



Parent Handbook and School Policies

2016-2017



"Where all children are challenged as well as nurtured."

Howard Park Center

15834 Clayton Road
Ellisville, MO 63011
265 Steamboat Lane
Ballwin, MO 63021

636-227-2339/636-227-2330
www.howardparkcenter.org

Dear AFA Academy Parent,

Thank you for entrusting the AFA Academy staff with your child. We are delighted to assist your family in meeting your child's educational and developmental needs.

In this handbook you will find important information about our school, including our policies, fees and calendar. Please refer to this handbook as questions may arise throughout the school year.

As always, please feel free to contact us with any questions you might have about your child's educational and therapy needs. We feel open communication and collaboration with our parents is essential to ensure the highest level of success for your child. We look forward to sharing in your child's education and development.

The AFAA Team

Brad Buechler
Executive Directive

Kathy Gagnepain
Principal

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First Day of School

The first day of school is Tuesday July 12, 2016. Please bring a complete change of clothing (labeled with your child's name) and a supply of diapers or training pants to school, depending on your child's needs. Each child has a bin in the restroom for supplies. An individual "cubby" is provided for each child in the classroom. Please check the cubby daily for correspondence and school work.

School Supply List

Prior to the first day of school, teachers will provide a school supply list for the class. Supplies should be brought in the first day of school.

Snack and Lunch Policy

Due to the dietary needs of many of our students, parents will need to provide a snack each day for their student. If a student forgets a snack, classroom teachers can provide one for that day. All students attending full day should bring a lunch to school with them each day as well.

Parent Fundraising

As a non-profit, we rely heavily on families to help with our fundraising events. We appreciate your involvement in these events.

Hours of Operation

The Academy runs year round with intersession breaks. Calendars can be found in the lobby.

- Inclusion Pre-School is scheduled from 9:00 a.m. to 12:00 p.m. M-F or 9:00 a.m. - 3:00 p.m. Monday through Thursday and on Fridays from 9:00 a.m.-1:00p.m.
- Inclusion K-Prep is scheduled from 9:00 a.m.–3:00 p.m. Monday-Thursday and 9:00 a.m.–1:00 p.m. on Fridays.
- IBI Program - Classrooms are scheduled from 8:30 a.m. to 12:30 p.m. on Fridays and until 2:30 p.m. Monday through Thursday.
- IBI Program - Elementary is scheduled Fridays from 9:00-1:00 and until 3:00 Monday through Thursday.
- Elementary Program is scheduled from 9:00 a.m. to 3:00 p.m. Monday through Thursday and 9:00-1:00 on Fridays.
- Junior and Senior High Program is scheduled from 9:00-3:00 Mon-Thurs, and an optional Friday from 9:00-3:00.

Parking Courtesy and Safety

Please drive slowly and carefully in our parking lot to keep all of the children and families safe.

Parents with children who are non-ambulatory and/or wheelchair-bound are encouraged to park in the closest spaces in front of the Academy. Additional parking for other families is available in the parking lot in front of and next to the Academy.

Carpool Line

Carpool drop off will begin 5 minutes prior to your child's classroom start time. Cars will follow a pre-set traffic pattern and will pull directly in front of AFA Academy. A staff member will come to your car and assist your child from the car and into the building. Dismissal will occur directly after class. A sign with your child's last name will be provided to you. This sign **MUST** be displayed in the passenger window before any staff member will bring out your child. A staff member will escort your child to your car at the front ramp and assist your child into the car. Staff is not allowed to buckle a child into their seat.

Absences

Please call the Center at 636-227-2339 or 636-227-2330 to report your child's absence at your earliest possible convenience. If we not receive notice by 10:00 am, we will contact parents to confirm the absence.

Inclement Weather

When the Academy needs to close due to inclement weather, the director will notify KSDK Channel 5. Please look for the AFA Academy or Howard Park Center on the school closing listings at the bottom of the screen. In addition, parents will be notified via email and Facebook.

Tornado Procedure

When a tornado warning is issued, a tornado alert is broadcast throughout the building. Teachers and students move to their designated shelter areas within the school until the warning has been lifted. Tornado drills are practiced twice a year.

Health Policy for Admissions

No child will be admitted without a physician's statement of good health, as well as a notation of any physical restrictions. All immunizations must be current and recorded. Withholding pertinent information may be grounds for dismissal from the program.

Student Population

Although the Academy primarily serves the child with special needs, our inclusion program serves typically developing children as well. Children enrolled in this program learn from the staff and

from each other. Typically developing children are natural role models for their classmates with special needs, and all of the children enrolled benefit tremendously from interacting with one another. Once the children begin learning and playing side by side, the typically developing children soon learn that they have more in common with their peers with special needs than they ever realized. It is wonderful to see these new friendships flourish.

Contacting Your Child's Teacher

Your child's teacher is available to consult with you anytime throughout the year as the need arises. You may call 636-227-2339 or 636-227-2330 to leave a message for the teacher or you may e-mail the teacher at the addresses listed below. All other AFAA/HPC staff can be e-mailed using their first initial followed by last name @ howardparkcenter.org.

Chrystal Forbes— Inclusion Lead
cforbes@howardparkcenter.org

Carolyn Miller— Pre-School
cmiller@howardparkcenter.org

Jen KostECKi, IBIP 3
jkostECKi@howardparkcenter.org

Christy Linneman, IBI 1 and IBI 2
clinneman@howardparkcenter.org

Jean Glass, Middle/High School
jglass@howardparkcenter.org

Jennifer Short, Middle/High School
jshort@howardparkcenter.org

Jessica Vernon, Elementary
jvernon@howardparkcenter.org

Tami Pentz, BCBA
tpentz@howardparkcenter.org

Eryn Miner, BCBA, Elementary
eminer@howardparkcenter.org

Elizabeth Huxel, BCaBA
ehuxel@howardparkcenter.org

Kathy Gagnepain, Principal
kgagnepain@howardparkcenter.org

Parent Conferences

Parent conferences are held in October and May. Your child's teacher will arrange an appropriate conference time with you during these months. Please note that teachers are available to discuss any concerns or issues any time during the year.

Academy Staffing:

The AFA Academy offers extremely low student to staff ratios that range between 1:1 instruction to 1-4 programming. Due to the highly intensive nature of our programs, the Academy recognizes the need for our professional staff to rotate positions within the Academy after the completion of the school year. This offers the student the opportunity to generalize skills with other staff members.

Classroom Observation Policy:

The AFA Academy is bound by HIPPA and privacy regulations to ensure the rights of our students and integrity of our programs.

Visiting Agencies:

Along with the proper paperwork, a two week advance notice is required for outside agencies in order for an observation to take place. Visits are limited to 60 minutes and a 2 person maximum.

Parent Observations:

In accordance with HIPPA regulations, as well as to maintain an optimal learning environment, in class or therapy observations require a 24 hour advanced notice, approved through administration, and limited to 1 hour per visit. Parents are permitted 3 visits per quarter. These visits are extraordinary visits, not meetings scheduled by your child's educational/therapy team.

Classroom Hygiene

Because young children love to explore toys and put items in their mouths, we must exercise caution and good classroom hygiene. If teachers notice an object mouthed by a child, it is placed in a bin to be washed. Toys are sterilized daily because drool on toys/objects has been identified as a main route in transmitting viruses and bacteria.

The hygiene policies for diapering (regulated by the Department of Health) are posted on the wall in each of the classroom bathrooms.

Health Policy

1. All direct care staff, including volunteers, must furnish the Academy with an annual statement of good health, and negative tuberculosis test or chest x-ray.
2. All children admitted to the program must furnish the Academy with an annual statement of good health.

3. No person with an infectious disease or condition will be permitted to remain at the Academy (fever, rashes, diarrhea, vomiting, etc.).

- a) When illness is suspected, the parents will be notified by the Principal to pick up their child. In the event that the parents cannot be reached, the Principal may elect to call the emergency contacts listed on the enrollment form or to isolate the child from other members of the class.
 - b) No child shall be permitted to return to the center until he or she has a temperature of 98.6 degrees or below for a period of at least 24 hours. Also the child must be free of diarrhea and vomiting for 24 hours.
 - c) HPC reserves the right to request a physician's statement of good health for any child or staff member returning following an illness.
4. A child with a known contagious disease (i.e., Cytomegola Virus) will be permitted to attend the Center, if prior approval has been given by the Principal and human rights committee. All precautions regarding the transmission of the disease will be followed by those working with the child. The precautions will be given to the director by a physician specializing in contagious diseases.
5. Parents shall inform the center of any confirmed case of strep throat, measles, mumps, chicken pox, head lice, impetigo, or any other serious condition. The Principal shall notify the families of all other children in the program that exposure to the specified condition may have occurred. Upon the advice of the St. Louis County Health Department, this warning may be extended to adults working in the program as paid staff or volunteers.
6. **Medications:** All medication, OTC or prescription **must** be accompanied by a script from the doctor. No medication can be administered without a prescription. Any and all medicine must be checked in at the front desk. All medicine must be in the original prescription bottle with the child's name and instructions. All nonprescription medications must be in their original containers and labeled by the parents with the child's name.

All medicines will be kept in a locked container throughout the day. If this policy is not respected by parents, the child may be asked to leave the program.

7. The Academy will retain emergency forms on file stating name, address and phone numbers of responsible parties designated by the parents to act in their behalf; name, address and phone number of the physician treating each child; current medications; known allergic reactions; previous accidents or surgeries.
8. In the event of a significant outbreak or epidemic, treatment will follow similar guidelines, as per individual outbreak, with emphasis on getting afflicted parties home. The Academy will notify all student families. Advice will be sought from St. Louis County Health Department and/or DMH licensure regarding the need to temporarily close the school and the subsequent return of students. In the case of multiple cases of diarrhea/vomiting by students who have ingested the same food, a sample of the suspected food including the original container will be set aside for testing by health authorities. The director is responsible for implementation of the above.
9. In the event of sudden onset of serious illness or accident:
 - a) Staff shall provide first aid/CPR within the limitation of his or her experience; a designated party will call 911 for help. The teacher will be responsible for the remaining students.
 - b) The child's family shall be contacted.
 - c) Written records noting date, time, circumstance, action taken and observer's signature and position shall be placed in the child's file by the Principal.
 - d) For indicated illnesses, other parents will be notified.
 - e) Should emergency personnel determine that it is necessary to transport the child to the hospital, a senior member of the staff will accompany the child and his/her records. An appropriate staff/client ratio (1:4) will be maintained in the classroom at all times.
 - f) The Chairman of Board of Directors will be notified.
10. Direct care staff will maintain six hours per year in CPR or CPR and first aid certification.

This is to insure that a minimum of one person is always available to treat such emergencies.

11. The Principal shall purchase and keep on hand basic first aid supplies including: band aids, antiseptic, gauze pads, adhesive tape, syrup of ipecac, etc.

Human Rights

AFA Academy will not deny students admission or programming on the basis of race, color, religion, national origin or disability.

Students are entitled to the following rights without limitations:

- To humane care and treatment
- To safe and sanitary conditions
- To attend or not to attend religious services
- To receive prompt evaluation, care and treatment
- To be treated with personal dignity
- To dignity, respect and confidentiality with respect to staff, volunteers and guests
- To deny permission for the Center to use photographs of student for promotional purposes
- To not be subjected to experimental research
- To receive services in the least restrictive environment
- To freedom from physical, sexual and verbal abuse
- To confidentiality of records and programming
- To nourishing snacks based on developmental needs
- To clean, dry clothing and cleansing upon need
- To impartial review of alleged violations of rights
- To regular parental review of file

Additionally, the following apply unless the Principal can document reasons for which this would be inconsistent with student's needs:

- To wear one's own clothing
- To have parents/guardians visit program

Each family entering the program will receive a copy of the human rights. The Principal will review information with families periodically.

Grievance Procedures

1. Parents are encouraged to settle differences directly with the staff involved or with the

Principal.

2. Grievances not settled satisfactorily at the Academy level may be brought before the Human Rights Committee. The grievance shall be submitted in writing, outlining the nature of the problem, persons involved, dates, attempts at resolution, etc. The Committee must review the information within ten (10) working days of receipt and will respond in writing within ten (10) working days of the meeting.
3. If the matter is still unresolved, the parents may appeal the decision to the Board of Directors Appeal Committee. This Committee is composed of all the members of the Human Rights Committee plus the Chairman of the Board and two additional Board Members. Again, the grievance and previous attempts at resolution shall be submitted in writing. The parents and/or representatives may appear before the Appeal Committee. A written decision from the Committee will be rendered within thirty (30) working days of receipt of grievance.

PEP Meetings

One PEP meeting is included in the cost of tuition for each child with special needs. PEPs are generally scheduled during the first two months of school to allow staff the opportunity to observe the child and complete evaluations. At the AFA Academy, the PEP meeting is a collaborative process entirely centered on the needs of the child. The PEP team can gather for additional meetings when needed.

Insurance Billing Policy

AFA Academy will only bill a family's private insurance policy for the services that their child receives per the parent's request.

Insurance billing is done by AFA Academy for two reasons:

1. To assist parents by avoiding the hassle of paying up front, and submitting their own insurance claims for reimbursement.
2. To save parents money by using their insurance dollars versus having them use their private dollars (also known as parent pay).

In order to control the time required for the billing process, The Academy will file insurance claims once a month for services performed during the previous month. If the insurance company rejects a

claim for any reason, The Academy will comply with any requests they may have. Then, the claim will be resubmitted a second time with the additional requested information. If the claim is rejected a second time, The Academy will consider the claim closed and bill those services to the parent at the parent rate.

If additional services have been rendered in subsequent months, those services too will be the responsibility of the parents.

Parents will receive a monthly statement. Payment is due upon receipt. If payment is not received within 30 days of the billing date a \$35 late fee will be assessed. If the therapy bill is not paid for 2 consecutive months, the child will no longer receive therapy until the balance is paid in full.

Field Trips

A general Field Trip permission form will come with the Parent Information packet at the beginning of the school year. When a field trip is planned, a letter will be sent home to inform parents about the outing, date, destination, and estimated time of departure and return. Signed forms are retained in student files.

Student Records

Student records are maintained in confidentiality and stored in a locked office. No information will be exchanged with any party without parental consent and signature.

Discipline and Behavior Management

Academy staff members use one or more of the following techniques to deal with children's disruptive behaviors:

1. Redirection - Merely shifting the child's interest to another more positive activity.
2. Verbal reminders - Staff members remind children of what behaviors are socially acceptable.
3. Choices - Reminding the child it is his or her choice. The child can demonstrate acceptable behaviors or leave (or be removed) from the activity until he or she can follow the rules.

If the above strategies are not effective a behavior management plan will be adopted. The AFA Academy policy regarding the use of behavior management is as follows:

1. Each program will begin with an emphasis on positive reinforcement, and that strat-

egy will continue until proven no longer effective and reflected in the documentation of each incident.

2. Each program will be implemented solely for its designated purpose, which will be fully explained at the beginning of each plan.
3. A plan may be written by a staff member on the interdisciplinary team and program approval will be the responsibility of the entire team.
4. Programs will be conducted by staff members who have received training regarding program use.
5. Each incident will be recorded and documented by the program plan director, and all programs will be monitored by the interdisciplinary team.

Behavior Management Plan Contents

Each behavior management plan shall teach the child the circumstances under which the behaviors can be exhibited appropriately, channel the behaviors into like but appropriate expressions, and/or replace the behaviors with behaviors that are adaptive and appropriate. Included in each plan will be the following information:

- previous systematic attempts that have been ineffective in behavior change
- the behavioral program objectives
- the methods that will be used to change behavior
- the technique needed for correct physical restraint if applicable
- the schedule for use of the method
- the person responsible for implementing the program
- the data collection that will be used to establish program effectiveness.

If a behavior management plan includes a physical restraint or time out procedure, the plan must be approved prior to its implementation. Each plan incorporating a physical restraint or time out method will be conducted only with the informed written consent of the affected child's parent and/or guardian as appropriate.

Physical restraint will be used only as an integral part of a behavior management plan, and its purpose is to lead to a less restrictive way of managing behaviors and ultimately to the elimination of the undesirable behavior. A behavioral

management plan that includes a physical restraint will also have a positive reinforcement component. Each incident involving the use of physical restraint will be documented to justify its purpose and authorization. The Academy staff is restraint trained.

When time out is used in a behavior management plan, a teacher will document the environment the child was removed from, the adaptive behavior and the positive reinforcement used. The time out procedure will be written such that no time out duration will exceed ten (10) minutes except in extraordinary instances that are personally approved and documented at the time by the teacher.

Discharge and Transfer Policies

AFAA/HPC policy regarding discharge/transfer is as follows:

- Parents seeking discharge or transfer for their child should notify the Academy in writing ninety(90) days prior to departure. Parents will forfeit any tuition or deposit that has been made as well as be responsible for the remaining 90 day program fees. Withdraw form is attached to the parent handbook and must be filled out and returned for the process to begin.
- Prior to leaving all materials borrowed from the Academy shall be returned in good condition and any outstanding fees paid in full.
- School records will be forwarded only upon written request of parent or guardian.
- Parents should remove any personal possessions (clothing, diapers, toys, etc.) at the time of discharge. Any unclaimed items will become property of the Academy after 14 days.
- AFA Academy reserves the right to exclude any child whose behavior is threatening to himself or others. No child will be retained whose needs the program is not meeting. In the event that this is likely:
 - Members of the professional staff will keep records of disruptive or other non-productive behavior, noting date, time, circumstance and observer.
 - The Chairman of the Board of Directors shall be notified that a discharge is being considered.
 - The staff will meet and concur.
- If there is no immediate threat to the child or

others, the family will be notified by conference or in writing of intent to dismiss within 14 days.

- AFA Academy reserves the right to dismiss any child upon learning that he or she has a chronic contagious condition (congenital herpes, congenital rubella, tuberculosis, etc.) or that he or she has failed to supply adequate medical records. Such dismissal is immediate.
- AFA Academy has the right to discharge a client if there is a consistent failure to comply with treatment recommendations, continual missing of scheduled appointments, or client is failing to make progress after multiple strategies have been implemented.

Program Costs

Inclusion Program:

Pre-school

Mon.– Fri. 9:00 a.m.-12:00 p.m. \$600/month

Pre-School and Kindergarten Prep

Mon.– Thurs. 9:00 a.m.– 3:00 p.m.

Friday 9:00 a.m.—1:00 p.m. \$950/month

IBI Programs

\$2,725/month

IBI Elementary Programs

\$2725/month

Middle/High School

4 days per week

\$1,600/month

5 days per week

\$2,000/month

Program payments are due the first day of each month and will be directly debited from your bank account. Should there be an instance where a payment is not made by the 5th of the month, the parent will be sent a late notice. If payment is not received by the 10th, parent will be given notice of “intent to replace” their student. If payment is not received by the 15th, the student will not be allowed to return to Program and that spot will be given to the next child on the wait list.

Discounts are available for pre-paid program costs and additional sibling enrollments.

- There is a 3 percent discount for paying an entire year at once.
- There is a 1.5 percent discount for paying six months at once.

10% off program cost for additional siblings

For those reporting program expenses on their income tax, our federal employer I.D. number is 43-0965295.

Parent Statement of Understanding and Agreement

I acknowledge that I am in receipt of the current Parent Handbook and have read and understand the policies and procedures as outlined therein. These policies include, but are not limited to, school, fundraising requirements, safety, health, grievance, behavior, discharge, and financial.

With my signature, I acknowledge my agreement with and of the policies and procedures as outlined in the AFA Academy Parent Handbook. Should my child voluntarily withdraw, or is requested to leave the AFA Academy, I understand that I will abide by these policies.

Student Name _____

Signature of Father (Guardian) _____

Signature of Mother (Guardian) _____

Date _____



Withdraw Verification Form

This document serves as notice that we will be withdrawing our child from the AFA Academy. I understand that there is a 90-day notification requirement prior to my child's last day. Per the AFA Academy Withdrawal Policy, as stated in the Parent Handbook, I will forfeit any tuition or deposit that has been made, as well as be responsible for the remaining 90 days of program or therapy fees. Upon the closure of all outstanding accounts, student records will be forwarded at the request of parent/guardian. After you have filled out the form, please return it to the Executive Director or Principal.

Student Name: _____

Date of Notification: _____

Final Day at the AFA Academy: _____

Parent/Guardian Signature: _____

If you have any questions regarding the above, please contact Brad Buechler or Kathy Gagnepain.