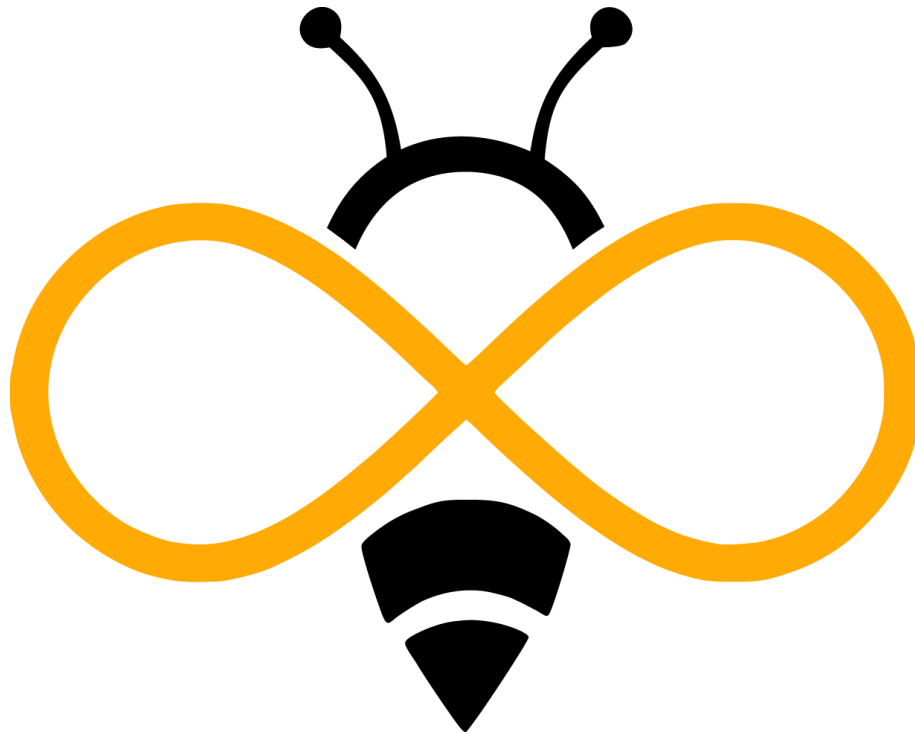


Beyond the Spectrum



Parent and Student Handbook

Revised 7-30-2021

7333 International Place, Sarasota, FL 34240

Office Number: 941-907-3443

Website: www.beyondthespectrum.org

Executive Director: Lora Carpenter lora.carpenter@beyondthespectrum.org

Financial Director: Peggy Caruso peggy.caruso@beyondthespectrum.org

Peabody Academy Program Director: Patrick Brenan patrick.brenan@beyondthespectrum.org

Mariposa Program Director: Sarah Bass sarah.bass@beyondthespectrum.org

Early Learning Center Program Director Larisha Williams larisha.williams@beyondthespectrum.org

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Our Mission

Our mission is to serve individuals and families in our community affected by autism and related diagnoses. Providing individualized therapeutic and educational services, our goal is for every individual to achieve their highest potential in a safe, caring, family-friendly environment.

Cause

Enriching the lives of students & families by teaching beyond the classroom.

Hours of Operation:

Office hours: 8:00 – 4:00, Monday - Friday

School hours: 8:30 – 2:30, Monday - Friday
Before-school care available 7:30 – 8:30, Monday – Friday
After-school care available 2:30 – 5:30, Monday – Friday

Before Care and After Care

For before and aftercare scheduling please contact the front office. For payment information, please contact Peggy Caruso at 941-447-8400

To ensure safety through maintaining appropriate student/teacher ratios all aftercare arrangements must be made at least 24 hours in advance. Requests made after 9:00 am the day care is needed will result in an additional \$25.00 flat fee per child in addition to regular costs. We understand emergencies arise and we will address those as needed throughout the school year.

Late After Care Pick Up

Students should be picked up each day no later than 5:30 p.m. After 5:30 each evening a \$10.00 per minute late fee will be instituted. Emergency situations will always be considered by Admin. Numerous late pick-ups may result in the student being dismissed from our After Care Program.

2020-2021 Calendar

See our website for our calendar. **Note that there will be no aftercare offered on half days.**

Severe Weather Policy

Experiencing a hurricane or extremely severe weather is always a real possibility in Florida. Our **BTS** closing policy in case of such weather conditions is as follows:

1. All closures and reopenings will follow Sarasota and/or Manatee County School Board decisions
2. The phone message/mass text will be changed and updated by 7:30am, as needed, to announce closures and reopenings, as the phone service allows. Please ensure you sign up for the text alerts. Information is provided in your child's BEE Binder.
3. Tuition responsibilities will not change. Tuition payments must be made as usual.

Fire Drills-As required by law, BTS conducts monthly fire and/or emergency preparedness drills, as dictated by our emergency preparedness plan. These drills are conducted while the children are present. Every effort will be made to address any auditory sensory issues that any child may have.

Security

We will never release a child into the care of any person whose name is not on the enrollment form and /or Pick-up List. Although a name may be on the enrollment form and/or Pick-up List, a pictured identification, preferably a current driver's license must be presented to the attendant, teacher, or office personnel if they do not personally know you. All parents and/ or designated pick-up person(s) should be prepared to show proper identification if asked. This is done for the protection and safety of your child. As part of our efforts to keep your child safe, ALL parents, legal guardians, and authorized pick-up persons MUST complete the Authorized pick up form. Additional copies of this form are available upon request.

General Policies

Parents are expected to uphold the objectives, rules, and purposes of **BTS**. Parents who show an ongoing lack of respect to the teachers, staff, or other students will be addressed personally by the Administrator. If a

parent continues to cause undo confusion or problems, the Administrator will take further action that could result in the dismissal of the child. Parents are expected to work with their child's teacher to create an environment that promotes respect and caring for other students, adults, school property.

Financial Policy

Any out of pocket tuition payments are invoiced on either a monthly or quarterly basis, depending on the initial set up with the administration office. Monthly tuition is due by the 15th of every month and quarterly payments are due on the 1st of September, November, January and April. Tuition rates remain the same regardless of holidays, professional days, sick days or inclement weather closures and will be collected on the regular schedule. BTS offers a variety of payment options including Visa, MasterCard, Discover and Debit payments. Tuition payments that are past due will incur a \$15.00 late fee. All tuition accounts must be kept current. Please contact the administration if you are unable to make your payments. If payments should fall behind one month you will be contacted by a member of admin to arrange payment. Out of Pocket payments that fall into arrears (without admin approval) of one quarter may result in your child being unable to attend BTS. As parents ourselves we do understand the economic pressures on families with children with disabilities. Clear and open communication will allow us to move forward in a manner best assisting your family and the school. We make every effort to work with our families. All registration fees and curriculum/activity fees are non-refundable. A 5% discount is available to families with more than one child attending BTS unless the students are already receiving a tuition discount based on their type of funding.

Withdrawal

BTS requests a two week notice to be given to the office before your child's withdrawal date. A letter of termination is required. Annual registration fees are non-refundable.

Absences and Tardiness

If a child is unable to attend BTS for any reason, the parent should notify the BTS administrative office as soon as possible. BTS classes adhere to a structured curriculum and a routine schedule. Absences and tardiness will affect the quality of your child's educational and behavioral advancement. Beginning on time for school is extremely important to establishing a consistent routine for children. Their morning activities set the tone for their entire day. By arriving on time, children are able to settle into their morning routine, make a smooth separation from parent(s), and begin their day in a relaxed manner. When a child is late, the important activities and daily projects have already begun and this creates a rushed unsettled feeling for the child, teacher, and other classmates. To aid the children to have a successful morning and begin their day on a positive foot, we look to you, their parent(s) for support.

Our classrooms begin their official day by 8:30 am, and we are sure you will agree with us, the number one priority for a teacher is to be with his/her children. Our teachers understand that your child's education and your need to convey concerns or questions to them are very important to you. A communication log will be sent home every day for the teacher to make comments and encourage the parent/caregiver to do the same. They welcome the opportunity to discuss them with you before or after school. Please make it a point to arrive at school on time. Your cooperation in this matter is necessary and greatly appreciated. Please note that excessive absences will result in your child losing their scholarship funding from the state of Florida.

Drop-Off and Pick-Up Policies and Procedures

For drop off and pick up we will be implementing a car rider policy as our parking lot does not warrant the capacity needed. Please pull into the 2nd entrance and go around the back of the building and stop at the end of the sidewalk to wait for your child to be brought into school or out to you by our staff. Please have the back

left driver's side open for easy and safe access to enter the car during dismissal time. We ask for you to have your child remain in the car until a staff member escorts the child into the building during drop off. This helps ensure the safety for all of our students and staff. Car rider drop off will open at 8:20. If you arrive prior to that, we ask you to wait patiently until staff arrive to escort children in. If you choose to walk your child into the lobby, a staff member will escort your child to class so as not to disrupt the classrooms as they have begun their school day. We appreciate your cooperation in this new policy.

Here at BTS we have an open door policy. Please contact administration to schedule an appointment to meet with the teacher or observe your child's class so that we are not disrupting the daily activities and routines of the students. In addition, we are concerned about the safety of all of our students. Everyone must check in at the office and sign the visitation log. Any visitor, who has not been registered on the pickup authorization, will not be allowed to visit the student on the school campus. Safety is our main priority.

Curriculum and Centers

BTS uses multiple forms of curriculum that are based on your child's assessments which are done at the beginning of the year. Our teachers implement the Florida Common Core Standards into their lesson plans and teaching. We implement the Department of Education's Access curriculum throughout all programs

Health and Medical Records Requirements

Children enrolling at BTS must have a current physical exam, within one year of enrollment date, and up-to-date immunization records before attending. It is the parent/guardian's responsibility to keep all medical records current County Licensing regulations. Necessary health and immunization forms are as follows: HRS Form 680 (blue immunization form) or the HRS Form DH 681 (blue Religious Exemption from Immunization form) HRS Form 3040 (yellow physical examination form). Originals of these forms are required for admission.

Student Accident and Injury Policy

During activities and play, it is possible for children to get injured. If an injury occurs, an incident report will be written. If the injury is serious; the parent/guardian will be notified immediately. Incident reports are to be signed on the day of the occurrence. In the event the parent or legal guardian is not available for signature, the authorized pick-up person will be asked to sign the incident report on your behalf and a copy will be sent home for your review. All accident claims should be made through the parent/guardian's insurance company before making any claim to the BTS insurance company.

Should your child become ill or suffer an accident of any kind and need emergency treatment while in the care of BTS, the **BTS** staff shall attempt to contact the parent or guardian immediately. In the event **BTS** is unable to reach a parent or guardian, **BTS** shall be authorized to secure such medical attention and care as may be necessary.

Please remember that the school must be able to reach either parent at all times! If there are any changes to your contact information, notify the office immediately.

Student Health Policy – If your child is out sick, please call the office by 9:00am to let administration know.

For your child's health, as well as the health of other children and staff, students will be sent home immediately with a fever of 100 degree or above. Students may not return to school until they have been fever free for a 24 hour period. **Any student sent home sick from school for any of the following reasons must**

remain home for the entire following school day, at minimum. For instance, if a child is sent home on Monday, they may not return to school until Wednesday.

Children are to remain at home or will be sent home if he/she:

- Has a fever within the last 24 hours
- Has diarrhea; children with 1 or more abnormally loose bowels/diarrhea in a single school day will be sent home immediately and may not return to school until they have been free from diarrhea for a 24 hour period
- Has vomiting; children with 2 or more cases of vomiting in a previous 24 hour period, or unless the vomiting is determined to be due to a non-contagious condition and the child is not in danger of dehydration
- Has been on prescribed medication for less than 24 hours
- Has a stiff neck
- Is sneezing or coughing excessively due to a viral or bacterial illness and is causing the child to become red or blue in the face or to make a whooping
- Has difficult or rapid breathing
- Has nasal discharge that is cloudy, thick or yellow/green (if a child has continuous drainage that is clear, but affects classroom hygiene, the child will be sent home)
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Has infected eyes, especially red eyes with discharge and drainage, or matting of the eyelids (must be examined by physician and approved in writing for return to school)
- Has the presence of any rash (must be examined by physician and approved in writing for return to school, rash must not be communicable)
- Any exposed, open sores that are raw and/or bleeding must be treated and kept properly covered
- Any child diagnosed with impetigo, ringworm, scabies or strep throat may be allowed to return to school after completing 24 hours of appropriate treatment
- If the child has any of the following conditions: wheezing, lethargy, irritability, persistent crying, and difficulty breathing or other signs of illness
- If the illness prevents the child from participating comfortably in class activities and/or results in greater care need, than the staff is able to provide, without compromising the health and safety of other children
- Has been found to have lice and/or nits (See Lice and Nit Policy below)

If a child shows symptoms of illness during the day, the child will be isolated and the parents will be called to pick up the child immediately. If a parent is unable to be reached at home, work, or by cell, the emergency contacts listed on the child's application will be phoned and asked to pick up the child. These conditions have been dictated by the Department of Children and Families Administrative Codes.

Any student sent home sick must remain home for the entire following school day, at minimum.

Lice and Nit Policy

If a BTS staff person detects lice in a child's hair, the child will be sent home immediately for treatment as recommended by their pediatrician. BTS will treat areas, equipment, toys and furnishings where the child has been in contact. The child may return to school the following day, after treatment has been initiated and verified. Parents must provide verification of treatment by submitting a product box top, empty bottle or a signed statement from the parent that a treatment has occurred. Each child is required to be rechecked by BTS staff prior to returning to the classroom. The No Nit Policy, (which is also used by the Sarasota and Manatee

County school systems) means that if nits or eggs are still in a child's hair, even after treatment, the child will not be allowed to return to school and will be sent back home until the child is completely nut and/or egg free.

MEDICATION POLICIES WILL STRICTLY BE ADHERED TO AT ALL TIMES.

Medicine Dispensing Policy

No medication will be dispensed by BTS personnel without written physician and parental authorization. **All medicine sent to BTS must be given to the office.** Do not leave medication of any kind in your child's backpack or lunch box. Before any medication is administered, a Medication Authorization Form provided by the office staff must be filled out completely and must be signed and dated by the physician. Medication must be sent in the original container with the physician's instructions clearly marked on the outside. If you want your child to have over-the-counter medication you must fill out an over-the-counter medication authorization form, we will follow the specific guidelines given on the outside of the container. It must also be made specifically for children. You can ask your pharmacist to divide some medication, so you can leave it here, without having to remember to pick it up and bring it back each day. **No over-the-counter medication made for adults will be given to any child.** The state regulations specifically indicate that any school can refuse to administer medication. BTS staff has agreed to administer medication in order to help our parents. If any parent causes confusion or fails to cooperate with our procedures, BTS will refuse to administer medication after giving that parent notification of our refusal policy.

The medication form includes the following:

1. Child's name
2. Name of medication
3. Amount of medication to be given
4. Time(s) medication is to be administered
5. Beginning and ending date medication is to be given
6. Method by which medication is to be given (ex: oral, injection, topical, etc.)

Parent Custody and Documentation

It is the responsibility of the parent(s) to provide any and all court documentation supporting custody rights or the revocation of parental rights of either parent/guardian. BTS is required by law, to act according to actions and requirements set forth by these legal documents. In the event there is no documentation provided, we are required to act according to the information provided on the student application. If there are any discrepancies in provided information, the enrolling parent will be contacted regarding the immediate situation.

In the event the terms are not acceptable by either parent and/or legal guardian, BTS will not hesitate to call 911 and request an officer be sent to oversee the situation and ensure the full intent of the family law.

Parent Conferences/ Report Card/ Progress Report

During the school year, parent/teacher conferences and report/progress reports will follow the Manatee school schedule that was provided for you in your enrollment package. They will be scheduled by the teacher or administration to discuss your child's growth and progress. If there are pressing matters that need to be discussed with your child's teacher immediately, please send in a note requesting a phone call. Your child's teacher will call you at their earliest convenience. Please feel free to request additional meeting with the teacher and/or Director at any time during the year.

Personal Items Policy

BTS provides age-appropriate toys, videos, and games. ***Please do not allow your child to bring toys, videos, games, or electronic devices including laptops, phones, and tablets unless used for communication or otherwise approved by the program director.*** BTS will not be responsible for lost personal items. All personal items such as clothing, lunch boxes, jackets, backpacks and sweaters, etc. should be marked with your child's name. A lost and found box is kept in the front entry for any "lost" items we find. We do understand that some children bring in technology for communication. We will have a sign in and sign out sheet daily for technological items coming to school every day.

Student Supplies

- Change of clothes (NOTE: Change of clothes should include outer clothing, underwear and socks. Please place all clothing items in a large Ziploc bag and should be labeled with your child's name)
- Lunch box w/ cool pack marked with child's name and a water bottle

Listening/Recording Devices

Personal location devices or electronic devices with two way communication/listening capabilities are strictly prohibited. This allows us to ensure the privacy and safety of all staff, therapists and students according to national HIPAA regulations.

Birthday Celebrations

If you wish to celebrate your child's birthday, we will be glad to assist, so just notify the classroom teacher as to your intent and to find out the best time in their day to schedule it. As we have many children on restricted diets. Please notify us ahead of time so that we may have the children that are unable to partake of any items brought in provided by their families so that they may join in and celebrate as well.

Snacks and Lunches

Parents are responsible for supplying snacks and his/her lunch to school. If your child is in aftercare please provide a snack for that time. Please ensure you are sending an appropriate amount of food for your child to remain comfortable throughout the entire school day.

Fundraising

As a non-profit organization, fundraising is a very important cultural necessity that allows us to provide students with no cost therapies. To be able to continue doing so, we ask that you help us by participating in our fundraising efforts. Please share our campaigns on social media and among friends and family. No amount of donation is too small and all efforts are appreciated tremendously.

Questions or Concerns: At BTS our door is always open to discuss any concerns or questions that you may have. Please feel free to come in or call us to talk or schedule an appointment to discuss a specific issue.

Grievance Procedure

If there is a disagreement with a policy or a decision, or if you are having a “problem” with your child’s teacher, please refrain from discussing this in front of your child or other parents. In the event there is a problem, we ask that the following procedure be followed:

1. FIRST, speak directly with the teacher in question and try to correct the problem through communication
2. Schedule an appointment with the principal
3. Schedule a Parent/Teacher/Administrator conference

Non Discrimination Policy

BTS does not discriminate on the basis of sex, sexual orientation, age, race, color, national or ethnic origin, or disability in administration of its admissions or educational policies, scholarship and loan programs, other School-administered programs, or in employment. The school complies with the amended Family Education Rights and Privacy Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973.

Abuse Hotline

The Florida Abuse Hotline accepts reports 24 hours a day and 7 days a week of known or suspected child abuse, neglect, or abandonment and reports of known or suspected abuse, neglect, or exploitation of a vulnerable adult. To make a report you can -

- report online at <https://reportabuse.dcf.state.fl.us/>
- call 1-800-962-2873
- Florida Relay 711 or TTY 800-955-8771
- fax your report to 800-914-0004

If you suspect or know of a child or vulnerable adult in immediate danger, call 911.

Beyond the Spectrum



Parent and Student Handbook Acknowledgement

This form acknowledges that I/we, the parents or legal guardians of _____
(student name) have received, read, understand, and agree to abide by the policies and procedures stated in
the Beyond the Spectrum Parent and Student Handbook.

I/we have read and understand all policies, including the following emphasized policies.

(Please initial each line)

_____ School hours are 8:30 – 2:30, Monday – Friday. Excess absences or tardiness may impact funding

_____ Student personal items policy – No toys or technology without director approval

_____ Financial policy – **late payment policy**

_____ Safety and security policies – Student will only be released to those listed on the pick-up form

_____ Medical and medication requirements – Parents must bring medications directly to front office

_____ Parent communication policy – **Communicate through BEE binders and email**

_____ Student health and attendance policy - Any student sent home sick must remain home for the
entire following school day, at minimum

Parent /guardian 1 signature: _____ Date: _____

Parent /guardian 2 signature: _____ Date: _____