from the group, the child remains in an area of the room where he/she can be seen and heard by a teacher. The child rejoins the group as soon as his/her behavior is appropriate for group participation.

We believe children should never be subjected to physical, verbal or psychological abuse. In our school, any form of corporal punishment is prohibited. This includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting or spanking. Likewise, children shall not be subjected to any form of emotional abuse, including name-calling, ostracism, shaming, derogatory remarks about the child or his/her family, or language that threatens, humiliates or frightens the child. We teach children to use appropriate words to express anger or frustration and to seek help from an adult to avoid physical or emotional harm.

If behavioral problems are significant, the teacher will document them and discuss them with the parents and Head of School and develop a plan to help the child improve his or her behavior. It may be the case that the best decision for a child and/or the school is for the child to transfer to another school that is better suited to meet the child's needs.

Birthdays

Birthdays are important events in the lives of children. Parents who would like to organize a birthday celebration in the classroom should make arrangements with the teacher. If you organize a party at home, we urge you to invite all of the children in your child's class.

Change of Address, Phone Number and Email

For normal communication and emergency purposes, it is imperative that parents inform the school immediately of any changes in contact information such as telephone number, email address and residential address.

Communication

Excellent communication between parents and teachers is essential to ensure the best possible educational experiences for children. Through both parent-teacher conferences and informal exchanges initiated by either the teacher or parents, thoughtful and collaborative communication about a student's progress is a key element to promote student growth and progress. The most constructive dialog occurs directly between teachers and parents. If an issue cannot be resolved directly between a teacher and parent, the appropriate administrator will get involved.

Teachers respond telephone or email inquiries from parents in a timely manner. We also ask parents to understand that teachers are with students almost all day long, so responses to inquiries might not be immediate.

Community Service

Community service is an integral part of a NYA education. Students have opportunities throughout the year to participate in activities designed to help them understand and contribute to meeting human needs.

Contagious Diseases

In the interest of the health of our community, we must know when your child has a contagious disease. We have the responsibility to inform other members of our community about possible exposure to communicable diseases, which include, but are not limited to, strep throat, chicken pox, lice, conjunctivitis and similar ailments. We reserve the right to send your child home if he/she does not seem fully recovered. If a child is not healthy enough to participate fully at school, he/she should remain at home.

Dress Code and Clothing

Students shall wear a solid color polo shirt. School uniforms will be introduced for the 2017-2018 year. Children should dress in comfortable and casual clothing.

Children need a spare set of clothing at school in case if it requires them to change clothing. Please mark your child's clothing with his/her name to help

avoid confusion with the clothing of other children. Please send the extra clothing in a small container labeled with your child's name.

Fees and Payments

Parents contract with the school for a service at a set fee. To sustain the business relationship, prompt payment of bills within the set dates is important. Any variances to this policy must be requested in writing, and the response will also be in writing.

Field Trips

Some of the rich learning experiences enjoyed by New York Academy students take place outside the classroom. Each class takes field trips during the school year. Pre-Kindergarten groups often wait two or three months until the children are comfortable with their classes, teachers and routines before venturing farther than the immediate neighborhood. We encourage parents to volunteer as chaperones for field trips.

By signing the Enrollment Contract, parents give permission for their child to participate in the school's field trips.

Fire Drills

Our first priority is always the safety of our children. To be prepared for an emergency, NYA will conduct fire drills from time to time.

Forms and Documents

NYA requires that parents submit the following forms and documents prior to the start of school.

- Proof of Date of Birth
- Proof of Nationality of Child and Parents
- Previous School Records
- Medical Records Including Immunization Records
- Emergency Contact / Pick Up Form
- Medication Administration Form
- Parent Consent Form
- Food Allergy Assessment Form

Homework

NYA does not give homework in preschool and kindergarten. Limited homework is given in primary school. Homework is designed to be engaging and an extension of learning taking place in school.

Lice

In the case of head lice, we ask that parents aggressively pursue recommended treatment. There are a number of options for treatment, but a key to eradication is that nits be forcibly pulled from each strand of hair and that all linens, clothing and contact areas are thoroughly cleaned and cleared of infestation.

Lunch

NYA serves nutritious and healthy lunches. The lunches are prepared on site by professional chefs and served in the school's lunchroom.

Media and Photo Permission

From time to time, photography, video images and live broadcasts might be made of school personnel. A form in the Application Package addresses photo permission.

Medical Emergencies

In case of a medical emergency, we will attempt to contact you. If we cannot contact you, we will attempt to reach one of the emergency contacts listed on the Emergency Contact / Pick Up Form. In the event of a serious medical condition or accident, NYA will transport your child to Apollo Hospital. If, in the opinion of the physician, your child needs medical or surgical services that require your authorization or consent before you are able to provide consent, you hereby authorize, appoint and empower New York Academy to act as your agent to furnish on your behalf such oral or written authorizations as may be required. You also release New York Academy and its employees from any liability that may arise from the giving of such authorization; it being our desire that your child be furnished with such medical or surgical services as soon as possible after the need arises.

Medication

No medicine or medical treatment, except emergency first aid, will be given to any child without a Medication Administration form signed by the parent or guardian.

Parent Feedback

We are always happy to receive informal feedback from you on the many aspects of your child's experience at NYA. In addition, NYA conducts formal surveys from time to time.

Parents Association

All NYA parents are automatically members of the Parents Association (PA). The role of the PA is to support the school by organizing social events and activities that develop the school community. Support from parents strengthens the school and also provides opportunities for parents to participate in their child's education and experience.

Parent-School Partnership

Parents play an essential and positive role in the life of an independent school. Their support for their children's education, the faculty and staff, and the school are essential for an independent school to thrive and achieve its full potential. When parents enroll their child in NYA, they agree to subscribe to its mission, follow its rules, and abide by its decisions. Trust and mutual respect are the most essential underpinnings of effective relationships between a school and parents.

NYA encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. Thoughtful questions and suggestions are welcomed. Furthermore, we make every effort to keep parents informed of pertinent information.

Parents best support school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents will be viewed by the school as counterproductive.

While parents may not agree with every decision by the school, in most cases, the parent and school will find enough common ground to continue a mutually respectful relationship. In extreme cases, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the school should consider whether another school would be a better match for the family.

Parking

There is limited parking on campus for short visits.

Personal Belongings and Toys

If your child loses personal belongings at school, please check the Lost and Found for the lost item. NYA is not responsible for the loss or damage to personal articles. Unclaimed articles will be given to a charitable organization.

As a general policy, we discourage children from bringing toys to school for two reasons. First, toys can become misplaced during the day. Lost toys cause

children a great deal of anxiety and may require considerable time and energy until they are found. Second, in our experience, personal toys at school frequently cause problems and confusion among students. Toys that represent violence, such as guns, knives and swords, are strictly prohibited

Progress Reports and Parent-Teacher Conferences

Progress reports are provided to parents at the end of the first term and at the end of the year. Parent-Teacher conferences are held at the end of the first, second and third trimesters.

Teachers and administrators care greatly about all facets of your child's growth. If an issue arises that needs to be addressed before one of the scheduled conferences, your child's teacher or an administrator will contact you. Likewise, if you have a question regarding your child's progress or general welfare, please do not hesitate to speak with your child's teachers.

Re-Enrollment Procedure

In early February, NYA sends letters to the parents of current students, inviting them to re-enroll for the following school year. We ask parents of returning students to send a non-refundable deposit of 10% of the tuition by March 1 to secure a space for the child.

Invitations to re-enroll at the next grade level are contingent upon satisfactory completion of the current grade. If there are concerns about your child's ability to complete the current grade level, we will discuss them with you as they arise and recommend measures to help your child.

Safety and Security

The safety of our students and the security for our school are top priorities at New York Academy. All faculty and staff members are vigilant and consider our students' safety and welfare as the first priority.

All visitors are required to show identification to enter the building and to carry a visitor's pass. CCTV cameras are installed throughout the building.

If a situation ever arises where there is a perceived threat to security, the safety of our students may be best maintained by keeping them inside the school. If the school enters this mode of operation (called "sheltering" or "lock down"), then parents will be advised not to come to the school to pick up their children. When the threat has passed, the school will return to normal operation.

Snacks

NYA provides a morning snack. If your child remains at school for after-school classes, please provide an afternoon snack.

Student Records

Requests for student records should be given to the Academic and Admission Coordinator. Please allow at least one week for processing requests. If you would like your child's records released to other institutions, a signed "Release of Education Records" form must accompany the request.

NYA's policy is that all student information shall be held in strict confidence. This policy applies to all submitted applications, recommendations and student records, as provided to the school and held by the school.

Transition to School

Children of all ages sometimes experience difficulty in making a transition to school. The happiest, most self-assured child can experience anxiety when entering a new environment. The most typical times for children to experience difficulty with transition are during their initial school experience and after a vacation or extended period away from school. Crying and clinging to parents and caregivers are normal behaviors.

Our faculty and staff members have a great deal of experience helping children and families. We appreciate the trust you place in us when you enroll your child at NYA. When children enter our doors, they become our responsibility, which we look forward to and embrace.

During arrival time for the first few days of school, parents may accompany their children into the classroom and remain with them for a few minutes. After a few days of transition, parents shall turn their children over to NYA staff at the entrance to the building or classroom.

If your child is experiencing difficulty separating from you, we will work with you to make the transition easier. Through our experience, we have found the following suggestions helpful:

- Please take advantage of the Parent and Student Orientation before the school year begins. Your child will meet his/her teachers, visit classrooms and meet other NYA students.
- A few words of reassurance and affection before you say good-bye go a long way to help children separate.
- Whether you say good-bye at the building's entrance or in the classroom, it is important that you do not lengthen the process unnecessarily.
- Entrust your child to your child's teacher or staff member at the entrance of the building, before you leave.

- You may call the school during the day to find out how your child is doing. We will be happy to let you know how the day is progressing for your child.

Tuition Refund Policy

Enrollment is for the entire academic year. Tuition payments are non-refundable.

Visiting

We welcome parents to visit their child's class, but we ask that visits be arranged in advance. Our experience shows that unexpected visitors can disrupt the routines and activities of a class. Please do not take the opportunity of a visit to discuss your child with his/her teacher, as the teacher will likely be busy teaching and caring for the class.

Volunteering

Parents are welcome to volunteer in a variety of ways. Parent volunteers can strengthen the school community and enhance the school's programs. To volunteer, please contact the Academic and Admission Coordinator to inquire about volunteer opportunities.