



CONVIVIAL LEARNING, INC.

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Policy Manual

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I. Pupil Admission, Placement and Withdrawal

1. Student must be five years old by September 30 to enter Kindergarten and must be six years old by September 30 to enter the Younger Group.
2. Early admission policy: any student may apply for early admission. Readiness for early admission is determined by the teacher. The teacher will use any or all of the following methods to determine readiness for early admission:
 - a. Recommendations from Nursery/Kindergarten teacher
 - b. Observations of student while in Nursery/Kindergarten
 - c. Parent conference
 - d. Readiness tests.
3. The placement of students in groups is open for evaluation at any time. If the parent, child or faculty feels it is advisable to move a student from one group to another, a conference between parents and faculty will be held. The final decision is a faculty decision.
4. School admission is on a probationary basis for one month. After that period of time, the admission will be evaluated by parents and faculty.
5. The Antioch School is not equipped to include students with severe emotional or physical handicaps or students with severe learning and/or behavioral problems.
6. The Antioch School reserves the right to request the withdrawal of a student at the discretion of the faculty. In that case, tuition will be prorated on actual time enrolled in the program.
7. Withdrawal may be requested for non-payment of tuition. The Early Withdrawal Schedule follows:

Early withdrawal requires mutual agreement between the parents and the Antioch School and is usually granted only for extreme reasons such as moving out of the area, illness, extreme unhappiness or similar circumstances. Written approval must be obtained from the Board of Directors before withdrawal. The parents are liable, by contract, for the full year's tuition if no such approval is obtained. When written approval of early withdrawal is obtained from the Board of Directors, the following tuition schedule is applied.

Early Withdrawal Tuition Schedule

Withdrawal	September 5 - October 1	30% of total contracted tuition
Withdrawal	October 2 - October 30	40% of total contracted tuition
Withdrawal	October 31 - November 25	50% of total contracted tuition
Withdrawal	November 26 - December 31	60% of total contracted tuition
Withdrawal	January 1 - January 29	70% of total contracted tuition
Withdrawal	January 30 - February 26	80% of total contracted tuition
Withdrawal	February 27 - March 26	90% of total contracted tuition
Withdrawal	March 27 – April 30	100% of total contracted tuition

II. Class Size and Admittance

Each teacher is in charge of determining which student and/or how many students will be members of her/his classroom. The recommended size for each class is as follows:

Nursery	full time	12
Kindergarten	full time	12
Younger Group		25
Older Group		25

The individual teacher may vary the class size at her/his discretion. Variances of more than 3 students will require Board agreement.

III. Attendance

1. Attendance is kept daily by the teacher of each group and is kept in the group's room.
2. Parents are expected to call the School if the child is not going to attend that day.
3. When a student is absent and no parent call has been received the School will attempt to reach the parent before 10:00 A.M. at the phone numbers provided by the parent.
4. Parents picking up students early or taking them out of school during the day are required to notify the School or child's teacher before leaving with the child.

IV. School Schedule

The starting date will be determined by the Board of Directors in April of each year. School ends on Wednesday of the last week of the Yellow Springs Public Schools' end of term schedule. There will be four conference days during the year grouped around weekends. Other School holidays will be:

Thanksgiving - Thursday and Friday
Winter Holiday
Martin Luther King, Jr. Birthday
Presidents' Day
Spring Holiday Week
Memorial Day

The Spring break will coincide with the Yellow Springs School District's schedule.

The School will be open at 8:30 A.M. The half-day Nursery School ends at 11:30. The full day school ends at 3:00. The Aftercare Program ends at 5:45. Emergency closing of the School due to inclement weather will be determined by the President of the Board of Directors. Announcement of such closings will be made on local television and radio stations.

V. Financial Aid Policy

1. Financial need scholarships

a. As a rule, the ceiling for financial need scholarships is determined by the number of people in the household of the responsible parent(s). While we generally will follow these guidelines, there may arise special circumstances that will be reviewed by the scholarship committee. Otherwise, the following parameters are used:

Family Size Maximum Income for Consideration (reviewed annually)

2	\$33,080
3	\$37,000
4	\$42,580
5	\$48,130
6	\$52,370

For more than six, add \$4,000 for each additional family member.

b. Within the sample of families that qualify, the Scholarship Committee will award at least 60% of the funds available prior to June 1. This percentage can be higher when most of the slots of the school have been contracted. This policy tends to favor returning families and families who have made early plans to attend the School. The remaining funds will be reviewed for awards to new families and late applications in July. Only if money is still available will they then be reviewed in August.

c. The awards in June will be made to reflect the tuition cost and the family income.

2. Academic Scholarship

From time to time scholarship aid is extended to specific children solely to enhance the educational setting. These are done only at the recommendation of the teachers and only under exceptional circumstances.

3. Financial Aid applications will be available one month prior to the date for return of contracts. The applications will be reviewed by Board members and they will award the scholarships.

VI. Parent Concerns Policy

1. As a school community, we strive for open, direct communication by and for our children, parents, staff and teachers. The purpose of the Parent Concerns Policy is to provide a way to resolve those concerns or problems that occasionally occur in any community. People with concerns are encouraged to take their concerns directly to the person(s) involved. We all have a right to do this. We welcome it, value it and at the same time, are mindful of the difficulties in doing it. The procedures for resolving concerns is as follows:

2. **For Educational and Child-Related Concerns**

Step One: Since we believe concerns are best handled through direct communication, the people are encouraged to talk directly with each other. But if either party feels communication has broken down, then,

Step Two: The Personnel Committee may be contacted to facilitate a meeting with the people involved. Two members of the Personnel Committee would attend the meeting, with one member taking notes. Following this meeting, a confidential written summary may be prepared by the Personnel Committee if deemed helpful. Each participant would be asked to sign a copy of this summary indicating agreement that the summary is accurate. Signed summaries would be maintained in the Personnel Committee confidential files. If the concern remains unresolved, then,

Step Three: The people involved may present their concerns in writing to the Personnel Committee. These should include: the nature of the concern, the action desired, along with supporting reasons, and what has been done so far to resolve the concern. The Personnel Committee would recommend action and report to the concerned parties.

3. **All Other Concerns**

Concerns that are not directly related to specific child or educational issues may be taken to any teacher, board member or the manager. They will be able to refer you to the appropriate individual or committee, or to the Board, in order to deal with your concern. "Parent Concerns" is always the first item on each Board Agenda.

VII. Pupil Health and Safety

1. Health

- a. A first aid kit shall be available in the School office at all times.
- b. Each student's personal health record shall become part of his/her permanent record. Dates of communicable diseases shall be a part of this record.
- c. There will be a current emergency information form on file in the office for each student.
- d. Instructions to faculty/staff for emergency: A child is given appropriate first aid. A child in need of isolation is brought to the School office by faculty/staff person. staff person phones appropriate people/institutions, such as parent(s), a doctor designated on child's file card and/or hospital of preference or Yellow Springs Emergency Squad.
- e. Instructions for child illness: Isolate child and contact parent(s).
- f. Parents are required to call the School if a student is ill and when communicable, to tell us the exact nature of the illness. In those cases of communicable diseases, other families in the group are to be informed of the exposure.

2. Safety

- a. There shall be immediate access at all times to a working telephone in the School office. Emergency numbers will be posted on the bulletin board directly above the phone.
- b. The building shall be inspected by a state fire marshal in September of each year.
- c. There shall be a monthly fire drill, at varying times of the month. Dates and times of all fire drills shall be recorded and on file in the office.
- d. An evacuation plan shall be posted in each room in case of fire emergency.
- e. Weather alert plans shall be posted in the rooms and discussed with the students in March of each year.
- f. Playground equipment shall be inspected monthly by a facilities chairperson or a parent Board member and necessary repairs made.

VIII. Field Trips

1. Each student is required to have a parent-signed trip permission form on file in the School office before she/he will be allowed to leave the School for an outing. Students in the Older Group will need parent permission for local hiking and walking trips.
2. All students will be seat-belted for all outings away from School when using private cars.

IX. Room Meetings

1. All scheduled room meetings shall be attended by a parent Board member.

X. Parent-Parent Disputes/Disagreements

1. The Antioch School must remain neutral in any parent-parent dispute or disagreement.

XI. Substitute Teacher

1. Applications for substitute teaching are received and approved by the faculty. The Administrator in consultation with faculty who will be absent will engage the substitute teacher.

XII. Participation in In-Service Programs, Faculty Meetings and Conferences

1. Faculty meetings will be held on a bi-monthly basis, at a minimum, the specific days to be determined by the faculty.
2. Faculty members are encouraged to attend conferences and workshops and to visit other schools. If at all possible, funds will be provided to underwrite all or part of the expense involved.

XIII. Visitors

1. All visitors must check in at the School office before going to a classroom.
2. No more than one observer will be scheduled for any classroom at any time and only after consultation with faculty.
3. The School is closed to observers the first two weeks and last four weeks of the school year, except for prospective pupils and their parents.

XIV. Delinquent Account Policy

1. Failure to make prompt and regular payments will result in a late payment penalty. Tuition payments are due the first day of the month, or as specified on the contract. If payments are not received by the fifth day after they are due, a statement will be sent and a late fee of \$25.00 levied. Extension requests received by the due date will be honored when a special arrangement is made to ensure that the school is not awarding an interest-free loan.
2. Any parent(s) with an account that has been delinquent for two months, even if partial payment or additional intermediate charges are paid, may be asked to withdraw the child(ren) from the school. No family will be allowed to remain in the school after that period unless a supplementary payment agreement has been signed and the Board has been consulted. In the case of these late payments, financial information will be recorded to facilitate collection should this become necessary.
3. Contracts from families who have been delinquent during a school year should not be accepted until all debts are paid in full. Available slots should go to families with demonstrated responsibility.
4. For any family in which there were delinquent accounts for three or more months during the year, the Finance Committee may request that they not be given preference over families newly applying for admission.
5. If a parent (who knows in advance that he/she will not be able to meet the deadline of the 5th of the month) informs the office in person, by phone, or by letter that the payment will be late (thereby making the sending of a late notice unnecessary) that person will not be charged the \$25.00 late fee. Some discretion is, of course, necessary.

XV. Non-Discriminatory Policy

1. The Antioch School admits students of any sex, race, color, religion, national and ethnic origin to all of the rights, privileges and programs generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, religion, national or ethnic origin in the administration of its educational policies, admissions, scholarship and loan programs, and athletic and other school administered program.
2. This policy is to appear in print in area newspaper(s) once a year during a time of solicitation for enrollment. Specific size(s) of print are necessary and have been followed in the past. See previous display ads for print sizes.

XVI. Antioch School Discipline Policy

The discipline policy of the Antioch School is based upon the goal of self-discipline. Therefore, each child is helped to take the responsibility for which s/he is ready.

The basic rules are simple: No one may hurt another child, her/himself, a teacher or the equipment. Children are encouraged to realize that they are always accepted even though their actions may not be acceptable. **Corporal punishment is not used.** Redirection, explanation, interpretation, and, in extreme cases, isolation from the group (removal to another part of the room until the child feels able to rejoin the others with acceptable behavior) are the methods used.

The emphasis is not upon punishment for the kinds of behavior which occur very naturally as children learn how to work cooperatively in a group situation, but upon understanding what happened and helping the child to learn better ways of dealing with conflicts.

In addition, our discipline policy includes the following restrictions:

- a. There shall be no cruel, harsh or unusual punishments.
- b. No discipline technique shall be delegated to any other child.
- c. No physical restraints shall be used to confine a child.
- d. No child shall be placed in a locked room.
- e. No child shall be humiliated or subjected to profane language or other verbal abuse.
- f. Discipline shall not be imposed on a child for failure to eat or toileting accidents.
- g. Techniques of discipline shall not humiliate, shame or frighten a child.
- h. Discipline shall be related to the misbehavior and administered immediately.