



Village Pines School

Parent - Student Handbook



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Caring and Excellence Since 1960

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Administrator's Comments

Village Pines School believes that all students are capable of learning. We provide a safe, caring environment that is child-centered. In order to promote lifelong learning, we provide a developmentally appropriate curriculum that encourages problem solving, critical thinking and creativity. Partnerships formed between parents, the school, and community support character development to assist children in learning to make appropriate choices and become responsible citizens. The Village Pines team works together to establish goals. This approach supports the efforts of faculty, staff, parents, and students as Village Pines strives for school excellence.

Mission Statement

The mission of Village Pines School is to develop responsible citizens who are lifelong learners.

- To increase academic achievement in all areas.
- To encourage respect for peers and authority.
- To increase parental involvement in the educational process.



Together We Can Make a Difference!

Admission Policy

Village Pines School does not discriminate. Students of any race, nationality, and religion are welcome. It is important that prospective and current students understand and embrace our policies in all aspects of our school. To make this a successful experience admission requirements must be met. Admission is contingent upon satisfactory behavior and academic records (if applicable) from previous school. Continued enrollment is based upon a satisfactory payment record, acceptable academic, attendance and behavioral performance. All newly enrolled students are on a nine-week probation period. Failure to meet our school standards and abide by school policies will result in dismissal.

Documents needed:

- Current 3040 and 680 forms (originals)
- Copy of birth certificate
- Parent/guardian agreement

Compliance is essential before the child may attend.



Village Pines School



Fees for 2016-2017

Fees are paid in 10 months, August 1st through May 1st.

Level 3

Materials: \$450.00

Time	Tuition for the year
8:30-3:00	\$7,800

Level 4

Materials: \$450.00

Time	Tuition for the year
8:30-3:00	\$7,800

Kindergarten

Materials: \$550.00

Time	Tuition for the year
8:30 –3:00	\$8,260

Grades 1 through 5

Materials: \$600.00

Time	Tuition for the year
8:30 –3:00	\$8,560

VPS Supervised extended care available per month

1 hour	\$100.00
2 hours	\$130.00
3 hours	\$175.00
Early (7:30-8:00)	\$60.00

An occasional aftercare fee will be \$10.00 per hour

We accept checks & credit cards

Non Refundable Registration Fee \$450.00

3% service fee applies to credit card transactions



School hours:

Preschool (levels 3)	8:30 - 3:00
Preschool (Level 4)	8:30 - 3:00
Kindergarten.....	8:30 - 3:00
Grades 1 -5.....	8:30 - 3:00

- All students are to arrive by 8:15. Classes begin promptly at 8:30.
- Exceptions: Any pupil may arrive earlier than designated if an arrangement has been made.

Dismissals:

- Pupils will be escorted to the benches under the canopy.
- Drivers are asked to be polite and patient. Enter **ONLY** the main driveway, remain in your car, form a line, and exit in both directions.
- Please do not park and get out of your car to pick up your child!
- We realize there are times an early pick up is necessary. If such is the case, please notify the office by phone or note and your child will be waiting for you in the office. A teacher may not release the child from the classroom unless previously advised to do so by the principal or her designee.
- Car Pools: If you organize a car pool, each parent should notify the office in writing authorizing who may pick up his/her child. Without proper authorization, the child will not be released.
- Only people listed on the enrollment card will be allowed to pick up.
- All telephone pick up authorizations will be verified.

Extended Care:

- For the convenience of working parents, we offer an extended care program.
- Extended care until 6:00 is offered on a monthly or daily basis. Unless your child is in extended care on a monthly basis, please notify the office when the occasional service is needed. Do **NOT** send a verbal message with your child. If possible, advise the office of the time the child will be picked up.
- Time is set aside for homework, snacks, and activities.
- There are occasions when extended care will not be offered due to special events.

Lunch:

- Lunch including a drink is to be brought in a lunch box/bag clearly labeled on the outside with the pupil's first & last name. Thermoses should be labeled, too. Further identification, which should not be removed, will be added to the lunch box.
- All lunches are refrigerated unless we are advised otherwise.
- Please refrain from sending carbonated drinks in a thermos. They explode!
- Please send a napkin and spoon/fork (if needed).
- No glass containers may be used.
- It is our policy to send home leftovers of any consequence. By doing so you can judge your child's capacity.
- Do not send in lunch from a commercial source. These actions are upsetting to your child's classmates and causes unnecessary friction.

Health Policy:

The health of the student is primarily the responsibility of the parents. It is expected that chronic illness will not go undiagnosed and that the student will not come to school if contagious or infectious.

- Students should be free of fever at least 24 hours before returning to school after an illness.
- All students must have an updated immunization Form HRS680. The decision to send a mildly ill child to school is sensitive to all concerned. Ask yourself if you would welcome another child in the same condition into your home to play with your child.

Illness or injury during school:

A student too ill to remain in class or who is injured will be taken to the office. If warranted, parents will be called by the office staff. Medication may not be administered by anyone on the school staff, except with a doctor or parent consent form. A parental permission form must also be on file before any medication is administered. This includes over the counter medication, such as cough syrup, aspirin, etc. Prescription and over-the-counter medication must be in its original packaging and kept in the office.

Attendance:

Regular attendance is necessary for student success. Therefore, students are expected to be in attendance except in cases of emergency or for the following reasons:

- Personal illness: A note from a parent/guardian is required for any illness.
- Death of a close relative: Normally, the absence arising from this condition is limited to three days, unless reasonable cause may be shown by parent or guardian for a longer absence.
- Pre-scheduled doctor's appointment: Doctor's appointments should be scheduled outside school hours whenever possible. Verification of appointment should accompany the student upon his/her return.
- Family personal days (5 per year): Personal days must be arranged in advance in order to receive make-up work. The teacher should be informed 2 days prior to absence.

A request for an excused absence for any other reason must be obtained from and approved by the administrator.

Procedure to follow:

- On the day of the absence, the parent/guardian must phone the office before 9:00 a.m. to report the reason for the absence or request missed assignments.
- To return the parent/guardian must write and sign a note stating the name, date, and reason for absence.
- Student must take the note to his/her classroom teacher upon arrival at school. Students who arrive late must report to the office. (See tardiness section for penalties)
- Ask all teachers for make-up assignments. The student is responsible for seeing that makeup work is completed. The due date for makeup work will be set by the teacher based on the length of absence. Parents/guardians are to report to the office to sign his/her child in or out when arriving or leaving school during the day. **DO NOT** go directly to the classroom to pick up a student.

Tardiness:

Parents.....Please get your students to school on time!

All students are marked tardy after 8:30 a.m. Teachers begin instruction at 8:30 a.m. promptly. If your child is tardy, he/she will miss important instructional time. **PARENTS MUST PARK AND ESCORT ANY STUDENT ARRIVING LATE AND REPORT TO THE OFFICE.**

Disciplinary Policy:

The administrator of Village Pines School, or her designee, will administer the discipline policy consistently and appropriately, making every effort to ensure that students are treated fairly. At the same time, we recognize that two situations are rarely the same in every respect, and that it is important to maintain flexibility and to take into account individual circumstances. Factors to be considered include: seriousness of the offense, student's age, frequency of misconduct, and the effect or potential effect of the misconduct on the school environment. We also recognize that it is impossible to know about every instance of misbehavior. There are going to be times when some students are disciplined when other students are not. We nevertheless believe that making the rules clear and explaining the consequences for not following the rules are important steps in ensuring that the process will be as fair as possible to all students. By applying these rules our students will:

- Accept responsibility for their actions and help them understand that there is a consequence for every action.
- Insure a safe environment for learning.
- Build desirable behavior patterns for life.
- Treat all students with fairness and equality in the application of all school policies.

Rights and Responsibilities of Students:

All students have the right to attend a safe school where learning is the goal. Every student's responsibility is to:

- Conform to acceptable standards of classroom and social behavior.
- Treat all adults at school with respect.
- Treat each other with respect.
- Finish homework and other assignments.
- Attend classes on time.
- Respect the property of others.
- Obey school rules and regulations.
- Assume responsibility for the care of school property.
- Maintain appropriate uniforms, personal cleanliness, and safety habits.
- Speak courteously to others, avoiding profanity or unkind comments.
- Refrain from sexual harassment and bullying.

Description of Disruptive Behaviors: Any behavior which interferes with the learning, safety, physical or mental health, or well-being of others is disruptive. The school discipline policy is designed to help students focus their energies in positive ways.

Examples of actions which may lead to disciplinary action include:

- Failing to heed the directions of school personnel.
- Being tardy to school or to class.
- Causing classroom, lunchroom, or PE disturbance/disruption.
- Bringing toys or play equipment from home without teacher permission.
- Rough play or roughhousing activity including punching and fighting.
- Behaving in an unsafe manner.
- Teasing and bullying.
- Destroying school or other students' property.
- Name calling/Ethnic slurs/Sexual remarks.
- Failure to comply with the Village Pines School dress code.

All disciplinary actions begin with a timely teacher-student conference. The following are consequences for these behaviors:

- 1) Verbal discussion and completion of the behavior chart
- 2) Time out/separation from peers
- 3) Conference with parent and staff reporting the incident
- 4) Suspension from classroom
- 5) Loss of privileges such as class trips, assemblies, etc.
- 6) Suspension from school

School Closure Due to Emergencies:

We follow Dade County Public School procedures, as announced on radio and television for natural disasters. News about closures will be posted on our web site as needed.

Communications & Conferences:

Proper communication between parents and faculty is essential in the operation of a school. Your cooperation concerning any communications from teachers or the office will be greatly appreciated. Questions concerning any of our policies, grades, and classroom practices should immediately be brought to the attention of the administrator.

Conferences will be held throughout the school year. It is important for each child to know that both parents and teachers are working harmoniously for his/her welfare. Parents may request a conference at any time.

Homework:

- Homework is an essential part of the school program.
- Teachers will assign homework to encourage each student to advance in his/her studies and develop responsibility.
- Homework designed to meet individual pupil needs is assigned for drill, practice, remedial purposes and special projects.
- It is the **duty** of the parent to encourage the child to complete the homework and return it to school on time.
- Homework is always written in the student planner and available on the school web site.
- Completion of homework is **NOT** the responsibility of the after-care teacher.

Classroom Visitation:

It is important to maintain a formal atmosphere concerning visitation procedures. Coordination with the office is required before visiting a classroom for any reason. A volunteer parent should sign in at the office before going to work in his/her respective place. A "Visitor's Pass" must be worn by each individual entering the school campus. Lunches, homework, books, etc., should be left in the office to be delivered to the student by the office.

Uniforms:

Preschool through grade 5 students are required to wear the school approved uniform. Wearing the school uniform daily is **MANDATORY!** All infractions will be reported to the office and you will be notified. The **only** acceptable school uniform clothing is that purchased through the official school supplier.

AA Uniform
8807 SW 132 Street
305-254-6664

- Accessories (belts, shoes, etc) may be purchased elsewhere as long as they conform to the guidelines of the school.
- **ONLY** Village Pines jackets, sweaters, or sweat shirts in the dark hunter green are allowed as outer wear.
- Belts must be worn if the skirt, shorts, or pants have belt loops.
Tennis shoes must be worn with socks.
- Shirts must be tucked into the pants, skirt, or shorts.
- To prevent loss kindly label all outer clothing with child's first/last name.
- Backpacks are to be used **ONLY** by elementary pupils. Pull bags permitted with written physician's diagnosis indicating necessity.

Preschool:

Preschoolers should bring a change of clothing in a Ziploc bag clearly marked with first/last name. This is to remain at school in case of a mishap. It is to be replaced immediately if a change of clothing at school was necessary. To prevent loss kindly label all outer clothing with child's first/last name. Sneakers or closed toe & rubber soled shoes are required for safety