



**WonderHere**  
a learn & play studio

# Parent and Student Membership Handbook

## 2017-2018

“Wonder is the beginning of Wisdom” -Aristotle

111 S. Florida Avenue, Lakeland, FL 33801

863-698-7782

## Letter from the Owners

---

March 2017

Dear Parents:

You have made an important decision for your child's education, and we are glad WonderHere is a part of it! Thank you for choosing WonderHere for your child! The studio's leadership team, managers, faculty, and staff are eager to build on the success and challenges of our introductory year, and we have been busily preparing for the 2017-2018 school year to begin. *The Parent and Student Handbook* is designed to guide you and your child through this exciting time. We encourage you to read all sections of this booklet thoroughly and discuss them with your child.

*The Parent and Student Handbook* includes contact information for the studio's leadership team, general information about our innovative curriculum, instructional design and specific studio policies of WonderHere.

Should you have a question that is not answered within these pages, please feel free to contact us or another member of the studio's leadership team.

At WonderHere, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in education.

Thank you for choosing WonderHere and for allowing us to educate your most prized possession, your child.

Sincerely,

Tiffany Thenor and Jessica Zivkovich  
WonderHere Owners

## Statement of Diversity

WonderHere Studio admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, and other studio-administered programs.

## Administrative Prerogative

This intent of this handbook is to give general guidelines for students and parents. The administration reserves the right to exercise its administrative prerogative in responding to situations or circumstances not specifically covered in this handbook. The studio reserves the right to interpret its content including the rules and regulations governing the academic and nonacademic conduct of students. The Handbook is not a contract, nor is it intended to be so construed. The administration reserves the right to modify and/or amend the content of this Handbook at any time during the year.

## Vision, Mission, and Beliefs

### At WonderHere, we provide:

- Hands-on, creative, play-based learning sessions for home schooled children.
- Extracurricular, arts-infused after school classes for kids of all educational settings.
- A full-time individualized learning program for students transitioning to home school.

### Our Vision:

- To see children play and explore as a means of learning.
- To see parents in the driver seats of their child's education.
- To provide parents with support and resources as they aim to enhance their children's learning experience.
- To be a safe, fun place for families to learn, grow, and play.

### Mission Statement:

The mission of WonderHere is to deliver the highest quality educational experience where global citizens are born; to provide a passionate climate and culture that allows children the creative space to learn and grow in wonder and wisdom.

### Beliefs Statement:

WonderHere believes that through the combined efforts of parents, teachers, and community, all students can become develop a love for learning.

- We **aren't** a school, *instead* we are a homeschool collective of families outsourcing high-quality individual instruction either full time or part time.
- We **aren't** standards-centered, *instead* we are student-centered.
- We **don't** provide letter grades, *instead* we evaluate progress through meaningful rubrics.
- We **don't** handout report cards, *instead* we keep a portfolio of progression for each student and meet with parents regularly to review it.
- We **don't** give homework, *instead* we send monthly newsletters inviting parents to continue the learning process at home through hands-on activities relating to our lessons.
- We **don't** believe in high-stakes standardized testing, *instead* we believe in play, creativity, authentic community, and organic student development.

# Studio Overview

## MISSION

WonderHere will provide resources for students to enhance their skills and abilities to be responsible and contributing global citizens. Through the combined efforts of staff, parents, and community, our students will develop emotionally, intellectually, and socially.

## LEADERSHIP

The Studio's highly skilled and experienced leadership team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is the studio's highest priority, so we hope you will contact the studio's leaders with any questions or concerns at the following numbers:

- *Tiffany Thenor*, Owner/ Academic Director  
[Tiffany@WonderHere.com](mailto:Tiffany@WonderHere.com)

*BS Elementary Education K-6 2009  
ESOL Endorsement  
Gifted Endorsement  
8 + years of Teaching Experience*

- *Jessica Zivkovich*, Owner/ Academic Director  
[Jessica@WonderHere.com](mailto:Jessica@WonderHere.com)

*BS Exceptional Student Education K-12 2011  
ESOL Endorsement  
Reading Endorsement  
6 + years of Teaching Experience*

- *Amanda Thenor*, Instructional  
[Amanda@WonderHere.com](mailto:Amanda@WonderHere.com)

*BS Elementary Education K-6 2013  
ESOL Endorsement  
Montessori Trained  
4 + years of Teaching Experience (3 years in Montessori)*

- *Meagan Smith*, Instructional  
[Meagan@WonderHere.com](mailto:Meagan@WonderHere.com)

*BS Elementary Education K-6 2009  
8 + years of Teaching Experience*

- Studio Direct Line: (863) 698-7782  
*Leave a message before 7:30 a.m. to let the school know if your child is going to be absent for the day.*

## MONDAY DAILY SCHEDULE

*\*Full-Time students only\**

8:00 AM	Studio doors open
8:30-9:30	Student Choice Hour
9:30-12:00	Independent Studies
12:00-1:00	Lunch & Free Time
1:00-2:00	Genius Hour
2:00-3:00	Independent Studies

## TUESDAY-THURSDAY DAILY SCHEDULE

8:00 AM	Studio doors open
8:30-9:00	Full Time student morning routine
9:00-11:00	Literature and Mathematics Courses/ Mini's Class
11:00-12:00	Student Choice Hour / Mini's Class
12:00-1:00	Lunch & Free Play
1:00-3:00	Independent Study Hour/ Enrichment Courses

## FRIDAY DAILY SCHEDULE

*\*Subject to change\**

8:00 AM	Studio doors open
8:30-10:00	Art Course 1 & Gardening or Sewing Club
10:15-11:45	Art Course 2 & Music Course
11:45-12:45	Lunch & Free Play
1:00-2:30	Art Course 3 & Coding/ Gaming Club
2:30-3:00	Student Choice/Dismissal

## Devotion Hour

**Wednesday:** 7:30-8:00 & Occasionally during Student Choice Hour

WonderHere is an inclusive, non-religious studio and our curriculum is not affiliated with any religious or faith-based practice. However, our studio owners and each of our staff members are faith-based individuals and believe that we exist for two simple reasons - to know God and to make Him known. This is based upon two specific commands of Christ: The Great Commandment and The Great Commission.

In Mark 12, Jesus assures us that the greatest commandment in all of scripture is to love God with all of our heart, soul, mind, and strength. In making it our mission to know God on a

more intimate level, we believe we are best pushed toward accomplishing The Great Commandment.

Later, in Mark 16, Jesus' parting words to his disciples were to go into all of the world and take the Gospel to all of creation. Our mission to make God known throughout our community and throughout the world is based on this command.

We would love for your child to attend our Wednesday Devotional Time as we spend it exploring the Bible and discussing how we can apply it to our daily lives in practical ways.

## After School Program

After-school care is provided for full-time students from dismissal until 5:00 PM. There is an additional charge for this service. If you are unable to pick-up your elementary student at the time of their dismissal, please register for supervision. All students not enrolled into after school care must be picked up no later than 3:15 PM. Any student picked up after that will be charged a \$15 late fee per 30 minutes late. Signing up for after school care can be done online at [www.WonderHere.com](http://www.WonderHere.com).

## Admissions Standards

Our admissions standards reflect our commitment to serve as a partner with the home and the local community in the education of our students. We ask that the following admissions standards are met by our students and their families:

1. Admissions priority is given to families who give evidence of their commitment to their child's education. Families demonstrate commitment to the studio's academic goals by a record of consistent attendance and support of the teachers' efforts to promote the priority of learning in the life of the student.
2. Cooperative Spirit: Each family and each student admitted is expected to exhibit a cooperative spirit. Parents and students should read this Handbook for a description of the studio's standards and expectations. Students and parents will also complete an application and interview.
3. If a student has been receiving special support services (504 Plan, IEP, other therapies), paperwork describing those services should be provided by the parent with the application.
4. Students are expected to take their academic responsibilities seriously. Applicants who have exhibited a persistent lack of effort or uncooperative spirit will not be admitted.
5. **Disciplinary Record:** *WonderHere does not admit students who have a history of disciplinary problems.*

## Financial Commitment

Specialized education involves financial sacrifice for many families. The studio works hard to plan effectively and control tuition costs. It is essential that families meet their obligations to the studio in a timely manner in order to maintain financial stability.

## Trial Period

A trial period of nine weeks is required for all new students. The workload, discipline and environment require a considerable adjustment for many students. Should a change be necessary at the end of this period, a conference with the parent will be arranged.

WonderHere staff reserve the right to withdraw a student at any time, for any reason, without prior notice.

## Calendar of Events

*(Dates are tentative and subject to change. In the event that a change in the calendar must occur, ample notification will be provided.)*

**August 15<sup>th</sup>** ..... 1<sup>st</sup> Day of Classes  
**September 9<sup>th</sup>, 2017**.....Cardboard Boat Race Pre-Built Day @ Lake Hollingsworth  
**November 11<sup>th</sup>** 4:30 PM .....WonderHere Family and Friends Giving  
**December 9<sup>th</sup>** @ 6:30 PM .....Winter Theatre Production & Dance Recital  
**December 16<sup>th</sup>** @ 6:30 .....WonderHere Christmas Party Potluck & Book Exchange  
**May 25<sup>th</sup>** .....K & 5<sup>th</sup> Grade Graduation Ceremony  
**June 1<sup>st</sup>** .....End of Year Picnic/ Water Day

### **Studio closed on the following dates:**

- Monday, September 4<sup>th</sup>, 2017
- Monday, September 18<sup>th</sup>, 2017
- Friday, November 10<sup>th</sup>, 2017
- Thanksgiving Break November 20<sup>th</sup>-24<sup>th</sup>, 2017
- Thursday, December 21<sup>st</sup>- January 5<sup>th</sup>, 2018
- Monday, January 18<sup>th</sup>, 2018
- Monday, February 19<sup>th</sup>, 2018
- Spring Break TBD

# Curriculum and Instructional Design

At the heart of WonderHere is a high-quality, student-centered curriculum that sets attainable expectations and provides individualized monitoring to assist students in making progress towards individual goals. WonderHere provides a strong academic foundation for students that will prepare them for success in life and cultivate within each child a love for learning.

## **Field Trips**

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. The majority of studio field trips will be held on Mondays. Parents may be asked to assist in paying for field trips. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian in order for the student to participate in a field trip. **Students without signed permission slips will remain at the studio.**

Occasionally, parents will be needed to serve as chaperones on field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. **Babies and children who are not enrolled in the class may not accompany the chaperones.**

## **Homework and the Importance of Play**

WonderHere maintains a no-homework policy. WonderHere believes in intentional parent involvement in studies, and uses the monthly newsletter as an opportunity for families to connect with what their child is learning. We leave the responsibility to extend learning into the home up to the parent, but are available for consultation and advisement on appropriate ways to bridge the studio with the home in meaningful ways. Although WonderHere believes that structured time set aside for learning is imperative for growth and development, we also stand behind the equally- if not more so- important business of children- play. Protecting a child's right to play as a means to learn and simply pass time is something WonderHere is very passionate about. Our no-homework policy allows for our students to enjoy playtime outside of our studio, within their community and among nature.

# WonderHere Character Development

At WonderHere, character development and values are a part of who we are. WonderHere is committed to embracing and demonstrating character through the modeling of our core values: caring, honesty, respect, responsibility, faith and empathy. Our goal is to challenge the children and staff to believe in and act on these positive values.

Be Self-Disciplined / Be Intentional / Be Priority Driven / Be Peaceable /  
Be A Listener / Be A Team Player / Be A Person of Integrity



# Quality Assurance – Handling Complaints

Our vision is to provide a high-quality, safe, and friendly environment for all children. In order to meet that vision, and to help us grow, we need your involvement and feedback. We take your concerns and feedback very seriously and make every effort to address issues within our studio. Experience has demonstrated that open communication between parents and the staff is the key to maintaining a stable business relationship.

What do you do if you have a problem?

1. Discuss the problem with your child's teacher. Teachers will make themselves available to discuss parental concerns regarding your child.
2. Discuss the problem with the studio owner. Parental concerns or questions that cannot be resolved by the teacher should be redirected to the studio owner. Our studio owner is fully qualified and possesses the requisite leadership and decision-making skills to solve most problems.

# Parent Involvement and Communications

## **Volunteering**

***\*Parents are required to volunteer 2 hours each month.*** Parents are expected to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in assisting with studio events.

All volunteers must be fingerprinted (for federal and state clearance). Volunteers must follow all policies and procedures defined by the studio. If activity occurs that is not in keeping with the studio policies or standards, the studio owners reserves the right to relieve the volunteer of his or her responsibilities.

## **Parent Newsletters**

Parents will receive monthly newsletters from the principal with announcements of upcoming events and school-wide activities. These will always be sent home periodically.

## **Scholastic Reading Club**

Parents will receive regular Scholastic Book Club flyers for their enjoyment. If you would like to purchase books in support of our studio library and reading culture, please use the teacher code provided by their teacher. This code allows our studio to collect points towards earning books to rejuvenate and update our ever-growing and abundant library for our student's reading pleasure.

## **Textbooks and Supplies**

WonderHere furnishes all instructional materials that remain studio property. Parents may be required to reimburse the studio for lost or damaged books, before new books are issued.

The registration fee collected during class enrollment covers most supplies. If supplies run low during the course of a school year, supplies may be requested and teachers will send home a list of such supplies.

## Studio Dress Code Policy

Students at WonderHere are not required to wear a uniform. Instead, we ask that each student dress in a way that does not distract or deter learning from happening. No articles of clothing that endorse alcohol or narcotics or contains profanity are permitted.

## Attendance

### **Tardiness**

All learning sessions will begin **promptly** at their designated times. It is critical that all students be prepared to begin instruction on time. Students may enter the building beginning at 8:00 AM. A student who is late misses valuable instructional time and **will not be reimbursed or refunded for class time missed.**

### **Absences**

If a child should miss a scheduled class, they will not be reimbursed or refunded for class time missed. Once enrolled, parents should try their best to get their child to each learning session as scheduled.

### **Early Dismissal**

If it is necessary for a student to be dismissed from studio before the end of a learning session, parents should notify the studio office an hour prior. **Only adults who are listed in the studio's records as being authorized will be allowed to take students from the studio in these cases.**

#### **Sick Child:**

Please keep your child at home if he/she seems listless, unusually irritable, complains of aches, is feverish, or seems to be unusually pale or flushed. It is better to be overcautious than to risk exposing the rest of the children and staff. The following is a guideline for you to follow in determining when to keep your child at home.

#### **Child should be kept home for:**

- Earache (if they have not been on medication at least 24 hours)
- Fever 101 degrees or over
- Strep throat (if they have not been on medication at least 24 hours)
- Stomachache
- Anything contagious; i.e., chicken pox, hand, foot and mouth disease, etc.
- Diarrhea/vomiting
- Contagious rashes
- Head lice, including visible nits
- Pink Eye (conjunctivitis) if they have not been on medication at least 24 hours

Each child responds and reacts differently to sickness, so please be advised that the staff may need to send a sick child home. If the child is unable to keep up with the pace of the day, parents are expected to make arrangements for pick-up in a timely fashion. If your child is at the studio and becomes ill, you will be required to pick-up your child immediately. Please be aware that these guidelines are set forth to help maintain the health and safety of your child and other children as well. Children should be symptom free for 24 hours to return to the Studio.

### **Toilet Policy:**

All students attending WonderHere must be fully potty-trained to participate in any programs. Children using the toilet will follow guidelines for hand washing, and they will use disposable towels to dry their hands. If a child should have an accident and soils his/her clothes, a parent will be notified immediately and required to bring a change of clothes for the child.

### **Hand Washing**

Frequent hand washing with soap and running water is necessary to prevent the spread of disease. Children and adults need to wash their hands before preparing or eating snacks, before and after water play, toileting, coughing and wiping noses. Teachers set a good example and teach children how to clean their hands. Staff, children and parents are asked to wash their hands upon entering the classroom.

## **My Bright Wheel App**

Our studio uses Brightwheel to help with things like daily check in/out, communication, and photos. You will be assigned an individual parent code.

### **How to Create an Account?**

- Install the Brightwheel app from the Apple App Store or Google Play.
- Create a parent account and enter your parent invite code.
- By entering your invite code, your account will automatically be linked to your school & child.

You can also create an account online. Visit [www.mybrightwheel.com](http://www.mybrightwheel.com), and select sign up.

### **Check-in code**

This app allows for parents to use a numeric four-digit check-in code during drop off and pick up. Your check-in code will be emailed to you after you create your account. You can change your check-in code anytime within your profile settings.

### **Next Steps**

- Login and make sure your contact info and your child's info is up to date.
- If you have additional kids at this school or another school using Brightwheel, you can enter additional invite codes.
- Add additional guardians to Brightwheel within your child's profile. For example, a nanny or friend who has your approval to pick up your child from school, or a grandparent that would like to see daily photos on Brightwheel.

### **Releasing Child to an Intoxicated Individual**

Children will not be released to any adult whom is intoxicated or impaired individual. Safety of the children is paramount.

## **Enrollment/ Cancellation of Membership**

### **Admission**

WonderHere programs are open to all children, on a space-available basis. The studio does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, religion, proficiency in English, or any other basis prohibited by law.

### **Membership Cancellation Policy**

WonderHere does not have long-term or annual contracts with its members. All memberships run on a 10-month basis with the annual lump sum divided into 10 equal monthly installments for client convenience beginning August 15 with the final installment being drafted on May 15.

WonderHere stands by its quality of service. However, you can cancel at any time. Should the need to cancel a membership arise, please complete a cancellation form located at our Welcome Desk.

WonderHere reserves the right to refuse/cancel a membership to WonderHere for any reason.

If WonderHere refuses a new or renewing membership, payments will not draft the immediate month following membership cancellation.

### **Freeze Membership Policy**

We require a written Freeze notice to be submitted in person no later than 30 days before your next payment. You may FREEZE your payments for a maximum of 8 weeks. At the end of the 8-week period your child will automatically be re-enrolled. Learning sessions cannot be attended during your freeze period, but admission to classes will restore when the freeze period is over.

### **Tuition/Billing**

Tuition is auto-charged on the 15<sup>th</sup> of each month. To enroll into each class, an annual registration fee is required at the time of enrolling to assist in the cost of any materials required.

### **Billing Concerns**

Billing issues are handled directly by the studio owners. Parents are encouraged to monitor their account weekly to check for accuracy.

## Student Records and Confidentiality

All student information is protected by the Family Educational Rights to Privacy Act for the purpose of protecting student confidentiality.

WonderHere is dedicated to complying with all confidentiality laws protecting the privacy of their students and their families. Information regarding a student's progress will be shared only with parents and guardians, appropriate members of the studio's faculty and staff, and any professional consultants retained for the purpose of measuring and/or improving instructional quality.

## Consent, Waiver and Release of Liability, Photo and Video Release

By registering for any of our services, you are agreeing and giving consent to the following waiver:

On behalf of my minor child (student named on this account), I hereby give permission for my child to participate in WonderHere activities and memberships. I acknowledge that my child's participation in this program is wholly voluntary and is not part of a regular school curricular program. I do hereby agree and consent to my child's participation in WonderHere and do assume all risks and hazards which are conducted as part of the associated activities. I hereby release, absolve, indemnify, and hold blameless WonderHere, directors, employees, contracted employees, independent contractors, instructors, agents, organizers, and volunteers of any and all liability for damage, injury, or expense of any kind arising out of or connected with my child's participation in WonderHere programs. I understand that in case of a medical emergency, my own personal medical plan will be used. As a condition of participation in WonderHere by the student named in this application, I acknowledge that I have read this consent form, and knowingly, on behalf of my child, assume all of the risks associated with participating in any way in WonderHere. As consideration for being permitted to participate in WonderHere, I hereby agree that I, my assignees, heirs, distributees, guardians, and legal representatives will not make claim against, sue or attach the property of WonderHere, or their Affiliates or the supplier of any of the equipment used in these activities for injury or damage resulting from negligence, failure of care, omission or other acts, howsoever caused by an employee, agent or contractor of WonderHere and any affiliate as result of incidental to my child participation in these activities. I hereby release, to the fullest extent permitted by law, WonderHere and the affiliates, from any and all actions, claims, demands, or liabilities that I, my assignees, heirs, distributes, guardians, and legal representatives now have or may hereafter have for injury or damage resulting from my son/daughter's participation in these activities irrespective of whether the same is based on breach of warranty, negligence, strict liability or any other theory or recovery. I/We understand that as part of our child's participation in WonderHere, photos, videos, electronic images, audio recordings and quotations of my daughter/son may be taken for use in publications and reports about the program. I/We grant permission for WonderHere to use such materials of the program.

## Breakfast and Lunch

WonderHere does not provide meals or snacks for any student. All meals consumed at the studio must be brought from home. WonderHere is a **100% NUT-FREE Zone!** For the safety of all of our students, WonderHere respectfully requires all snacks and food products that enter our studio be 100% nut-free. With the seriousness of environmental allergies, it is necessary that all students be able to enjoy WonderHere services without the worry of anaphylaxis.

**Any student with nut products brought into the studio will not be permitted to open or consume that product on site. If the child needs an alternative snack, their parent will be notified and have to bring their child a replacement snack/meal.**

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction.

Students will practice etiquette and clean-up skills during mealtimes.

*\*Students are expected to pack **healthy food** that will foster energy and focus throughout the learning day. Parents should refrain from packing sugary drinks and snacks that could encourage hyper-activity and energy drain. Soda and candy should not be consumed in the studio.*

## Health and Safety

Students' health and safety is the school's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the studio so that appropriate accommodations can be made.

### **Medication**

The studio must be informed of any **prescription medication** that a student is required to take at the studio. To dispense prescription medication to students, the studio must receive a written order from the student's doctor and a permission slip from the student's parent. All medication must be brought to the studio in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage.

**Non-prescription medications:** If, during the course of a learning session, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the parent/guardian must fill out a Medicine Administration Form. Parents/guardians must inform the studio of any allergies to or restrictions on non-prescription medication that their children might have.

### **Accidents**

The lead instructor or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the

student's permanent file. In such cases, it is especially crucial that the studio has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping all information for your child up-to-date

## Studio Behavior Policy

Students at WonderHere are expected to conduct themselves according to the Character Development Traits listed on an earlier page within this handbook.

We strive for a setting that provides children with opportunities to explore their environment within consistent, age appropriate limits. In this type of atmosphere, most behavioral issues are prevented. However, if behavioral issues occur, our philosophy is to provide child guidance accomplished through a positive approach, which respects the child as an individual. It is our goal for children to learn human values, problem solving skills and to take responsibility for their own choices.

### Behavior Management Process:

- I. Classroom Management: Our teachers will manage individual classrooms by:
  - Modeling and reinforcing appropriate behavior.
  - Maintaining consistent direct supervision.
  - Setting reasonable expectations for children's behavior based on developmental levels and individual differences.
  - Becoming familiar with an individual child's special needs.
  - Providing interesting, challenging, age-appropriate things to do.
  
- II. Redirection/Distraction: We will offer alternatives to children engaged in undesirable behavior by offering a different toy, suggesting a new activity, engaging the child in an activity with a teacher or another child, or by suggesting independent play. Teachers will help the child understand the logical consequence of his/her actions by redirecting and distraction.
  
- III. Encouraging Verbal Problem Solving Skills: Teachers will explain to the child the inappropriate behavior and shows him/her the appropriate way to handle the situation.

### Guidelines for Persistent Inappropriate Behavior

Persistent inappropriate behavior is when a child is expressing aggressive behavior which continues after the progressive methods of discipline steps have been used; behavior which threatens the health and safety of other children or staff; or a continuous inability to abide by the guidelines of our program. WonderHere will make every reasonable attempt to mainstream a child and meet their educational needs; however, *\*behaviors that threaten others as well as blatant and repeated disrespect/defiance will not be tolerated and may result in immediate expulsion from all WonderHere programs.* The following steps may be used to help such a child better adapt to the learning environment:

1. First occurrence: Warning
2. Second occurrence: Parent phone call
3. Third occurrence: Parent conference

4. Fourth occurrence: Single-multiple day suspension at the discretion of the studio leadership
5. Fifth occurrence: Studio leadership will help you come up with a more suitable solution- may result in permanent expulsion or recommendation to return to zoned-school

***The studio may dis-enroll any child, without prior notification, whose behavior creates a risk of harm to the health and safety of other children or staff or disrupts our culture of learning.***

### **Reporting Suspected Child Abuse**

In order to ensure the well-being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow Florida statute for mandatory reporting. We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members. We may be subjected to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF

### **Solicitation**

Solicitation of or by any student, parent, or staff member on school property for any cause except those authorized by the principal is strictly prohibited.

### **Money and Other Valuable Property**

Students are encouraged to leave all money and other valuable property at home, especially cell phones. **The Studio assumes no responsibility for the loss or theft of such articles.**

### **Candy, Gum, and Toys**

Students should not bring candy, toys, cell phones or other non-learning related items to studio unless approved by a teacher. The student assumes responsibility for any items brought from home. Toy weapons are strictly prohibited. Gum is **NEVER** allowed in studio.



## Signed Studio Contract

The success of each child at WonderHere depends on the support of each member of the studio community. Working together, teachers and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the studio.

Your signature in the appropriate space below will indicate your commitment to adhere to the guidelines laid out in this handbook.

As the parent of \_\_\_\_\_ I pledge:

- to maintain an open line of communication with the studio staff
- to demonstrate consistent interest in my child's progress at the studio
- to support my child's best efforts
- to model good character for my child
- to support and work with studio staff to promote my child's learning

I have read the *WonderHere Parent and Student Membership Handbook 2017-2018* and support the rules and expectations outlined herein. I understand and consent to all of the policies aforementioned in this handbook.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

As a student at WonderHere, I pledge:

- to project a positive attitude in all I do
- to be responsible for my achievements and my mistakes
- to make smart choices
- to respect myself and others in the studio community

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_