



Dalton Learning Center & Academy

Parent Handbook

Table of Contents

Introduction	
Mission	5
Vision	5
Purpose	5
Philosophy	5
Hours of Operation and School Schedule	6
Dalton Learning Center	6
Dalton Learning Academy	6
Before & After Care Services	6
Early Release/Permission to Leave School	6
Admissions	7
Statement of Intent	
Preschool Admission Policy	7
Potty-Training	7
Voluntary Prekindergarten Admission Policy	8
Kindergarten Club	8
Academy Admissions Policy	8
Re-registration for Returning Students	8
Financial Expectation	9
Preschool Tuition	9
Voucher/Sponsored Students	9
Dalton Learning Academy	9
Withdrawal from School	9
Curricular Expectations	10
Preschool Teachers & Curriculum	10
Curriculum	10
Child Development and Assessment	10
Voluntary Pre-Kindergarten Assessment	10
Academy Teachers & Curriculum	10
Assessment	11
Homework	11
Grading System	12
Standardize Testing	13
Report Cards	13
Student Attendance	14
Preschool Attendance Expectations	14
Daily Courtesy Call	14
Academy Attendance Expectations	14
Absence	14
Unexcused Absence	15

Tardiness	15
Dismissal.....	15
Aftercare Services	15
Dress Code Policy	16
Preschool Expectations	16
Academy Expectations	17
Disciplinary Policy (General)	18
Preschool.....	19
Code of Conduct.....	19
Resources	20
Nutrition	21
Health & Medication	22
Medication Related Emergencies	22
Medical Leave or Exclusion	23
Student Hygiene.....	23
Head Lice	23
Fundraising & Parent Participation	24
Fundraiser Expectations.....	24
Parent Participation	24

Introduction & Purpose

Welcome to Dalton Learning Center and Academy (DLCA). We are a faith-based institution desiring to educate children both spiritually and academically that they may be equipped with the necessary tools to manage the evolving world around them. It is our intent to raise our students to a higher academic standard, and to strengthen their social-emotional, self-regulation capabilities by training them through the infallible word of God.

Just as the Bible is the manual for humanity to operate effectively, this handbook is a manual to help students and families function at maximum capacity in conjunction with this institution. This handbook will explain the philosophy of our education, as well as our policies and procedures. This will help to facilitate a healthy relationship between our school and your families. We ask that all parents and/or guardians take time to become familiar with this handbook so that you are aware of the expectations. In the case that a situation arises wherein a procedure is not dictated within this handbook, members of the Dalton Learning Center administration and faculty will determine the best course of action and make amendments to the handbook accordingly.

Mission

Dalton Learning Center & Academy recognize that each student is a person with thoughts and ideas unique to them, and that each student has their own learning styles no matter the background. Thus, the mission of Dalton Learning Center & Academy is to recognize such learning styles, and reach, train, and teach the whole person to develop characters that are fit for eternity. Dalton Learning Center & Academy recognizes that each child owns a natural desire to be the best person that they can be, and we intend to facilitate that innate desire.

It is also the mission of this institution to model the Biblical morals and values that are taught within our classrooms. As we encourage our students to “love thy neighbors as thyself,” we seek to model that for them both on campus as well as within the surrounding communities. Through various outreach programs and events, we encourage our students and their families to participate in providing for the needs of others.

Vision

The vision of DLC is to equip students with knowledge and wisdom for atonement with their environment, fellow brethren, and their Maker through the vocations and avocations for which they are called upon by God.

Purpose

Dalton Learning Center was established to provide Port St. Lucie and its environs with an institution desirous to expose children to a quality of education that is set apart and unique in its design, as it helps to facilitate growth of the whole child: physically, academically, morally, emotionally, and spiritually.

Philosophy

Dalton Learning Center & Academy is committed to its mission of fostering academic excellence in a genuinely Christ-centered scholastic community. The institution believes that quality education is one that directs and shapes the growth of an individual’s creativity, knowledge, and character. We hope to properly liberate the intellect, successfully unlock imagination, and rightfully cultivate self-respect. Our environment fosters the ability in students to reach their academic and social potential by developing and enhancing skills that create a healthy foundation for a promising future. It is our belief that confidence in oneself can be fomented as children sense their accomplishments and realize their own achievements. This, in and of itself, provides a staple tool for a rewarding future.

Hours of Operation and School Scheduling

Dalton Learning Center (Preschool)

As of June 2022, Dalton Learning Center is open from 7AM to 5:30PM. Parents are welcome to pick their children up at any time; however, part-time tuition is not available. It is the responsibility of each parent to sign their child in and out each day. Parents may sign their child in or out using the Procure app on their phone or the kiosk found at or near the front office.

Breakfast is served at the Center from 7:30AM to 8:30AM. Worship begins at 8:30AM. The academic day begins at 9AM. Lunch is served at 11AM. Naptime begins at 12PM or 12:30 and can last until 2:30PM. Students who are picked up after 5:30PM will be charged a late fee. This late fee equates to one dollar a minute.

Dalton Learning Academy (Kindergarten to 5th)

Dalton Learning Academy hours of operation are from 7:15AM to 6:00PM.

Morning Worship & Devotion commences at 8:30AM every morning, while the academic day begins at 9:00AM to 3:30PM.

Before-Care is from 7:15 to 8:00AM. Aftercare is from 4:00PM to 5:30PM.

The Office of Financial Affairs hours are from 3:15PM to 6:00PM Monday through Friday.

Students may be admitted onto campus as early as 7:15AM. Students who are dropped off from 7:15AM to 8:00AM are recognized as participants of our Before-Care services. Breakfast is included with Before-Care services. It is served ONLY between 7:15AM and 8AM.

Breakfast options may include but are not limited to the following:

- Fruits
- Cereal with soy or oat milk
- Bagel/toast/English muffin and cream cheese or butter
- Grilled cheese sandwich
- Blueberry muffin

Worship & Morning Devotion services begin at 8:15AM and lasts until 8:55AM. The academic day commences at 9AM and concludes at 3:30PM. Parents pick-up is from 3:30PM to 4PM. Students who remain on campus after 4PM are recognized as participants of After-Care services.

It is the responsibility of each parent to sign their child in and out each day. Parents may utilize the Procure app on their phone or the kiosk located at the front office to sign their child in or out each day.

Before & After Care

A child is considered as participating in After-Care services if they remain on campus after 4PM. Aftercare is \$85.00 and is not covered by the registration fees. In order to remain valid, the child has to be registered for that school year and the fees paid must be kept up-to-date. Unregistered students that are picked up after 4PM will be taken to the front office where they will wait for their guardian. The child's account will be charged a fee of \$1.00/minute.

Unregistered students will not be given access to the building prior to 8:15AM unless the parent is prepared to sign the Before-Care registration form and pay the fee that morning.

Aftercare services are not available on Friday.

Early Release/Permission to Leave School:

Request for early release must be in writing. Before the student is picked up, a release form must be signed by a parent and/or a phone call made to administration for verification purposes. Proof of identification may be required.

Admissions Policy

Statement of Intent

It is our intention to make our academic institutions accessible to children and families from all sections of the local communities. We are committed to being as inclusive as possible regarding admission into our school and through clearly communicated procedures; therefore, Dalton Learning Center & Academy admits students of any race, color, nationality, and ethnic origin. Each share the same rights and privileges, programs and activities, generally afforded or made available within our institution. DLCA does not discriminate in the administration of its educational policies, admissions policies, and other school-administered programs.

A student is admitted to Dalton Learning Center and Academy on the basis of an initial tour and trial. The Academy may also require former records, standardized test scores, and entrance examinations. Registration may occur at any time throughout the year so long as there is space available.

Dalton Learning Center (Preschool) Admission Policy:

Children between 18-months to 5 years old may be admitted to the preschool. Tours are given by appointment between the hours of 9AM and 11:30AM, or 1PM and 3PM. All children must go through a trial period process before admission into our school. The purpose of this process is not to discriminate against any student, rather, it is to ensure that we have all the tools and resources needed to secure the success of the student.

Children ages three and up must be potty-trained. Children entering our Voluntary Pre-Kindergarten (VPK) program must be potty-trained and fully independent in the bathroom; they may not wear pull-ups or other training-type undergarments.

The school reserves the right at any time to dismiss a child who does not adhere to the policies and standards of the school or whose parents fail to comply with our regulations. The school also reserves the right to review the admission of a child after the first three months with the intention to reassess whether the child is ready for our program.

The following documents are required for each child prior to admission:

- Current school year application form
- A copy of the child's birth certificate
- A copy of the child's social security card
- A copy of parental ID
- Most recent physician reports
- Up-to-date copy of immunization record

There may be other documents from the Department of Children and Families (DCF) and (possibly) the Early Learning Coalition (ELC) that will require your attention. Failure to return these mandatory documents may result in a delay of the admission date.

Potential parents seeking to enroll their children within our institution are expected to pay the registration fee, a deposit, and the first-week's tuition before the child is admitted. These fees are non-refundable.

Potty-Training

Parents with children three years or older should be fully potty-trained to be enrolled without our institution. Should a child three years of age or older be admitted without prior potty training, a fee may be added to their account. This fee is to cover the cost of bringing in an assistant to stand as an

aide to the lead teacher. The aide would focus more so on potty-training students who need assistance in the bathroom.

Voluntary Prekindergarten Admission Policy

To be enrolled in Voluntary Pre-Kindergarten (VPK), a child must be Four years of age on or before September 1st. Parents whose children are born from February 2nd through September 1st of a calendar year may choose to enroll their child in VPK either that year or the year their child turns five.

Kindergarten Club

Dalton Learning Center and Academy has established a new program wherein our VPK students build confidence in their fast-approaching transition into “the BIG school.” Once a month, VPK students take an on-site field trip to the Kindergarten class in the Academy building. They will study and learn alongside the Kindergarteners. VPK students may also participate in any Academy programs and events with the Kindergarten class.

Dalton Learning Academy (Kindergarten to 5th) Admission Policy:

New students enrolling into kindergarten through 5th grade will be tested prior to enrollment. After reviewing the test scores, a meeting will be schedule with the parents/guardians to discuss the scores and where the potential student will be placed. Students who score below-grade-level must enroll in our tutoring program for which there is an additional cost.

We ask that parents set up a registration appointment to return the application, pay applicable fees, and submit required forms and/or documents.

The following documents are required for each child prior to admission:

- Current school year application form
- A copy of the child’s birth certificate
- A copy of the child’s social security card
- A copy of parental ID
- Most recent physician reports
- Up-to-date copy of immunization record

Re-Registration for Returning Students

The status of each child enrolled in our Academy will be reviewed annually based on teacher recommendations as well as student’s assessment scores and personal academic growth. Re-enrollment will be conditioned on the student’s academic progress, financial compliance, attendance conformity, and disciplinary record.

In the event that a student fails or falls below grade level in reading and/or math, that student may not be promoted to the next grade. The student may also be required to attend our summer remedial course. At the end of the remedial course, the student will again be assessed. If the grade is satisfactory, the child will be promoted into the next grade.

The following documents are required to finalize the re-registration of a student:

- Re-registration forms (hard copy or completed online)
- Renewal of yearly medical examinations
- Re-registration fees, tuition, and textbook fees
- Interview with an administrator (if deemed necessary)

Financial Expectation

Dalton Learning Center (Preschool) Tuition

As of August 2022, Dalton Learning Center has instituted an Automated Payment policy. This requires all accounts to be set for automation each Monday. Parents should note that while payments are put through each Monday, they do not process in the payer's account until Tuesday.

Tuition payments are not attendance-based. As in any daycare/preschool in St. Lucie County, tuition payment serves to secure the child's spot within the institution. Due to this, tuition is still expected to be paid during holidays/weeks off from school. If an account has gone delinquent for two weeks, DLCA has the right to disenroll the student(s) attached to the account.

Parents who have registered their child through the Early Learning Coalition (ELC) are allotted 10 absent days per month. This equates to 2 absences per week. Parents with children on ELC must ensure that their children are not absent for more than the allotted time. Should a situation occur wherein the child exceeds the allotted absence time frame, a letter of explanation and proof will be required by the coalition. This letter can be submitted to the school; from there it will be faxed or scanned to the Coalition. As ELC will not pay for the days that exceed the allotted absence timeframe, the responsibility will fall on the parent/guardian to cover the balance.

Dalton Learning Academy Tuition (Kindergarten to 5th)

Dalton Learning Academy currently accepts both the Step-Up scholarship and the AAA scholarship. As of August 2023, Tuition is \$7,700.00; the registration fee is \$1,000.00. This comes to \$8,700.00 in total. The registration fee covers the testing fee, books and materials, as well as extra-curricular activities. At the time of registration, parents are expected to pay \$250.00 up front. The complete tuition cost is broken up over a 10-month payment plan. Parents can choose to make a one-time payment, or they can pay monthly/weekly.

No refunds or reduction of any charges will be made due to withdrawal, absence, or illness. The fact that the school allows tuition to be paid in installments does not create a fractional contract or in any way relieve the parent of the responsibility for the entire year's tuition and fees. Dalton Learning Academy reserves the right to disenroll any student due to disciplinary issues, absences totaling two or more weeks per school year, withholding transcripts or academic records, or non-compliance with Dalton's financial contract. Please note that all fees paid towards the purpose of the application are non-refundable.

For accounts set for weekly payments, all payments are made Monday morning, at the start of the service week. Payments are late after Tuesday of the current service week and subject to the \$35.00 late fee. Accounts with a balance on the following Monday will not be able to return.

For accounts set for monthly payments, all payments are due on the 1st of the month. Payments are late after the 5th of the month and subject to the \$100.00 late fee. Accounts with a balance after the financial responsibility of the entire contracted amount.

No refunds will be issued.

Withdrawal from School

Please notify the office as soon as you know the last day of attendance, or two weeks prior to. All remaining balances must be paid off and the account must be in good standing.

Curricular Expectations

Dalton Learning Center & Academy seeks to provide its students with a curriculum that is rigorous and challenging. We desire that our students should not only be able to meet the standards of their class/grade, but that they should also be able to perform above grade level. We implement unique strategies within our pedagogy to ensure that our students have a complete grasp and comprehension of the academic material.

Dalton Learning Center Teachers & Curriculum (Preschool)

All teachers are required to complete a minimum of 45 hours of training by the Department of Children and Families (DCF) and must be First Aid and CPR certified. To enhance and enrich their craft, we encourage our educators to participate in regular trainings throughout the school year. Preschool educators must complete at least 10 hours of training each year to maintain their status within our institution.

Curriculum

The curriculum selection reflects the mission, vision, philosophy and objectives of Dalton Learning Center (DLC) education. It shows an awareness of the principles of human growth and development. This enables the process of encouraging, guiding, and sustaining the learner as they seek to understand themselves, and to relate to their fellow human beings.

The Creative Curriculum is utilized within the Center for our toddlers and preschoolers. This curriculum helps teachers interact with children in ways that promote development and learning, foster children's social competence, support children's learning through play, create rich environments for learning, and forge strong home-school connections. Learning through play experiences and by imitating and pretending builds imagination, promotes social skills and helps children gain a better understanding of daily experiences.

The goal of the *Creative Curriculum* is to help children become independent, self-confident, inquisitive, and enthusiastic learners by actively exploring their environment.

Child Development and Assessment

Currently, Dalton Learning Center utilizes DCF's *Ages & Stages Questionnaires* to assess child development. Students may be tested quarterly or bi-annually. These questionnaires help to demonstrate whether a child is where they ought to be developmentally for their age-group. Our teachers understand that not all students within an age group may be at the same level of development; nevertheless, the intent is to analyze the strengths and weaknesses of each child so that goals can be set to help develop plans to meet maximum developmental milestones.

Volunteer Pre-Kindergarten (VPK) Assessment

All VPK students are assessed three (3) times a year through *Bright Beginnings* to measure the understanding of the curriculum being taught. These assessments help to provide teachers with valid and reliable feedback regarding children's progress in attaining the skillsets outlined in the Standards for four-years-old (standards can be made available upon request). Teachers may use this information to guide instructional decisions in the VPK classroom. After graduation, the scores from the last assessment are sent to the school of choice for kindergarten.

Dalton Learning Academy Teachers & Curriculum (Kindergarten to 5th)

Abeka and *Kendall Hunt* are the curriculums currently being implemented within the Academy.

The *Abeka* curriculum provides children with a college-preparatory, traditional, structured education led by experienced Christian schoolteachers.

Kendal Hunt is an incredibly thorough program. Its elementary reading program allows students to follow a variety of avenues to become readers, writers, and independent learners. It is based upon the belief that

students should not only learn how to read, but also acquire a hunger for learning. This curriculum provides all students with the opportunity to become passionate learners, and it includes components and activities that address ten key principles:

- **Reading Instruction** that fosters inquiry and deeper student involvement in learning.
- **Spiritual Growth** that helps students make good choices in life as well as in reading content.
- **Reading Motivation** that helps students develop a lifelong passion for reading.
- **Writing and Expression** that grows from reading and learning and helps create meaning for students.
- **Selective Topics** that support and encourage writing practice for different purposes and audiences.
- **Reading Comprehension** that grows from systematic instruction and learning strategies that students apply to literature and content subjects.
- **Phonics Skills** that are developed through a sequential program of phonics that includes systematic, daily practice.
- **Spelling Instruction** that is systematic, coordinated with phonics instruction, and addresses the specific developmental level of each student.
- **Assessment** that not only provides teachers and parents with information and tools about student development, but helps students assess their own growth.
- **Classroom Management** that includes whole-class, small group, and individual student activities.

The Kendall Hunt science program, *ByDesign*, is just as impressive. Inquiry-based instruction saturates the curriculum and lab journaling is central to the learning process. Health Challenges bring the physiological science concepts under study into students' daily lives. What Dalton Learning Academy loves most about the Kendall Hunt curriculum is that it incorporates Christ and the Biblical story of love into every aspect of learning.

Assessment

Dalton Learning Academy students are tested twice a year. These standardized assessments are provided through *Scholastic*. The first one is given in the Fall to determine how much information the students were able to retain from the previous year. The second one is given in the Spring to assess how much the students have learned. The testing results are not used as a formal grading assessment; rather, it is a tool that helps to pinpoint areas of strength and weaknesses in each student. The knowledge that is gained from the results helps the school and each teacher deliver a more comprehensive program.

Homework

Homework is a means of enrichment used to deepen skills and strategies taught in classroom. Homework must be completed according to the timeframe allotted by the teacher. Parents are asked to cooperate with teachers in supervising homework assignments. Parents should provide a suitable place for the student to work and be present to give guidance and support. This can be a very rewarding time as it is an opportunity for bonding between parent and child.

Each teacher may present homework in a way that is most suitable for their class. Homework may be sent home daily or weekly according to the teacher's discretion. Often times, it is sent home in a folder. Parents are asked to teach and help their child to care for the homework folders/books/assignments. Homework should not be returned ripped, crumpled, stained, or wet/sticky.

Parents ought not to do homework for the student as this does not help the student develop many important skills such as independence and self-motivation; nor does it build character traits such as honesty and integrity.

Grading Systems

It is our desire to provide our students with a well-rounded educational experience that will adequately

prepare them for the future; therefore, Dalton Learning Academy is constantly seeking to evolve its academic program so that its activities that go far beyond the basic domains. Grading is used to evaluate and provide feedback on student work and achievement. In this way, teachers are able to communicate to students how they are performing in a course or on a particular topic. On the next page you will find the courses we provide as well as our grading system outlined.

Courses

Subjects	Grades
Art	K – 5
Computer	Grade 2 – 5
Language Arts	K – Grade
Mathematics	K – Grade 5
Algebra	Grade 4 – 5
Basic Arithmetic	K – 3
Geometry	Grade 3 – 5
Music	K – Grade 5
Penmanship	K – Grade 5
Physical Fitness	K – Grade 5
Science	K – Grade 5
Biology	Grade 4 – 5
Earth Science	Grade 4 – 5
Physical Science	Grade 4 – 5
Spanish	1 - K – Grade 5
Social Studies	K – Grade 5
American History	Grade 4 - 5
Civics	5 th Grade
Geography	K – 3
Population & Settlement	Grade 1 - 4

Grading System

Kindergarten

Letter Grade	Significance	Percentage
O	Outstanding	90-100
G	Good	89-80
S	Satisfactory	79-70
N	Needs Improv.	69-60
U	Unsatisfactory	59-0

Grade 1 – 5

Letter Grade	Percentage	GPA
A+	100	4.3
A	96-99	4.0
A-	94-95	3.7
B+	91-93	3.3
B	87-90	3.0
B-	85-86	2.7
C+	83-84	2.3
C	77-82	2.0
C-	75-76	1.7
D+	72-74	1.3
D	68-71	1.0
D-	65-67	0.7
F	64 and below	0.0

Standardized Testing

A national examination, the *Scholastic* is administered each fall and spring for Grade K – 5, to assess the students' academic performance. The results of the spring examination will be provided to the parents at the end of the school year.

Report Cards

Report cards are sent home every 12 weeks. The report card issued at the end of the academic year (40 weeks) represents an average of all grades, this determines the annual grade. Interim reports (also known as *progress reports*) are sent home every six weeks. Students are expected to return these reports to their teacher with a parent's signature no later than the following Monday. Please be sure to check your child's book bag, homework journal/folder, and Procure every day for important school correspondence, as well as general assignments requiring your prompt attention. It is imperative that you discuss with your child all progress report information. In the event of a negative progress report, please contact your child's teacher immediately.

Student Attendance

Dalton Learning Center (Preschool)

Our preschool is not simply a daycare facility; rather, we are an institution of intentional and thoughtful learning. Therefore, regular school attendance is vitally important to a student's academic achievement. Absences create a severe disruption in the student's sequence of learning and routine in the classroom as skills must be re-taught and the student must be re-motivated to apply themselves to the tasks assigned. Listed below are acceptable reasons for student-absence:

- Students Illness
- Illness of immediate family member
- Death in the family
- Religious holidays of the student's faith
- Required court appearance or subpoena by law enforcement agency
- Special events (Conferences, State/national competitions, exceptional case of family need)
- Medical or dental appointments
- Having a communicable disease or infestation
- Family Day (limited to 1-2 days)

Any student who is absent as a result of having a contagious disease (measles, chicken pox, mumps, COVID-19, etc.) must have a doctor's release slip before resuming school. This slip must clearly state that the student is in no longer contagious.

Daily Courtesy Call

In compliance with the Department of Children and Families, in the event that a child is absent from school without prior arrangement or phone call explanation, a member administration personnel will call the home of any child that is absent.

Dalton Learning Academy (Kindergarten to 5th)

Regular attendance in school is necessary for a student to achieve the best possible education and to experience the benefits of our well-rounded curriculum. Excessive absences and lateness can affect a student's grade and place his/her promotion in jeopardy. All absences and/or lateness are unexcused. Should you have a legitimate reason, it must be provided to the front office for consideration.

Absence

Students with more than 18 absences per school year will be in danger of retention. No absence shall be recorded as excused unless the student has been ill, or there has been a death in the immediate family. Unless told otherwise by the student's teacher, no makeup test can be given for unexcused absences. Listed below are acceptable reasons for student-absence:

- Students Illness
- Illness of immediate family member
- Death in the family
- Religious holidays of the student's faith
- Required court appearance or subpoena by law enforcement agency
- Special events (Conferences, State/national competitions, exceptional case of family need)
- Medical or dental appointments
- Having a communicable disease or infestation
- Family Day (limited to 1-2 days)

Any student who is absent as a result of having a contagious disease (measles, chicken pox, mumps, COVID-19, etc.) must have a doctor's release slip before returning to school. This slip must clearly state that the student is no longer contagious.

Unexcused Absence

Students are expected to attend classes each day unless otherwise excused by the school. Excessive absence from school without permission is a serious violation of school policy and Florida State Law.

Tardiness

Late students must report to the school office accompanied by a parent/guardian for a late pass. No students will be admitted into the classroom without a parent/guardian notice and a late pass. Tardies are entered into the school system and become part of the student's permanent record. Parents are not permitted to accompany students to class at this time.

Dismissal

The academic day begins at 9AM and ends at 3:30PM. Monday through Friday, your child is expected to complete full scheduled days. In the event that your child must be withdrawn from school before the school hours have been fulfilled, the parent must report to the front office to sign the child out. Students will not be signed out 5-10 minutes prior to the end of the school day as it is a disservice to the lesson when children are removed early. Unless it is an emergency, DO NOT pick up your child before 3:30PM.

Aftercare Services

Your child's teacher is not responsible to provide care and supervision for your child after 3:30PM. Consequently, students who are not registered in our aftercare program must be picked up by 3:30PM. The aftercare program is made available to every student at a rate of \$85.00 a week. A late fee of \$1.00 per minute will be assessed for any child that is not picked up by 5:30PM.

Our aftercare program may consist of homework assistance, outdoor/indoor play, and extra-curricular activity. While homework assistance may be provided for your child during aftercare, it is not our responsibility to see that homework is completed.

Dress Code

Wearing school uniforms enhances school pride, unity, and community spirit. We encourage the wearing of uniforms in both of our facilities as it helps to keep students focused on their education, rather than on their style or the style of their peers. It also helps to foster a level playing field amongst students, reducing peer-pressure and bullying.

Uniforms are **mandatory** for daily wear and school trips. No student will be allowed to attend school trips without a full uniform. Students who come to school out of dress code or correct uniform without emblems will be sent home. Please label all sweaters, coats, and any other personal items with your child's name for identification purposes.

Uniforms can be made available through the *FrenchToast* store online (FrenchToast.com). You may also purchase school uniforms at your local convenience or big-box store for a more cost-effective option. All blouses and shirts must be embroidered with the Dalton Learning Center logo. You may take them to *Southern Stitches* located in St. Lucie West to have them embroidered, or you may drop them off at the school and we will take them there for you. The charge is \$6.00 per shirt.

Jewelry is not permitted on our campuses. Dalton Learning Center & Academy will not be responsible for lost, stolen, or broken jewelry. Neither will DLCA be responsible for any physical harm that is caused due to any bodily adornment.

Makeup and/or brightly colored hair is not permitted to be worn within our facility. Not only can makeup be harmful to a child's skin (causing dermatitis, especially due to insufficient product removal and poor hygienic behaviors), it can also be harmful to the psyche of a child, teaching them at this young tender age that their own God-given beauty is not sufficient. With the huge emphasis on image in today's society begin what it is, and the depressive results thereof, it is one of DLCA's agenda to encourage a culture of love for the natural self in all of our students. As God is our Creator, He is the Master Designer; there is no error in His work. We promote this mentality in our students.

Dalton Learning Center (Preschool)

Uniforms for preschool students are as outlined in the description and photo below.

Canary-yellow, collared tops for all students. Boys must dress in long dark blue pants (not jeans), girls must wear skirts or dresses. Black closed-toed shoes only; Crocs are not permissible. All preschoolers are expected to be in uniform. Exceptions may be made for 1-year-old students as it is often difficult to find uniforms for that age group. However, students 2 years old or older are expected to come to school in full uniform garb.



Boys

Girls

Uniforms for Academy students are as outlined below. White, collard tops for all students. Boys must dress in long dark blue slacks (not jeans), girls must wear skirts or dresses. Black closed-toed shoes only; Crocs are not permissible.



Boys

Girls

Disciplinary Policy

Dalton Learning Center & Academy understands the mental and emotional impact that suspending or expelling a student from school can have on a child. DLCA has the best interest of each of our students in mind; for this reason, DLCA seeks to make every attempt to placate and/or de-escalate problematic situations on campus. No child shall be subjected to any form of corporal punishment. We believe that praise and positive reinforcement are effective methods of the behavior management. When children receive positive, non-violent, and understanding interactions from adults and others, they develop healthy self-concepts, problem solving abilities, and self-discipline.

Nevertheless, there are indeed behaviors that must be address and redirected. It is necessary that we outline behaviors that will not be tolerated on our premises from students and/or parent. These behaviors may lead to suspension or even expulsion. To guarantee a good social and educational climate, students and parents must understand that an acceptable standard of behavior is expected at all times. Disciplinary actions will be taken when an individual's actions interfere with the rights of the teachers to teach and students to learn.

The following is a list of unacceptable behavior for both parent and child. Below it, the consequences for poor student behavior are outlined.

Parents

- Failure to balance out tuition accounts within the allotted grace period
- Repeated offence of failing to make tuition payments.
- Unwilling to cooperate with the institution (to find solutions)
- Repetitive combative behavior
- Vulgar language
- Committing any act that degrades or disgraces another person

Child

- Insubordination to a teacher/administrator/staff member (1 pt)
- Continuous use of vulgar language (1 pt)
- Defacing school property (2 pts)
- Inability to redirect poor behavior (2 pts)
- Continuous/repetitive hitting and/or biting of a child/staff member (3 pts)
- Committing any act that degrades or disgraces another person (3 pts)
- Repetitive violent behavior (4 pts)

The following list outlines the consequences for the child based on the point system.

Points	Consequence
1-2 Points	The student will be counseled for unacceptable behavior, and parents will be contacted.
3-5 Points	1-day suspension
6 Points	2-day suspension
9 Points	1-week suspension

Any faculty member has the right to correct an individual behaving in an unruly manner; however, no parent is permitted to correct any student other than their own. Issues or concerns should instead be reported to the teacher or school office.

In an effort to prevent expulsion and suspension of children, DLCA has adopted the following, policy and practice in a consistent and non – discriminatory manner:

1. Use developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age-appropriate expectations, small group activities, teachable moments and knowledge of research-based evidence and best practices in child development, early learning and education.
2. Adapt learning environments to promote healthy social interactions with others.
3. Develop healthy and nurturing relationships with children.
4. Develop strong partnerships and relationships with parents.
5. Regular communication with parents concerning behavioral changes.
6. Develop and implement classroom expectations that are developmentally appropriate, clear and consistent.
7. Provide family engagement opportunities.
8. Ensure fairness and equity.

Dalton Learning Center & Academy encourages its teachers and staff to communicate regularly with parents. It is important that parents are informed of their child’s behavioral developments and that they are invited to help facilitate a plan towards resolution. All DLCA staff have been directed to use the child-care services app to communicate with parents or to set up parent-teacher conferences.

Dalton Learning Center (Preschool)

In the event that a child’s behavior warrants some form of correction, the child will be spoken to by the teacher and redirections will be used. If this is not effective, then time out will be instituted. If this is not effective, the child will be brought to the office for counseling.

In the case of a child who continuously exhibits poor behavior, and/or inflicts bodily harm towards another child, the parents will be notified and brought in to discuss the situation. A record of the meeting will be kept. If a child’s parent/guardian must be repeatedly notified or brought in for meetings, the child will be dismissed from our program. A record of such dismissal will be kept.

Please keep in mind that we will take the time to discuss a child’s behavior with his/her teacher and parents, and we will make all efforts to correct the problem before resorting to a mandatory dismissal.

Code of Conduct

The primary objective of requiring appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere wherein there is no room for interruption of the teaching/learning environment. Each student will: assume personal responsibility for his/her behavior and actions; develop appropriate self-control; exhibit self-discipline; and accept the responsibility and consequences of any inappropriate behavior. To accomplish this objective requires the cooperative efforts from students, staff, and parents.

All students shall:

1. Respect the education process through the display of appropriate language, attitude, and physical behavior.
2. Respect and honor the rights of the other students to learn in an environment free of intimidation or harassment.
3. Maintain satisfactory attendance.
4. Report to classes on time.
5. Comply with dress code.

Consequences for non-compliance with the above expectations shall include, but not be limited to, the list below. The severity or the repetitive nature of a student's behavior will be given consideration when determining appropriate consequences.

- Point system – suspension
- Community or School service
- Denial of privileges
- Intervention by professional school staff
- Parent contact or conference
- Referral to an administrative panel
- School probation
- Expulsion

Resources

Often times, behavioral issues stem from the child's inability to adequately communicate their needs. The following list will assist DLCA staff and families in locating services and resources that may help to assuage problematic behaviors.

Speech Therapy

Progressive Pediatric Therapy
Regina DeCanto – Speech Language Pathologist
(561)376-2573 ext. 7608

Occupational Therapy

Progressive Pediatric Therapy
Teresa Hans – Speech Language Pathologist
(561)376-2573 ext. 7106

Mental Therapy

Sequel Youth & Families
(772)337-8164

Legacy Behavioral Health Center
(772)873-8811

Nutrition

Pediatric Endocrine and Metabolic Center of Florida
(772)834-7362

The Nutrition Clinic
(772)800-3014

Fitness

Aqua Buddies Swim School
(772)626-9291

Believe It Gymnastics
(772)579-5026

Nutrition

A child's nutrition is essential to their proper growth and development; it also affects their readiness to learn. Dalton Learning Center & Academy encourages parents to ensure their child follows a nutritious well-balanced diet that will support healthy growing and learning. A nutritious breakfast prior to class each day is vital as it guarantees the child's alertness and readiness to learn.

Dalton Learning Center & Academy strongly supports a plant-based diet as children on these diets not only grow up to be strong and healthy, but they also have lower risks of developing obesity, high cholesterol, hypertension, and diabetes. DLCA desires to provide its students with a well-balanced, whole foods, plant-based diet. DLCA wants to give parents a sense of security in knowing exactly what ingredients are in each of the meals served to our students. This is why we opened our kitchen and have begun preparing our own meals for our students.

In cooperation with this institution and in an effort to do what is best for our students, Dalton Learning Center & Academy asks that parents refrain from sending students to school with sugar-dense drinks and foods like soda, candy, cakes, donuts, and the like.

Dalton Learning Center & Academy does not allow pork, shellfish, or their by-products to be served or eaten on campus. These include but is not limited to lobsters, lobster salad, crabs, crab salad, shrimp, sausage, pepperoni, ham sandwich, hotdogs, etc.

Nuts of any kind are also prohibited on the premises as there are students with nut allergies. Nut butters, nut-battered sandwiches, nut-battered crackers, nut-based granolas, and the like are not to be eaten within our campuses.



Health & Medication

The health of each student is an important factor in the learning process. Cooperation among the health department, the private medical sector, the home, and the school is essential. In general, the administration of medication to students while in the school is to be avoided. Medications should be given at home when possible. Treatment schedules which allow doses to be given at times other than during school hours are preferred and encouraged. When, however, a parent, physician, or health officer directs that medication should be administered to a student during school hours and certified health personnel are unavailable, the principal should arrange for the administration of the medication(s). Medications given to students under these non-preferred circumstances must be administered as per written protocol, approved and signed by a physician and/or health officer and parent(s). The principal, with the advice of health department personnel, will be responsible for the establishment of a safe method of storage for medication(s). Procedures requiring invasion of the skin are to be performed only by a licensed practitioner. This policy does not supersede local county or state governmental policies.

If administering of medication to a student during school hours is necessary, the school must provide control and supervision of the administration of the medication as detailed below:

The principal/head teacher or a staff member (having informed and secured approval by the principal) shall be responsible for administering medication to students and storing all medication. All medications must be brought to the principal or staff person responsible for administering them in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose. All medications must be stored in a secure, locked, clean container or cabinet accessible only to the responsible authorized school personnel.

Any student who must have medication administered during school hours as a condition of being able to attend school without endangering his health or who is taking medication for a period of time exceeding 20 school days, shall file with the principal of the school a medication authorization, signed by the parents or legal guardians of the student, and in a form prescribed and made available by DLC. The form shall provide clear instructions from the prescribing physician as to the method or manner such medication is to be administered, including the quantity or dosage to be administered and frequency, together with any potential reaction or other cautioning instructions in connection with the usage of the drug. The medication will be administered only in accordance with the written instructions from the student's physician. The parents or guardians shall authorize the staff member administering the medication to correspond directly with the student's physician in the event the staff member deems it appropriate or necessary.

The staff member administering the medication shall be responsible for maintaining a log for each student, specifying the name of the student, the name of the medication, the date, time and amount of each dosage and any reaction by the student to the medication.

Medication Related Emergencies

An allergic reaction to medication can happen at any time, no matter how long the student has taken the medication. The most common symptoms are rash, itching, swelling, breathing problems, nausea, diarrhea or bluish color of skin. Call the parent (and/or school nurse, if applicable) immediately. If the situation is life threatening, call the local ambulance service (911).

Never leave a student who is suspected of having an allergic reaction unattended. Non-prescription medications such as aspirin, cough medications, over-the-counter allergy medications, etc. may NOT be administered to students by school staff.

Medical Leave or Exclusion

To safeguard the health and safety of all students, the school may temporarily exclude and require medical examination of any student who is suspected of having a communicable disease which would endanger the welfare of the students or school. In cases of positive diagnosis, the student may be suspended until a medical determination is made that the student no longer poses a threat of infection. Students with a communicable disease should be referred to health authorities for recommendation on exclusion, return to the classroom, and life-threatening diseases.

Exclusion:

- Diseases Requiring Exclusion from The Classroom
- AIDS – Consider each case separately
- Chicken Pox – Seven days after onset of rash or when all lesions are crusted over
- Hepatitis – Doctor release of statement
- Impetigo – If under proper treatment and monitored by school official
- Meningitis – Doctor release of statement
- Mononucleosis – If under proper treatment and monitored (Infectious) by school official
- Mumps – Doctor release of statement
- Pediculosis – Certificate from health professional and monitoring of proper treatment
- Roseola – When fever subsides and no evidence of rash
- Tuberculosis – Doctor release of statement

Student Hygiene

Students must come in clean clothing and or diapers / pull ups. There will be no students to be admitted in dirty diapers or clothing. Every school building shall be adequately equipped to provide for personal cleanliness.

Head Lice

When a student is found to have lice, the following procedure will be implemented: The student will be isolated and picked up as soon as possible by the parent/guardian. The student may return to school provided he/she receives necessary treatment and passes a head check by school authorized personnel or nurse. The local school should develop a policy that complies with state guidelines.

Fundraising & Parent Participation

Dalton Learning Center & Academy has always a small institution with BIG dreams! Almost two decades ago, this school, which was established by faith, started as just a simply daycare. Through the many visions inspired by God, many dreams and goals have been actuated. So much so that Dalton is no longer just daycare facility, but a preschool and private school serving students from 18months to age 11.

Nevertheless, Dalton has an appetite to serve so many more families and to provide an academic program that is unmatched in this community.

Fundraiser Expectations

It has always been our desire to keep tuition cost affordable. As a matter of fact, in all the time of our existence, Dalton has always provided one of the lowest (if not the lowest) tuition rates in the area. However, this has become increasingly difficult. To subsidize our program without driving up our fees to astronomical prices, we conduct several fundraisers throughout the academic year. Our outdoor equipment, computer technology, music program, and many other wonderful features within our facilities are the results of wholehearted fundraising on the part of our parents, students, and staff.

We expect and encourage all parents and family members of students enrolled in our institution to make an effort to assist us during these drives by fully participating in our fundraising efforts.

Parent Participation

Dalton Learning Center & Academy has an open-door policy; parents are welcome to come in at any time. We encourage our parents to volunteer, actively assisting us in educating their children. There are mandatory Parent-Teacher Conferences held each year directly after grading periods. We expect all parents to attend. During these conferences, the teacher will discuss each student's progress with the student's parents to assist them in helping us to reach the child's full potential.

Thank you

Thank you for taking the time to read Dalton Learning Center & Academy's Handbook. If you have any questions, comments, or concerns, please contact the front office and speaking with a member of administration.