



NEW YORK
ACADEMY

**PARENT HANDBOOK
2017-18**

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Welcome to New York Academy

It is a pleasure to extend a warm welcome to all families joining us for the academic school year 2017-18. We look forward to a wonderful journey of learning with your children and you!

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.

Mission

New York Academy provides a learning experience where students develop a love of learning and follow their passions; our students gain the attitudes, knowledge, understandings, and skills to become independent learners, effective communicators, critical thinkers, and innovators. Our students grow to be mindful and ethical global citizens.

Our progressive, American education ensures an emphasis on our School-wide Learner Outcomes (SLOs), producing students who are ready to leave their mark on a fast and ever-changing world. The New York Academy School-wide Learner Outcomes are:

- Global Citizens
- Ethical Individuals
- Independent Learners
- Effective Communicators
- Critical Thinkers
- Innovative Problem Solvers

Admission Policy and Procedure

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 to meet with the Academic and Admissions Director, Principal, 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 assessment of developmental readiness for the grade the child would be entering. For first grade and above, we use a variety of formative assessments to learn the applicants' academic and social skills.

Fees and Payments

Parents contract with the school for a service at set fees. To sustain the business relationship, prompt payment of bills within the set dates is important. Please honor the following due dates:

- Intent to Return Form Due Date: February 1, 2018
- Returning Students Registration/Tuition Payment Due Date: March 1, 2018
- New Students Registration/Tuition Payment Due Date: Upon Registration

Any variances to this policy must be requested in writing, and the response will also be in writing.

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.

Tuition Refund Policy

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

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
- Photograph/Video Social Media Consent Form
- Food Allergy Assessment Form

Student Records

Requests for student records should be given in writing to the Admissions Director. 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.

New York Academy'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.

Media and Photo Permission

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

Change of Address, Phone 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 experience 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 dialogue occurs directly between teachers and parents. Much less success, if any, comes from a parent trying to "go over the head" of a teacher. If an issue cannot be resolved directly between a teacher and parent, the appropriate administrator will get involved.

Teachers return 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.

If a parent feels the need for an immediate response, please contact our front desk.

Transition to School

Children of all ages sometimes have trouble in making a transition to a new school. The happiest, most self-assured child can experience anxiety when entering a new environment. The most typical times for children to have trouble 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 having trouble 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 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 the teacher or staff member at the building entrance, say good-bye and 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.

Parent-School Partnership

Parents play an essential and positive role in the life of an independent school. Their support of 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's progress 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 a 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. Our Principal and Head of School maintain an open-door policy. Please feel and at ease to approach the Principal and Head of School with questions or concerns.

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 NYA and provides opportunities for parents to participate in their child's education and experience. We look for two parents each year to volunteer as our NYA PA Co-Chairs. In addition, we ask for six-eight volunteers to serve as Active PA Team Members.

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 and contributing to making the world a better place by giving for the sake of giving.

Volunteering

Parents are welcome to volunteer to assist in a variety of ways. Parent volunteers can strengthen the school community and enhance the school's programs. To volunteer, please contact the Admission Director to inquire about volunteer opportunities. Please remember to volunteer and be actively engaged in the NYA Parent Association.

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.

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 8:30AM if your child will be absent.

Arrival and Dismissal Procedures

All children should arrive between 8:40 and 8:50AM. Instruction begins at 9:00AM. 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 to the building and escort them to their classrooms.

We ask that your children arrive on time so they can 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 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; and, to further assure the safety of your child, NYA has established a Placard Verification System with your child's name and class. Each family is provided three copies of placards, which grant pick up rides. Please be sure that whoever picks up your child has your placard.

Dismissal occurs at 12:30PM for the morning program, at 2:30PM for the Pre-K3 full-day program and at 3:30PM for Pre-K4 through fourth grade. For dismissal, children will be brought to the Gym Room on the ground level.

Cars shall form a line for pick up. When a car arrives at the entrance, staff will bring the child to the 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, parents will pick up children from the assigned classrooms.

Breakfast

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

Lunch

NYA serves nutritious and healthy lunches. The lunches are prepared on site by professional chefs and served in the school's lunch room. Parents do have the option to send lunch from home. We encourage students and parents to make healthy choices and avoid having processed foods or sugar foods for lunch.

After School Programs

A variety of after-school programs and 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.

Progress Reports and Parent-Teacher Conferences

Students are issued narrative progress reports every six weeks followed by scheduled parent-teacher conferences. Standards-based report cards are issued at the end of each trimester.

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 set up a conference with your child's teachers. All said, NYA takes great pride in regular communication between school and home.

Homework

Generally, NYA does not give homework in nursery and pre-k. Limited homework is given in primary school. Homework is designed to be engaging and creative, and sometimes an extension of learning taking place in school. NYA partners with the home to take ownership of nightly reading, journaling, research, and math practice that reinforces classroom learning. For example, our aim is for students to choose to read at home rather than make it an assignment.

Behavior Guidelines

A progressive, American education maintains high academic expectations, but it also places a strong emphasis on the social and emotional growth of each student.

New York Academy believes it is important to model and support our students to practice virtues of good character in everyday life. Virtues such as kindness, justice, and integrity empower us to use our knowledge, understandings, and skills to make meaningful contributions to society and to better our world.

New York Academy is explicit and intentional at supporting the growth of our students' virtues of good character; and, we have placed three virtues at the top:

RESPECT

We show respect by speaking and acting with courtesy. We treat others with dignity and honor the rules of our family, school, and nation. Respect yourself, and others will respect you.

HONESTY

Honesty is being truthful and sincere. It is important because it builds trust. When people are honest, they can be relied on to, not lie, cheat or steal. Being honest means that you accept yourself as you are. When you are open and trustworthy, others can believe in you.

SELF DISCIPLINE

Self-discipline means self-control. It is being who you really are and doing what you really want to do, rather than being tossed around by your feelings like a leaf in the wind. You act, instead of reacting. You get things done in an orderly and efficient way. You are self-directed.

With self-discipline, you take charge of yourself.¹

¹ Definitions by the Virtues Project, Linda Popov

Across the school year, our students and educators exercise and demonstrate virtues of good character.

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

- Use strategic reinforcing, reminding, and redirection language
- 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 v their feelings, rather than demonstrate them physically
- Use situations of misbehavior as a learning experience for all involved

We believe children should never be subjected to physical, verbal or psychological abuse. In our school, any form of corporal punishment is prohibited. We teach children to use appropriate words to express and validate 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, Principal, and Head of School to develop a plan to help the child improve his or her behavior.

Dress Code and Clothing

School uniforms are introduced for the 2017-2018 year. Children from nursery through elementary come to school in their uniforms.

Children need a spare set of clothing at school in case they have an accident that 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 bag labeled with your child's name.

Personal Belongings and Toys

If your child loses personal belongings at school, please check the Front Desk 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. 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. Toys that represent violence, such as guns, knives and swords, are strictly prohibited.

Birthdays

Birthdays are important events in the lives of children. Parents who would like to organize a birthday celebration in the classroom should plan with the teacher. If you organize a party at home, we urge you to invite all the children in your child's class. Exclusion from a special event can be crushing for a young spirit.

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

Fire Drills and Lock Down Drills

Our priority is always the safety of our children. To be prepared for an emergency, NYA will conduct Fire Drills and Lock Down Drills twice a year.

Medication

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

Lice

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

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.

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 can 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.

Safety and Security

The safety of our students and the security for our school are top priorities at NYA. All faculty and staff members are vigilant and consider our students' safety and welfare their responsibility and 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.

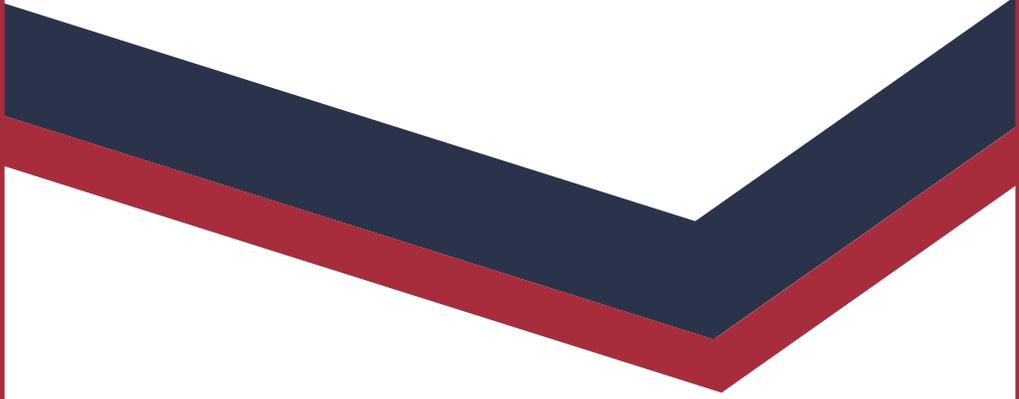
If a situation ever arises where there is a perceived threat to security, the safety of our students may be best maintained by keeping them inside the school. If the school enters this mode of operation (called "sheltering" or "lock down"), then parents will be advised not to come to the school to pick up their children; however, we will communicate with you through the best means available, i.e. text message, email, phone, etc. When the threat has passed, the school will return to normal operation.

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.

Parking

There is limited parking on campus for short visits.



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