

TITLE PAGE

Deeper Root Academy is a private Christian-based School and subsidiary of Phoenix Tree Educational Foundation, Inc. We offer classes for preschool ages 2 to 4 years of age and Kindergarten through 8th Grade education. The academy provides character education with an emphasis on multiple intelligences. Our school focuses on academic achievement with an emphasis on how children are smart rather than how smart children are.

The vision of Deeper Root Academy is to provide business and educational excellence by serving our clients and community with compassion, commitment, and character. The educational focus is based on the study of Howard Gardner's theory of Multiple Intelligence. At the core of this theory is the recognition that people think and learn differently and that intelligence can be expressed in a multitude of ways. This approach differs from the traditional education provided in public, and private schools in Florida. Using the Common Core State Standards and Nationwide benchmarks, our teaching will incorporate each of the eight major intellectual domains defined by Dr. Gardner and provide opportunities for each student to use his or her unique intelligence to understand the subject matter.

In addition, we help students understand their strengths and challenges using Multiple Intelligence as a tool. Students learn to use strengths to acquire new information and work on more fully developing their knowledge in areas that are a challenge for them. Our Christian values and character education will also foster the sound qualities that should be at the core of humanity. We seek to rule out any chance of failure and teach our students to embrace their God-given abilities and talents in order to develop their understanding of how they can positively impact our world. This opportunity is extended to those who qualify for scholarship based on academic or developmental needs as well as provide scholarship opportunity for those who may not otherwise be able to afford to receive this type of quality education.

We recognize the need for a nurturing environment where children are treated as individuals. We understand that each child is different and we look for ways to allow each one to become who God intends them to be. It is our goal to provide a comfortable and safe place where each child is encouraged to learn and grow.

ENTRANCE POLICY:

No child will be refused admission to Deeper Root Academy for reason of race, religion, color or creed.

Parents will receive a notification letter after all enrollment forms have been submitted and reviewed. Please allow 5 business days to be notified if your child has been enrolled or placed on our waiting list.

HOURS OF OPERATION:

School Dates: August 13, 2018 – May 29, 2019

School Hours: Monday – Friday 8:15am – 3:15 pm; Wednesday Early Release 2:15 pm

Optional Before School Care: 7:00am – 8:15am and After School Care 3:15pm – 6:00pm

ATTENDANCE POLICY:

It is expected that students will attend school regularly and arrive on time in order to benefit from the learning experience. If your child is absent from school, it may be excused if it is for the following reasons (samples):

- Medical appointments
- Counseling
- Legal appointments
- Funeral of family member or closely related friend (school may request proof)
- Family emergency (school may determine if valid)

Students should not be absent more than 10 days within a three month period (marking period). This includes absences that result from tardies. If attendance guidelines are exceeded, a parent/teacher conference will be requested by the director.

Our preschool students may arrive as early as 7:30AM and may remain in care until 6PM. Students in Pre-K 2, Pre-K 3 and Pre-K 4 are to be escorted and signed in by a parent/guardian to their classroom no later than 8:15 AM each morning. Students will be considered tardy if they are not in place by 8:30AM. If a student arrives after 8:30 AM, parents should escort the student to the office to receive a tardy slip. Students must then be escorted to class by one of our staff members. **Parents should understand that Deeper Root Academy extends grace for three unexcused tardies. Upon receiving the fourth unexcused tardy, parents are assessed a \$10 fee. The "tardy count" is reset every nine weeks.**

Students in grades K-8 are to report to the cafeteria by 8:15 in the morning to sign-in and participate in the school offered Breakfast Program. This is included in the program and students are required to participate. Students will be considered tardy if they are not in class by 8:30AM. If arrival is after 8:30AM, students must be escorted by a parent/guardian to the office to receive a tardy slip. Students will then be escorted to class by a member of the office staff. **Parents should understand that Deeper Root Academy extends grace for three unexcused tardies. Upon receiving the third tardy, parents are assessed a \$10 fee. The "tardy count" is reset every nine weeks.**

ALL students must have assigned pin number to login. The time clock will keep accurate records of arrival times.

DROP OFF POLICY:

- Kindergarten – 8th grade students should arrive no later than 8:15 am.
- Check-in with a Parent/Guardian is **required after 8:30 AM** (Tardy pass needed); after 3 unexcused tardies = \$10 late fee assessed; 5 tardies = 1 unexcused absence. Tardy passes are issued after checking in at the school office.
- Parents of Pre-K and Kindergarten students, please park in designated area and walk your child into the building. This is optional for all other grades as they can be dropped off at the designated sidewalk entrance at building 100. If inclement weather, **ALL students please use the covered sidewalk.**
- If possible, please give the school a courtesy call if your child will be absent or arriving late.
- Extended day services are available from 7:00am – 8:00am and 3:15pm – 6:00pm.
- Students arriving before 8:00AM and not enrolled in Before Care, you will be charged \$5 per day of service and encouraged to enroll in the before school care program.

PICK UP POLICY:

- The School office hours are from 8:00am-4:00pm.
- If your child is not enrolled in aftercare and is not picked up by 3:15, you will be charged an extended care fee of \$5 per 15 minutes of after care services and encouraged to enroll in the after school enrichment program.
- **NO CHILD WILL BE RELEASED TO ANY PERSON NOT ON THE AUTHORIZED PICK UP LIST AND WHO FAILS TO SHOW PROPER PICTURE IDENTIFICATION.**

- Additional pick up persons must be added in writing and signed by the parent or legal guardian, verbal authorization is not acceptable. Written notices must be submitted to the front office. Be sure to notify us of a change submission.
- No child will be released to a minor (persons under 18 years of age).

AFTER SCHOOL ENRICHMENT POLICY:

- The after school enrichment program closes promptly at 6:00pm
- Please contact the school if you are going to be late. **A late fee of \$1 per minute will be charged for every minute past 6:00pm. Late fees are due upon pickup.**

PAYMENT POLICY:

- Registration Fees are Non-Refundable.
- Make all checks payable to: **Deeper Root Academy**

****All Registration Fees and August tuition payments must be paid prior to the first day of school.****

- Tuition is due on the **first or the first business day** of each month. **A Late fee of \$25 will be assessed if not received within 48 hours of the due date.**
- If your account becomes delinquent, **and** you have not made payment arrangements with the finance department, your child **will not** be permitted to return to school until full payment is made or may be withdrawn from the academy.
- A \$35 charge will be assessed for all returned checks. Cash/Credit payment will be required after two returned checks.

FEES:

2018-2019 Fee Schedule

Pre-K 2 yrs.	Pre-K 3-4 yrs.	Kindergarten -5th	6th – 8th
Registration \$50	Registration \$50	Registration \$50	Registration \$50
Supply Fee \$50	Supply Fee \$50	Supply Fee \$50	Supply Fee \$50
Tuition \$5,890 annually	Tuition \$5,510 annually	Tuition \$7,500 annually	Tuition \$8,000 annually
\$589.00 monthly	\$551.00 monthly	\$750.00 monthly	\$800.00 monthly
\$155 weekly rate	\$145 weekly rate		

- Before school care - \$15/wk After school enrichment program \$30/wk additional cost.
- Registration, First Tuition Payment is due in full by August 13, 2018.

- Tuition installments are to be paid monthly. If weekly/bi-weekly payments are needed, you will need to make prior arrangements with the Director.

WITHDRAWAL POLICY:

- A two week notice is required prior to the withdrawal of any child. All registration and supply fees will be non-refundable.
- If you remove your child without providing two weeks' notice, you will be charged tuition for the two weeks. Unpaid balances are due immediately and delinquent accounts are subject to collection actions.
- Deeper Root Academy reserves the right to dismiss any student at any time in accordance to the discipline policy and/or unresolved delinquency of Financial Agreement.

VISITORS:

- If you would like to observe your child's class, we encourage you to do so. However, you **MUST** schedule a time with the director. *Any parent or visitor who arrives between the hours of 8:00am and 4:00pm will be required to sign in at the Front Office.* This is a precautionary measure to keep your children and our staff as safe as possible.

LOST & FOUND:

- Please label your child's bags, jackets, lunch boxes, and any other personal belongings with a permanent marker.
- Deeper Root Academy staff will do our best to make sure your child is responsible for his/her personal items. All unclaimed items will be placed in lost and found for a two week period. After which, any remaining items will be donated.
- Students are not allowed to bring personal toys from home. Deeper Root Academy Staff will not be responsible for damage or loss of these items.

PARENT/TEACHER COMMUNICATION:

- Parents and teachers will communicate through Daily Binders completed by the teacher and sent home with your child's belongings. We will also utilize the Parent Portal, emails and other technology to ensure proper documentation of contact.

- Please address any concerns you have with your child's teacher through written request. This may result in a scheduled parent/teacher conference. **During pick-up and drop off, it is not appropriate to discuss specific student information.**
- During the school day, you may leave messages for your child's teacher through the office or through email. Please be advised that teachers will be able to return calls and emails after the school day ends. Please refrain from texting to minimize distractions during instructional time.
- If it becomes necessary to meet with the teacher or director to discuss major concerns, please make an appointment through the School Office.
- Updates and other school and class related information can also be accessed online through the Parent Portal, website, and Remind 101 System.

EMERGENCY CLOSINGS:

In the event of a natural disaster, such as severe storm or hurricane, the Academy will follow Orange County School's guidelines and will close per their recommendations. Please listen to your radio or television for such announcements. It is unlikely that we will be able to contact each parent to notify of emergency closings. However, every effort will be made to make contact.

DISCIPLINE:

The goal of Deeper Root Academy is to provide an environment that encourages respect for others. We DO NOT participate in corporal punishment but rather a more positive approach to discipline. We encourage a strong relationship between parents, students and teachers. We believe consistent communication with all parties is the key to discipline.

Disciplinary Action Policy

Classroom Discipline Plan

1. Positive Reinforcement
2. Redirection
3. Reflection Time/Self Evaluation
4. Removal of Privileges
5. Parent/Teacher conference requested
6. Sent to Director's Office

Students who are repeatedly sent to the Director's Office for behavior correction will be required, along with the parent/guardian to adhere to a Behavior Management Plan.

Director *Intervention Procedures*

1. Written Warning requesting Director, Teacher, Parent conference in order to establish a Behavior Improvement Plan
2. In-School Suspension
3. Sent Home for 1 Day (*includes date of incident if sent home prior to 12:00pm*)
4. Sent Home for 3 Days
5. Expulsion

We reserve the right to dismiss any student whose behavior is an immediate threat to the safety of themselves, staff, or other students or is disruptive to the operation of the school.

****Please refer to Student Code of Conduct for more specific information****

BIRTHDAYS:

Birthdays are an exciting time and we encourage birthday parties. If you wish to celebrate your child's birthday at school, please make arrangements with your child's teacher three days in advance. We suggest you keep your snacks simple and individualized. Parents are encouraged to attend but are not required. The staff will NOT be responsible for distributing invitations to outside parties.

DAILY ACTIVITIES:

A daily schedule will be posted in each classroom and provided for parents.

- Schedules are subject to change periodically.

NUTRITIONAL PRACTICES:

Breakfast

Breakfast will be provided for students enrolled in the before school program.

- If you choose to send breakfast, please send something that is portable, disposable, and spill-proof.

Lunch

- Parents may *choose* to send their child to school with a complete cold lunch or have the school lunch that is provided in the tuition cost.
- If bringing lunch, it is the parent's responsibility to make sure the child arrives to school with a complete meal including drink and utensils needed for consumption.

Snacks

- Snacks will be provided for all students enrolled in the after school enrichment program.

DRESS CODE:

- Uniforms are REQUIRED for all students.

Tops

-White, Black, Green and Gold Polo

-All blazers/sweaters must have school monogram

-Oxfords or polo shirts worn under embroidered sweater vests or jumpers do not have to be embroidered.

-Tops need to be neatly tucked into bottoms.

Bottoms

-Khaki, black, plaid

-Skorts, skirts, shorts, and pants

-All bottoms must be longer than the tips of your fingers when hands are placed at your sides.

-All jumpers must be embroidered.

-Girls wearing skirts *must* wear shorts underneath.

Belts-Black, Brown

Shoes

-Black or Brown preferred or Sneakers (must be closed-toe)

All should have non-marking soles. No brightly colored writing or laces.

*Dress shoes are required for chapel

Socks

-White/Black/Brown/Green

Single color socks may be worn in a style appropriate for the shoes being worn.

Undershirts-White

Boys may wear all white undershirts.

In colder weather, all-white long sleeved shirts or turtlenecks may be worn underneath monogrammed shirts.

Sweaters, vests, jackets, blazers and pullovers should reflect school colors and be monogrammed.

Approved attire can be ordered and purchased here at the Academy or [ONLINE](#). We will make the purchase transaction and you can pick up your orders in the front office. If you need to check for sizing, you may visit our vendor's store. However, purchase is not necessary. Our vendor is:

AMS Uniform Gallery

7439 W. Colonial Drive

Orlando, FL 32818

All boys/ girls attire and accessories available, including embroidery.

Click [HERE](#) to place uniform order now. [See Uniform Guidelines](#)

HEALTH/MEDICATIONS/SICK POLICY:

- NO Medications will be dispensed by the Academy Staff. Please make arrangements to administer your child's medication before or after school. If there are special circumstances, please communicate this to the school director.
- If your child becomes ill while in our care, you will be notified immediately.
- Any child with an elevated temperature over 100 degrees must be picked up immediately.

- Any child suspected of having measles, pink eye, chicken pox, lice or any other contagious, communicable or infectious disease or virus which includes vomiting or 2 incidents of diarrhea MUST BE PICKED UP IMMEDIATELY.
- Children sent home with above mentioned symptoms must present a doctor's note or be free from all symptoms for 24 hours to be readmitted. (48 Hours for Strep Throat)
- NO CHILD WILL BE ADMITTED WITH A FEVER.
- In the event of a minor injury, an incident report will be completed for your signature when you Pick-up your child. If a serious injury occurs, parents will be notified immediately.

Thank you for choosing Deeper Root Academy for the care and education of your precious child. We count it as a blessing and a privilege to be able to serve you. If you have any questions or concerns, please feel free to contact our Director, Dr. Angela Kennedy. We believe and pray that your child's experience at Deeper Root Academy will exceed your expectations.