



THE  
**CinDay**  
ACADEMY

PRE THRU 12 PRIVATE SCHOOL

# Student Handbook

11 Sycamore Creek Dr  
Springboro, OH 45066  
937.748.1999 or 937.748.1991  
[www.AcademyMustangs.com](http://www.AcademyMustangs.com)

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# Our School

## Philosophy

The Academy at Minds in Motion is a multi-level school age program that believes in a curriculum that supports the child's growth and development according to the child's own unique needs and capacities. Children will be taught concepts, as they are ready to learn and encouraged to explore areas that they want to learn.

Multi-level educational practices are grounded in a philosophy that holds that every child can learn and has the right to do so at their own pace, that learning is a continuum rather than a series of steps, that diversity is not only a reality but is something to be embraced, and that a classroom is a family of learners.

Multi-level classrooms do not have tracking, or long-term ability grouping. Grouping is usually short term and flexible. Competition and comparison with other students is lessened, as students are looked at and evaluated according to their potential, not in relationship to "grade level standards", or in comparison to each other. Emphasis is on the "strengths" of individuals, rather than weaknesses. With less emphasis on competition than you find in a single grade classroom, students are not as aware of differences.

Multi-level classrooms have a lot of motivating activities, with attention to learning styles, multiple intelligences, and interests, as well as abilities. When children are motivated, they will do their very best and are proud of their efforts. In this environment, children tend to be more willing to work, thereby raising their level of achievement.

### At The Academy, learning is...

*Thematic Learning:* Curricular areas are taught through a central theme

*Literature-Based Instruction:* The curriculum is covered through the use of trade books versus textbooks.

*Hands-On Learning:* Students are actively involved in learning through hands-on experiences.

*Cooperative Learning:* An environment in which children are encouraged to share ideas and work together.

## Mission

The Academy at Minds In Motion, an independent Kindergarten through eighth grade school, offers an educational experience that is both challenging and individualized by providing opportunities for the students to explore their interests and develop a passion for learning in a small class environment. We develop the individual student, intellectually, socially, ethically, artistically and physically. Our school offers an environment where all children can reach their full potential.

## Curriculum

While providing a strong foundation in core academic subjects, the curriculum also incorporates Spanish, integrated arts, physical education and character education into its weekly course work. In addition, field trips or parent presentations are held at the end of each trimester during immersion week for primary grades so students can demonstrate their knowledge of the theme.

Technology also plays an important part in the education process with Smart boards and computers being integrated into the classroom daily. Other unique features of our curriculum are EXTRA classes and Spotlight. EXTRA Classes and special electives offer the students the opportunity to pursue areas of special interest. We understand that today's classroom is more than just text books; it is about putting their knowledge into real world activities.

**Spotlight is a special Friday** all school gathering recognizing and highlighting student achievement, displaying

students' uniqueness, encouraging friendship, and creating opportunities to display courage, patience, kindness and respect. Parents are encouraged to attend.

# **Policies & Procedures**

## **Administration of Medications**

Prior to the administration of a medication, food supplement, or modified diet, The Academy staff shall:

Secure the written instructions of a licensed physician as appropriate for the administration of any medication, food supplement, or modified diet.

Secure the written, signed and dated instructions of the parent or guardian on the form provided by the Administrator or designee for the administration of medication, food supplement or modified diet.

Each time medication is administered a written record or log including dosage, date and time shall be made. This record or log shall be kept on file for one year.

## **Admission / Withdrawal**

The Academy is looking for students & families who desire to have the same mission and philosophy as our school. We want students who want to learn and families that want the best for their children. We also want our parents to support the school through volunteering & fundraising efforts in our Mustang Fan Club.

### ***The Academy Admission Process***

The admission process is a 3 step process:

Completing the online Application, Teacher Recommendation and Admissions Testing. We also reserved the right to have a Family Interview.

### **Completing the Application**

Applications for fall admission are accepted starting the first school day in February. However, if you are interested in attending during a current school year, contact the school office at 937.748.1991. To be considered for admission, please complete this [Online Application](#)

### **Family Interview**

Applicants being considered for acceptance may be contacted to schedule a family interview. Family interviews are conducted by the Principal and both parents (when applicable) are required to attend with their student(s). This is the time to learn more about The Academy's distinctive education program and administration, to state your reasons for seeking enrollment, and discuss your child's curriculum, extracurricular interests, and expectations for student life.

### **Admission Testing**

Upon review of the completed application file, an applicant will be registered for a diagnostic academic examination appropriate to the grade level. Our new student screening is held in mid-March.

### **Teacher Recommendation**

We also request that a [teacher recommendation](#) be submitted from your current school.

### **Admission Decisions**

Each student's file is reviewed by the Admission Committee. All discussions regarding applications are held in strict confidence. Admission decisions include the applicant's potential for success in The Academy's program and the parent's desire for a multi-level classroom education for their child. Parents will be notified in writing of the Admission Committee's decision.

Upon acceptance, please request to transfer [transcripts](#) from your current school. An information package will be emailed to you in May and we will hold a School Orientation Day in August.

Application documents can be mailed to 11 Sycamore Creek Drive Springboro, OH 45066 Attn: Admissions Director. If you have any questions, please contact the Admissions Director at 937.748.1991.

**Withdrawal:** The Academy will need written notification of a student's permanent withdrawal from the program at least one month in advance. Tuition (ETF) will then be stopped for that following month. The supply fee will be prorated over a 9 month period.

## **After School Enrichment (ASE)**

Students can participate in clubs or private tutoring. Clubs offered include drama, art, glee, band, dance, or sports. These are offered from 3:00-4:00. Wrap around care is offered from 4:00-6:00

## **Arrival and Dismissal**

The Elementary classroom begins at 9:00 a.m. Students may begin arriving at The Academy building at 8:45 a.m. and must be in school for the start of the day at 9:00 a.m. appropriately dressed and ready to work. Dismissal is at 3:00 p.m. Half day Kindergarten students come either from 9:00-11:30 or 12:30-3:10. Children will not be released to anyone that is not identified by the parent to have permission to pick up the child. If written permission from a parent is given, proper identification must be shown. Forms filled out by the parent and on file in the school as to the people that are authorized to pick up the children. Written notification is needed when changes are made to the form.

**Parents late in picking up their child, will be assessed a late fee of \$5.00 per child for every 5 minutes after 10 minutes over the designated pick-up time.**

An adult must escort students who leave the school at times other than the regular scheduled dismissal times of the building. Parents must verbally notify the staff that the child is leaving the school premises.

## **Attendance and Tardiness Policy**

### **Philosophy**

School attendance has a direct impact on a student's level of academic achievement. In order to make the most of one's educational opportunity a student must have consistent, punctual, daily attendance. It is primarily the responsibility of the parent or guardian to encourage daily, punctual attendance with elementary school students.

### **Attendance Requirement**

Students are required to attend class, on time, every school day, unless properly excused.

### **Procedures for Excusing an Absence**

Parents/guardians must contact the school prior to the absence or in the case of illness, the day of the absence. Notification may be by telephone or by signed note.

### **Check-Out Procedures**

In order to ensure the safety of children enrolled in The Academy at Minds in Motion, students will not be released to any person without verified authorization (verbal or written) from the current parent/legal guardian. Minds in Motion will maintain a check-out log indicating the date, time, reason, and to whom the student is released. It is the responsibility of the parent/legal guardian to provide the school copies of any legal documents restricting access to their student(s) and/or information pertaining to their student(s).

### **Tardy Philosophy**

Being on time is a life skill important to each student's future, and Minds in Motion shares the responsibility to teach the

importance of this skill. Tardiness of individual students interrupts instructional time for all students. Promptness to class allows the teachers to begin the instruction on time for everyone. Students who are tardy more than 3 times in a quarter will have a note sent home.

## **Before School Enrichment (BSE)**

There is also a MORNING CARE program from 8:00-8:45 for a nominal fee

## **Birthdays**

Birthdays are exciting and we want to celebrate them. Due to the prevalence and severity of food allergies among children, it is strongly recommended that you provide non-food treats instead of a food snack, such as (but not limited to), colorful pencils, coloring books, or stickers. Another creative idea is to gift wrap a new game or activity for your child's class. Your child unwraps the gift with his or her classmates and plays the game or toy with them.

## **Conference**

Academy staff members work hard to communicate with parents. Twice a year, in Fall and Winter, parent/teacher conferences are conducted. At these conferences parents are informed of their student's progress in both academic and developmental areas. The student's progress toward mastery of concepts and skills is reviewed.

Informal conferences will occur at other times if situations warrant them.

## **Dress Code**

The spirit of the dress code suggests a certain level of formality during the academic day and at designated school functions. It is expected that students will dress in a neat, clean, and presentable manner at all times.

A dress code is to teach students that there is a time and a place for different attire. This is your child's first "work" environment and we want to instill in them the idea of proper "work" attire. The dress code is intended to eliminate the distraction of fads and fashion. Students only wear a uniform 3 days a week (PE uniform on gym days and Spirit wear and jeans on Fridays).

Uniform and spirit wear may be purchased from **The Spirit in You** [www.thespiritnu.com](http://www.thespiritnu.com) or **Image Mark It (downtown Springboro, but order online)** or **Lands End (900105644)**. The link to order from these vendors is on our website [AcademyMustangs.com](http://AcademyMustangs.com)—Student Life-Store. Uniform pants, shorts, and skirts may also be purchased at retailers such as Sears and Target.

At the end of the school year, we hold a uniform exchange. Please save any uniforms that your child has outgrown.

Uniform slips will be given to students out of uniform. A grace period of 2 slips will be allowed. After the 2 slips, a parent will be called to bring the proper attire to school for the student.

## **Regular School Day**

1. Top: A white, black, or red polo with The Academy logo will be the only shirts permitted. The Academy Logo is not optional and must be on all shirts. These can be ordered in several styles from our vendors. Our vendors can also add our logo to shirts that you already own
2. Bottoms: Students must wear a khaki (light tan) or black bottoms only. No denim or yoga pants allowed. These khakis may be pants, shorts, or skirts with shorts underneath (for playground play and sitting on floor projects. No other color of bottoms is permitted. Black skirts must be plain, solid material with no fringe, ruffle, sparkle or lace.
3. On cooler days when layering is needed, a solid black cardigan sweater or black Academy fleece, warm-up, or sport tek jacket may be worn with uniform over the polo. Several of these jacket styles are available from our vendors.
4. Hair bands for girls must be a solid color with no big bows or flowers. No hats permitted.
5. Sneakers, boots or casual shoes must be worn with solid colored socks. No sandals, heels or platforms.
6. The only jewelry items permitted are watches, small stud earrings, and/or one necklace that does not distract from the uniform and must be worn under the shirt (no chokers).

7. No make-up is to be worn at school.
8. Scarves, neckties and decorative belts are not allowed.

### **Gym Day**

A solid black or gray soft track pant or shorts and Academy gym shirt. \* Academy gym sweatshirt must be purchased for cooler days. **All of these can be ordered from [thespiritinu.com](http://thespiritinu.com) ONLY**

### **Field Trips**

**Shirt:** Red long or short sleeve polo with logo

### **Fridays**

On Fridays, students may wear a spirit wear T-Shirt or sweatshirt only. Bottoms on Fridays can be jeans (with no holes or rips). Sweatpants, leggings, jeggings and pajama bottoms are not permitted.

**High School:** Can wear jeans, khaki or black pants and t-shirts or polos in white, black, red and gray

### **Electronic Devices / Cell Phones**

Electronic devices such as Ipods, Nintendo DS and game boys and cell phones are not permitted to be used during school hours. If brought to school, they must remain in the student's backpack until dismissal. Cell phones maybe used after school only. Some exceptions may be made to this policy at the teacher's discretion.

### **Emergency/Accident Plan**

An emergency plan will be posted by every door of each classroom and includes:

- Fire emergency procedures and exits
- Tornado warning procedures and designated safe areas
- Emergency phone numbers
- Location of available phones
- The names of staff members trained in first aid
- Instructions for emergencies:
  - Remain with the child
  - Evaluate the situation
  - Call 911
  - Call the parents & allowing them to transport if EMS is not required

Children's records will be on file in the office. First aid kits will be placed in the office. If children need to be evacuated for serious emergency, they would go to 5 Sycamore Creek Dr or Watkins. Teachers will have a method of communication, at all times, to other staff members, when outside the building with the children.

### **Entering / Exiting Building**

All day students should arrive at 8:45 and be dropped off. Parents will circle the parking lot and drop off at the front door. A teacher will greet them at the front door.

For pick up, parents will drive around the parking lot and form a line to wait for the students to be dismissed at the front door. If you need to come into the building to speak to a teacher or staff member, please park in the lot and walk into the building.

### **EXTRA Classes**

EXTRA Classes and special electives offer the students the opportunity to pursue areas of special interest. We understand that today's classroom is more than just text books; it is about putting their knowledge into real world activities. Students will have the opportunity to select several courses during the school year. Student's also have the opportunity to chose piano lessons and physical education courses as electives.

## **Food Allergies**

Due to the increased number of students with food allergies, we have instituted a policy to ensure their safety along with staff and parental awareness. First, all teachers are trained to use EpiPens. Second, a standard emergency sheet with the student's photo will be posted in the student's class and in the office. Emergency forms are available on the website. Third, EpiPens will now be kept in the student's classroom and in the lunch room. Please provide us with at least 2 clearly labeled EpiPens.

## **Guidance and Management Policy**

A child who is having problems abiding by the guidelines of the program, the teacher shall use developmentally appropriate techniques suitable to the child's age and the circumstances. The teacher will use developmentally appropriate separation from the situation as necessary. For severe or continuous problems, a call will be made to the child's parents. If the behavior does not improve, a parent conference will be held to establish a behavior plan for the child. All employees will follow this guidance and management policy.

## **Gun Policy**

No person shall knowingly possess a deadly weapon or dangerous ordnance onto these premises.

## **Hand Washing**

Teachers will wash their hands before and after teaching school. They will have the children wash their hands after recess, after handling school pets, before eating, after using the bathroom, and after sneezing or blowing the nose. We will either use hand sanitizer or wash with soap and water for 15-20 seconds.

## **Health Policy**

Before attending The Academy, a child must have a complete health medical exam. These forms must be completed by the first date of attendance.

In order to maintain a happy, healthy environment for the children, the following guidelines must be followed:

Children that are ill shall remain at home. If the child exhibits one or more of the following signs, or if he/she is unable to participate in the activities, he/she will be sent home.

Temperature at or above 100 degrees Fahrenheit by auxiliary method

Sudden skin rash or infected skin patch

Diarrhea and or vomiting

Evidence of lice infection

Severe cough

Difficulty breathing

Yellowing skin or eyes

Red itchy eyes

Dark urine/gray stool

Stiff neck

A child must be free of the above symptoms for 24 hours to return to The Academy.

We must be able to contact parents in case of an emergency or illness.

A child that is sick will be offered a cot and kept comfortable until the parent arrives.

Mildly ill children who cannot participate in all daily activities should remain at home.

The communicable disease chart is posted in the office.

If a child is exposed to a communicable disease, a sign will be posted on the classroom door.

Medication is administered with physician's written permission and parent signed form on site.

Employees stay home when ill and a substitute is hired.

Spray aerosols will not be used while children are present.

If ill, child is isolated in the office on a cot to be cared for and in sight & hearing of an adult at all times.

The child is observed for worsening condition.



## Incident Report

When an accident or injury occurs the teacher will complete a written incident report. A copy signed by the parent is placed in the child's file, and a copy is given to the parents at the time of the accident. The report will include the child's name, birth date, description of the incident, date and time of the incident, staff member present and their signature, actions taken, and any other information deemed necessary.

## Lunch

Please pack a well-balanced and nutritious meal for your child's lunch. Names should be clearly marked on all lunch boxes. Please pack items that your child will find easy to open and include a disposable spoon if needed. Water must be provided in the lunch box. **NO juice, milk or soda**. Do not send in glass containers such as juice bottles, dishes etc. Absolutely no cans of any kind should be sent to school in your child's lunch box; lids on canned fruits etc are extremely dangerous. Do not freeze drinks. Due to the nature of our lunch period, we are unable to refrigerate or warm-up lunches. Please use blue ice to cool food and a thermos to keep food warm.

Lunches are provided daily by outside vendors. Students may sign up for these lunches at the beginning of each trimester.

## Nondiscriminatory Policy

The governing board of The Academy School located at 11 Sycamore Creek Dr in Springboro, Ohio 45066 has adopted the following racial nondiscriminatory policies. The Academy School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs athletics/ extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. The Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

All visitors and volunteers must report to the director first and display a visitors badge during their stay.

## Parent Involvement/ Communication

Education is a partnership between parents and teachers. We believe that it is essential for parents and teachers to communicate about the child so that we are setting them up for success.

Parents can communicate with the teacher by calling the school at 937.748.9999 or via the app at any time that he/she would like to communicate with the teacher. The teacher will respond within 24 hours. If the need is more urgent, please speak with the Vice Principal at 937.748.9999. Conferences will be held in Fall and Late Winter.

The Principal is available to assist parents with child development questions, educational issues and other school related topics. She will meet with parents for workshops during the school year.

The Business Director will answer any questions related to tuition or funds. Call 937.748.1991

Parents will also be asked to volunteer in the classroom and school to help keep our tuition affordable.

**Important information is sent home via our APP and flyers throughout the year. Information is also available on our website:** [www.AcademyMustangs.com](http://www.AcademyMustangs.com)

## Parent Roster

A roster of children enrolled at The Academy is available upon request. If a parent does not wish to be included on the

roster, please inform the office. Student's artwork and photographs are displayed all year in the classroom and on our website. Artwork will list first names only. If you do not wish your child's work to be displayed, please inform the school.

## **Physical Education /Recess**

Physical Education class will be held once a week for 45 minutes and there are 2 recesses each day. Students will go outside when the temperature is 30 degrees and above so please dress accordingly.

## **Safety/Child Supervision**

A teacher trained in first aid, communicable disease, CPR, and child abuse is on duty at all times. Children must arrive and depart with the parent or designated adult with written parental permission. The Academy will follow custody agreements and the appropriate paperwork must be on file in the preschool office. I.D. will be checked on new people picking up a child even when parent permission has been given if it is out of the regular schedule. The building will be locked 30 minutes after the start of the school day. The staff is required to report any suspicion of child abuse or neglect to Warren County Children's Services. Children will be protected from abuse and neglect while at Minds In Motion. Phones are available to staff members at all times. The Staff conducts monthly fire drills at varying times. A record of these drills is kept on file. Tornado drills are conducted each spring. Fire emergency and weather alert plans are posted in each classroom near the door.

## **Scholarship/Financial Aid**

### **School Mission:**

The Academy, an independent Preschool through 12th grade school, offers an educational experience that is both challenging and individualized by providing opportunities for the students to explore their interests and develop a passion for learning in a small class environment. We develop the individual student, intellectually, socially, ethically, artistically and physically. Our school offers an environment where all children can reach their full potential.

### **Mission of the Financial Aid Program:**

The Academy's scholarship fund's purpose is to provide financial assistance to those who demonstrate a financial hardship. Through financial aid, the school tries to assist families who otherwise would not be able to make an Academy education possible for their children. The school's goal is to encourage a diverse economic and cultural student body and accept students that match the school's mission and philosophy regardless of financial status.

Educational costs are funded principally by tuition and we recognize the commitment and sacrifice that families make to finance tuition. The amount awarded depends on the family's demonstrated need and the school's available funds. The amount of financial aid awarded to each student is dependent upon the financial aid analysis as provided by SSS along with personal tax information, financial aid funds available, and the number of applicants for those funds. Financial aid awards do not meet full need and the amount of money available for the financial assistance programs is stipulated each year by the Scholarship Committee.

The need for tuition assistance should never discourage a family from applying to The Academy. Students are admitted on the basis of their academic and personal qualifications. Requests for tuition assistance are considered independently of the admission process.

### **Families wishing to apply for a scholarship must do the following:**

1. Contact the Admission Office
2. Complete a Parents' Financial Statement and submit the statement to the School and Student Service (SSS) for Financial Aid through the National Association of Independent Schools. The Parents' Financial Statement can be submitted by accessing [www.nais.org/financialaid/sss](http://www.nais.org/financialaid/sss). There is a small processing fee for this service. Financial aid applications should be completed by March 30.
3. Submit personal tax information to the Financial Aid Committee

Awards are not automatically renewable and parents must reapply for financial assistance each year.

We reserve the right to make exceptions to a policy when warranted and on a case by case basis.

## **Snow (Inclement Weather) Policy**

The Academy will delay or cancel school based on weather conditions. Students will be notified of cancellations and delays due to inclement weather through **the APP and** the media. Tune to WDTN or WHIO or their websites for school information.

If our school closes early, parents will be contacted to come early to get their children. Staff will remain at the school until all children have been picked up.

## **Supplies**

There is a fee for supplies, technology and field trips. Students are not required to purchase any additional supplies. This fee covers all except for end of the year field trip.

## **Tuition Payment Plans**

### **Fees for applying**

\$100 per family nonrefundable application fee **AND** first month's (July) tuition **AND** supply fee

### **Tuition**

Tuition fees are due for 11 months (Aug - June)

**Note:** There is a sibling discount when enrolled in full day– 10% 1st sibling/ 15% 2nd sibling/ 15% 3rd sibling

The tax ID number for the school is 203713678

## **Volunteers**

We request 15 hours per family. Volunteers are welcomed in the classroom. We have a need for assistance with small group instruction, field trips and extra curricular activities. In addition, volunteers assist with lunch, work crew, hospitality and fundraising. Information is on our website and distributed at the Family Social.