



**Puzzle Box
ACADEMY**

After School Academic Enrichment

Parent Handbook

*Putting the pieces together,
one child at a time.*

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Puzzle Box Academy

ABOUT

Puzzle Box Academy facilitates different life skill programs such as cooking, attending to personal hygiene, managing laundry, ordering in restaurants, navigating throughout the community and fostering and maintaining friendships. Learning life skills can lead to building a foundation of independence, self-esteem, self-regulation of healthy choices and learning to cope with stress and anxiety.

Taught in groups of similarly aged students, skills for living are introduced and reinforced in conjunction with other critical social skills. Sharing and rephrasing of information, understanding multiple meanings to words that depend on content for interpretation, inferring what is not explicitly said and problem solving are all functional communication skills that support increasing the student's quality of life.

HOURS AND DAYS OF OPERATION

2:30pm – 6:00pm Monday - Thursday
1:30pm – 6:00pm Friday

Please see the Puzzle Box Academy calendar for specific dates the programs will be closed.

SCHOOL WEB SITE

www.puzzleboxacademy.com

Admissions Process

Complete and submit the online application packet along with the appropriate documentation and registration fee to the Puzzle Box Academy admissions department. Our admissions department will be there to help guide you through the process.

Arrival and Departure Policies

Students may be dropped off at Puzzle Box Academy no earlier than 2:30pm, Monday – Thursday, and 1:30pm on Fridays. Staff is not available to supervise your child prior to this time. Transportation from selected local schools is available for a fee. Transportation from the schools operates on a schedule coordinated with school administrators; regular tardiness to the scheduled bus pick up may be grounds for dismissal from the transportation option.

Releasing Your Child

Please notify the Puzzle Box Academy office any time someone other than a guardian is picking up your child. We will only release your child to guardians or people listed in the Puzzle Box Academy Academic Enrichment enrollment packet. If a student is to be picked up by anyone other than the parent or designated release person, **those arrangements must be made in writing, in advance**. We will not release your child to anyone under the age of eighteen, including siblings.

Under no circumstances will a child be allowed to leave campus unsupervised; staff cannot release a child to walk to a bus stop or home.

No student will be released to a person not on the designated list without prior written permission. **No phone calls will be accepted for dismissal exceptions.**

Emergency Contacts

If a guardian cannot be reached, an administrator will reach out to persons identified on the child's emergency contact list. Please keep all emergency and work numbers current. Notify all emergency contacts of their presence on the emergency contact list and of the potential to be called to assist with caring for your child.

Change of Address or Insurance

Change of insurance coverage, address, e-mail address, or telephone number should be reported immediately to the school office and teacher in writing, as we communicate with our families using all of these methods. Current contact information is critical to maintaining open lines of communication.

Closed Campus

Puzzle Box Academy operates as a closed-campus. Students may not leave the campus at any time unless it is with a designated adult. With the exception of students, **NO ONE** will be permitted anywhere on campus without a name badge. Please cooperate with staff members who request your compliance with this policy.

School Bus

Some of our students ride a school bus/van to and from school and during fieldtrips. Students play an important role in making bus transportation safe. Just as with other aspects of education, there are specific rules of conduct to be followed when waiting at the bus stop and when riding the school bus. Please discuss school bus safety rules with your child. If a child is determined to be unable to safely ride the bus, bus privileges will be suspended until a behavioral intervention plan (BIP) is developed and a parent meeting is held.

Bus Safety Expectations

- Obey the bus driver and assistant while on the bus.
- Stand off the roadway while waiting for the bus.
- Be at the bus stop five minutes prior to the scheduled stop time.
- Remain seated at all times when the bus is moving.
- Remain absolutely silent at railroad crossings.
- Absolutely **NO** food, drinks or gum on the bus.
- Absolutely **NO** animals on the bus.
- **NO** profane language or gestures.
- **NO** acts of vandalism.
- **NO** throwing of any objects from the windows of the bus.

- NO conduct or behavior will be allowed that interferes with the safe, orderly, and expeditious transportation of any bus riders.

Failure to follow these rules may result in suspension or cancellation of bus riding privileges.

Background Checks

Puzzle Box Academy requires all persons employed by the school to be subject to background checks, drug testing, and fingerprinting. Parents who volunteer in any capacity with children are subject to a background check; fingerprinting may also be required.

Use of Technology Policy

Puzzle Box Academy is pleased to offer students access to a computer network, as well as the internet. Puzzle Box Academy believes that this service offers considerable and diverse resources to our student's education. The program's goal is to facilitate engaged learning, resource sharing, and communication; and the client's use of the school's technology network is directed by the faculty and is offered to promote academic enrichment.

Internet access enables the exploration of thousands of libraries, databases, and other sources of information around the world. Families should be aware that some materials on the internet may contain items that are illegal, defamatory, or potentially offensive. While the purpose of the program is to use the internet for constructive, educational goals, students may still find ways to access unauthorized information. We believe that the educational value of the internet outweighs the disadvantages. We respect each family's right to decide whether or not to allow their child access to Puzzle Box Academy's internet. Puzzle Box Academy is committed to the use of filtering software and to promote the use of computers in a manner that is responsible and appropriate. Faculty reserves the right to review communications and files to maintain system integrity and to ensure that the network is being used responsibly. Students are not to access personal web-pages, Facebook, or any other social media account while at Puzzle Box Academy.

The following policies apply:

- Adhere to the rules of copyright law and assume that all software is copyrighted (unless labeled "freeware" or "public domain").
- Be responsible at all times for the proper use of access privileges.
- Close any URL (site) that has inappropriate material. Report the site to a staff member.
- Be respectful of the care and proper use of technology materials.
- Do not download any unauthorized software programs or files.

Failure to comply with the school's policies regarding the use of technology may result in disciplinary action and/or reimbursement for causing damage to equipment.

Electronic Equipment

Students are required to turn off all electronic devices, including cellular phones, pagers, etc. during the school day and place in the students' backpacks. Students are not allowed to use electronic devices during regular school hours. Other distracters not allowed on campus during school hours are:

- Radios

- Personal radio/CD players/iPods
- Electronic games
- Trading/playing cards
- Skateboards/roller blades/ scooters
- Action figures, dolls, basketballs, baseballs, footballs etc.

If any of the above is found in the possession of the student during school hours, the administration/staff member will confiscate it. The confiscated item will be available in the school office at the parent's request.

Employee Ethics and Mandatory Reporting

The Puzzle Box Academy faculty complies with standard practices and ethical conduct toward students, professional colleagues, guardians, and members of the community and safeguards the dignity of the profession, respects and obeys the law, demonstrates personal integrity, and exemplifies honesty. Each staff member recognizes and adheres to the Code of Ethics as outlined in the Florida Code of Conduct. All employees have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect to the State hotline as mandated by the law.

Illness Policy and Procedures

The Health Department indicates that the presence of any of the following is a reason NOT to send your child to after school academic enrichment at Puzzle Box Academy:

- Red rashes/bumps
- Fever, nausea and vomiting
- Red, itchy eyes with yellow discharge
- Fever
- Cramping, diarrhea
- Nits, and live lice
- Earache, runny nose, coughing up mucus

For the above illnesses, it is important to see a doctor for medication and a recommendation of when to send your child back to school. After an absence resulting from a contagious illness, please get a doctor's note that says your child is no longer contagious and can return to school. Any rash or open sore that is seeping any type of fluid needs evaluation and necessary medication to ensure the child does not have a condition that is contagious to the other children.

Other Wellness Guidelines

- Students feeling ill do not always have a fever, however, a student with a temperature over 100F will be sent home from Puzzle Box Academy until the fever has been gone for 24 hours without over-the-counter medication.
- If you are contacted by the school to pick up your child due to illness or injury, you need to make arrangements to pick up your child within 30 minutes. Puzzle Box Academy does not have adequate space to retain sick and injured children who need to go home or be seen by a doctor.
- **In the event that your child becomes acutely ill with a very high fever (103F and above), abdominal pain with vomiting, severe respiratory difficulty, extended seizure activity, first time seizure, or your child is severely injured, emergency**

medical services (911) will be called to provide emergency care and transportation to your designated hospital.

- Head Lice requires documentation indicating that a recognized treatment has been initiated before returning to school. The student will be checked prior to re-entry and cannot have any remaining nits.
- If sent home, the child will be required to present documentation of treatment upon return to school.
- Guardians are required to disclose medical history and information regarding seizures. The seizure policy and protocol will be reviewed with the guardian. In the event of a first-time seizure (no known history), 911 will be called, concurrent with notification of the parent/guardian or other emergency contact.

Medication Policy

When at all possible, we encourage parents/guardians to coordinate with their child's pediatrician so that medications may be given at home under their direct supervision. When this is not possible, the Medication Authorization Form must be completed by the guardian before a medication is given; a separate form is necessary for each medication request. ***Prescription medication must be in the original pharmacy container.*** The written instructions on the pharmacy label will be followed exactly; and dosage and instructions will not differ from the label regardless of guardian instructions. Puzzle Box Academy does not employ a nurse on site; medications will be administered by the front office staff. Parents/guardians are required to inform the child's staff of any changes in medication, so that surveillance may be provided related to potential side effects (i.e. tics, seizures). This includes medication administered both at home and on site.

Attendance

If a student is going to be absent from after school academic enrichment, the parent should notify Puzzle Box Academy to notify staff of the absence.

Fire and Emergency Procedures

Puzzle Box Academy conducts fire and emergency drills on a monthly basis. In the event of a real fire/emergency situation, the principal will inform the staff that the school will be evacuated, and parents/guardians will be notified of the situation. If it becomes necessary to remove students from the site, you may be contacted to pick up your child from a secure emergency evacuation site.

Emergency Closing and Inclement Weather Information

It is our intention to have the school open per our calendar, however, situations out of our control such as inclement weather, natural/national disasters or major building issues may disrupt service from time to time. We ask that guardians call the school to ensure it is open during inclement weather or other unusual situations. Staff will also attempt to call families by phone to communicate closings to client families. *Monitor local news organizations. Our policy is that if Brevard Public Schools (BPS) or Seminole County Schools (SCS) cancels school for weather, we will also cancel school in the corresponding county.* Puzzle Box Academy has the right to open prior to BPS/SCS after the closure, if facilities are safe and able to carry out the normal academic day.

Lost and Found

Everything that is brought or worn to school must be clearly labeled with the student's first and last names. Anything that is turned into Lost and Found is promptly returned if clearly marked. All unmarked items may be donated to charity if not claimed in 14 days.

Media Consent Policy

Unless disapproval is submitted in writing by the student's parent or guardian, it is assumed that the school has permission to publish the student's image in the school, local newspaper, on the Internet, or in any other media approved by Puzzle Box Academy.

No Smoking Policy

It is the policy of Puzzle Box Academy to provide clean air and a work place that is conducive to the health and safety of employees, students, and visitors by prohibiting the use of tobacco products (including e-cigarettes and vaping devices) on the grounds of the schools, including all school vehicles, and at all school events and activities.

Student Behavior and Discipline Policy

Puzzle Box Academy believes all students have the right to a safe and orderly environment which is conducive to maximum personal growth. Students are expected to be respectful and to take personal responsibility for fostering a healthy environment, as well as for failure to adhere to rules. The building director or designee is responsible for enforcing the conduct required as described in this policy.

Students' Rights and Responsibilities

The aim of Puzzle Box Academy is to provide an environment in which a student's rights and freedoms are respected, and to provide opportunities which stimulate and challenge the student's interests and abilities to his/her highest potential. Staff will assist students in coping with emerging personal, social, and emotional situations. Puzzle Box Academy will maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn. Puzzle Box Academy recognizes all federal, state and local laws in connection with these rights, and reminds students that certain responsibilities accompany these rights.

It shall be the right for students to:	All students have the responsibility to:
Attend a school that is a supportive environment, free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus or van and/or during a school function.	Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other people and property.
Take part in all school activities on an equal basis regardless of race, color, creed, gender, national origin, disability, religion or sexual orientation.	Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
Have school rules and conditions available	Respond to direction given by teachers,

for review and, whenever necessary an explanation by school personnel.	administrators and other school personnel in a respectful, positive manner.
In all disciplinary matters, to have the opportunity to present his/her information to the professional staff member investigating the incident.	Work with staff members to develop ways to cope and implement learned strategies and ask questions when they do not understand.
All parents are expected to:	All PBA staff are expected to:
Send their child(ren) to school ready to participate and learn.	Be prepared for all aspects of their job.
Ensure absences are excused.	Know school policies and rules and enforce them in a fair and consistent manner.
Help their child know and understand that school rules are required to maintain a safe, orderly environment.	Be responsible for enforcing rules and ensuring that all cases are resolved promptly and fairly.
Convey to their child a supportive attitude toward education.	Initiate conferences as necessary to resolve problems.
Build good relationships with teachers, staff and other parents.	Evaluate and regularly review educational progress with student, parents and other staff.
Inform school officials of changes in the home situation that may affect student conduct or performance.	Provide information to assist students to be successful for the day and support an active learning environment.
Dress appropriately when attending school functions.	Dress appropriately and professionally.

Student Behaviors

As noted in the Registration Addendum, to protect students, the following behaviors will not be tolerated at Puzzle Box Academy. At the discretion of administration, the consequence for these behaviors WILL be expulsion from the after school academic enrichment program.

- Arson
- Bullying
- Cheating
- Destruction of Property
- Disorderly Conduct
- Drugs
- Fighting
- Harassment (physical or verbal)
- Any illegal activity
- Weapons brought to school

If the student's behavior poses a significant and consistent disruption to the learning environment, the administrative team will terminate the student's enrollment in the after school academic enrichment program. Student safety is always the first concern with regards to disciplinary issues.

Suspension from Transportation

If a student does not conduct him/herself properly on the van or bus, the driver is expected to bring such misconduct to the building principal's or designee's attention. Students who become a disciplinary problem will have their riding privileges suspended. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from the after school academic enrichment program safely. The student and the student's parent will be provided with an informal conference with the building principal to discuss the conduct and the penalty involved.

Damaged and/or Destroyed School Property

If a student damages or destroys school property, parents or guardians may be required to pay for the damage.

Dress Code

A student's dress, grooming and appearance, including accessories shall:

- Be safe, appropriate, and not disrupt or interfere with the educational process.
- Recognize that revealing clothing, which in any way exposes any undergarments or cleavage of any kind are not appropriate. This would include, but not be limited to spaghetti straps, mini-skirts, short shorts, drooping pants, tube/halter tops, etc.
- Include footwear at all times that does not deem a safety hazard.
- Not include items that are vulgar, obscene, or belittling to others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not include headwear in the school building except for a medical or religious purpose.
- Not promote and/or endorse the illegal use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Not denote or represent gang affiliation such as bandanas, beads, jewelry or other indicators and or symbols intended.

Bullying, Harassment and Intimidation

Puzzle Box Academy recognizes that bullying, including cyberbullying, and harassment (sexual or otherwise), are abusive and at times illegal behavior that harm victims and negatively impacts the school environment by creating an environment of fear, distrust, intimidation and intolerance. Puzzle Box Academy recognizes that preventing bullying and harassment in school is essential to ensure a healthy, non-discriminatory environment in which students can learn and employees can work productively. Puzzle Box Academy is committed to providing an educational environment that promotes respect, dignity and equality and that is free from all forms of harassment. Puzzle Box Academy condemns and strictly prohibits bullying and/or harassment based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or gender expression as well as any other characteristic protected by applicable federal, state and or local law. All forms of bullying and harassment are prohibited on school grounds, school buses and all school-sponsored activities and events. In order for Puzzle Box Academy to enforce this policy and to take prompt corrective

measures, it is essential that all victims of bullying, harassment and person with knowledge of these issues contact the principal to report and initiate prompt investigation of all complaints.

Parent Involvement and Expectations

Puzzle Box Academy expects parents to be knowledgeable of the policies and procedures presented in this Parent Handbook and to adhere to them so that maximum learning can take place for all students.

Transfer/Withdrawal

Should a parent/guardian desire to withdraw a student from Puzzle Box Academy Academic Enrichment during the school year, a 30-day written notice to administration will be required. After the 30-day period, the parent/guardian will be released from their tuition obligation for the remainder of the academic year, providing there is no outstanding balance to date.

Tuition Agreement

The full fee for the academic enrichment program will be billed monthly but can be paid weekly for each child enrolled. You will be billed for the full program per week regardless of how many days your child attends during any week. Tuition will not be adjusted or credited for absences/non-attendance. Weekly tuition is not prorated for circumstances beyond our control or when termination occurs on any day of the week.