



BROOMFIELD ACADEMY

*An individualized education helping children be
exceptional, accelerated and creative*

FAMILY HANDBOOK

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www.broomfieldacademy.com



An individualized education helping children be exceptional, accelerated and creative

Dear Families:

Welcome to Broomfield Academy!

We are pleased to have your family at our school and we are looking forward to an exciting and enriching school year for your child.

Our mission is to provide our students with a high quality education that fosters excellence in academic learning, establishes strong character and develops attitudes and skills essential for life success. Our teachers and staff are wholly dedicated to your child's personal and academic growth, and we rely on your active participation and support to realize our mission for your child.

We believe that open communication between parents and teachers is essential for a student's success in school. The purpose of this handbook is to share information with families that promotes an understanding of our policies and fosters a spirit of cooperation between parents and our staff and faculty. We hope you find it useful as an orientation to our policies and to our programs.

Again, welcome to Broomfield Academy – we look forward to an outstanding year!

Sincerely,

Dr. Vanessa Ewing

Dr. Vanessa Ewing
Principal
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Elementary Policies

Academic and Extended School Day

The academic school day begins at 8:30 a.m. and ends at 3:30 p.m. Upon dismissal, teachers will walk the children to the concrete stairs located at the north end of the main building. Parents should be at the school to pick up their children at 3:30 p.m. Please park in the church parking lot on the north of the school.

All children arriving at Broomfield Academy before 8:15 a.m. or staying past 3:45 p.m. must be enrolled in our Extended Day program. Broomfield Academy opens for extended care at 7:00 a.m. and closes at 6:00 p.m. Students arriving prior to 8:15 a.m. should be brought into the Den (the building located at the north end of the campus), where sign-in and sign-out sheets are located. You must sign your child in and out of the extended day program each day.

The gate between the blacktop and parking lot at the north end of the Academy campus will be locked at 8:45 a.m. and unlocked at 3:15 p.m. All visitors, including parents, must use the front (south) entrance between those hours.

Admission Procedure

- Arrange for a personal interview and a tour of the school
- Complete an application form, including a teacher recommendation and a transcript request
- Arrange for a class visit for your child (typically, a half-day of school)
- Arrange for admission testing for your child (if applicable)

Admission is based on having space available in the class and on the ability of the school to offer a program suitable to the applicant's needs. Admission will be determined by the school's administration after reviewing the student's entire admissions packet including test scores and teacher recommendations. Broomfield Academy holds enrollment for the summer and school year in January and February of each year. Priority is given to families currently enrolled before any available spaces are opened up to the community.

Broomfield Academy does not discriminate in its admission or educational policies on the basis of sex, race, color, religion or national or ethnic origin.

Ages of Children Accepted

Broomfield Academy's Junior Kindergarten and Extended Day program accepts children ages 3 to 11 years 11 months as per our Colorado State License.

The Broomfield Academy Method

The Broomfield Academy Method includes five components:

1. Foundation Skills
2. The Arts
3. Personal Leadership Qualities
4. An Individualized Student Learning Plan
5. An Accountability System

Component 1: Foundation Skills

Foundation Skills are the academic core of traditional education at Broomfield Academy and include four skill areas:

1. Essential skills and knowledge – reading, language arts, mathematics, science, social studies/history
2. Strategic learning – learning and applying problem-solving strategies
3. Cultural refinement – understanding and appreciation for world cultures through literature and the arts
4. Second language skills and knowledge

Component 2: The Arts

Students at Broomfield Academy have specialty courses in:

1. World Languages – Mandarin Chinese and Spanish
2. Traditional Art Training
3. World Music

Component 3: Personal Leadership Qualities

The Personal Leadership Qualities are the attributes of a successful “thinker” and/or “doer”, other than academic prowess that contribute to a child’s socialization and interpersonal skills. These qualities, often called one’s “emotional” or “personal intelligence,” are developed through activities that focus on five attributes:

1. Being able to communicate effectively
2. Character development
3. Value of physical fitness
4. Being a disciplined, motivated learner
5. A sense of well being

A child will develop personal leadership qualities through the basic program components (standard instructional Academy day) and through enhancement programs. It is an ongoing goal of ours to provide a caring and ethical environment where students learn to conduct themselves as responsible, contributing members of society.

Component 4: Individualized Student Learning Plan

Broomfield Academy’s Individualized Student Learning Plan:

1. Places each child at his/her instructional level in reading, writing, and mathematics
2. Creates a “blueprint” of the curriculum that will be used with each child
3. Establishes a schedule for progress reports
4. Affirms the Student Code of Conduct

The Individualized Student Learning Plan is agreed to and signed by the parent, teacher and, when appropriate, by the student.

Component 5: Accountability System

The Accountability System provides parents with a system that includes:

1. Progress reports
2. Limited class sizes
3. A highly qualified and dedicated faculty
4. Quality assurance through regular school self-assessments and audits
5. Membership in the Parent Advisory Council (PAC)

Curriculum

The Broomfield Academy curriculum is grounded in the basics and delivers rich learning experiences through a variety of instructional methods. The Core Knowledge Sequence is identified by the Core Knowledge Foundation and is integrated with Broomfield Academy's Curriculum Content Standards to create an outline of what is taught at each grade level. The grade-specific standards for student learning are aligned with state and national education goals to ensure that each child is prepared for the academic and personal challenges of secondary school, college, and career.

Broomfield Academy utilizes nationally recognized curriculum materials that:

- Teach the important reading processes: phonics, structural analysis of words, vocabulary, reading comprehension, and critical thinking while fostering reading for pleasure through the use of award winning children's literature.
- Teach critical language arts skills: spelling, grammar, usage, mechanics, prewriting, composing, editing, rewriting, and handwriting.
- Teach essential mathematics skills identified by the National Council of Teachers of Mathematics.
- Teach comprehensive science skills based on the National Science Education Standards through hands-on activities that introduce key concepts and build a logical progression of understanding.
- Provide a rich content in history and geography based on the Core Knowledge Sequence.
- Provide a music program based on the Core Knowledge curriculum standards and the Colorado State Model Content Standards for Music.
- Provide a basic and challenging physical fitness program established by the President's Council on Physical Fitness & Sports.
- Provide a foreign language program that teaches both the language and appreciation of the culture.
- Provide a visual arts program based on the Core Knowledge curriculum standards and the Colorado State Model Content Standards for Visual Arts.

Core Values

In order to excel, we believe that students need:

- A strong foundation in reading (with an emphasis on phonics), writing, mathematics, history, science, and computers.

- Education to compete in a changing world: foreign languages, speech, logic, physical fitness, visual and performing arts.
- Dedicated, skilled teachers who provide opportunities for children to learn in a challenging and creative environment.
- The development of respect, responsibility, fairness, self-discipline, effective study habits and the ability to think and reason independently.
- A safe, orderly, and well-organized learning environment.
- Regularly scheduled measures of progress for each child, meaningful homework, and a student code of conduct.
- Active parent involvement.

Character Education

Mission Statement

At Broomfield Academy we see the formation of good character as an essential part of our education mission. By good character we mean the development of positive habits, such as responsibility and respect, and a clear sense of what is right and wrong. We conceive of character education as a shared partnership among Broomfield Academy parents, teachers and the students themselves. Broomfield Academy students are not only taught that the formation of their good character is an educational priority, but they learn how to actively craft their own characters. Further, good character is seen as both the key to academic success and the basis of leadership.

Broomfield Academy Code of Character

- Make a Difference
- Help Others
- Do the Right Thing
- Keep Your Promises

Core Values of Character Education

We will work on the following core values throughout the year: Caring & Kindness, Friendship, Responsibility, Courage, Respect, Honesty, Good Judgment, Perseverance, Fairness, and Integrity.

Service Learning Curriculum

We are committed to providing more than just academic opportunities for our students. Service learning is the application of academic knowledge in the context of community service. The students have and will continue to initiate a number of local, national, and worldwide learning programs including:

Jump Rope Heart Project benefits the American Heart Association by raising funds that contribute to educating people about heart attacks and strokes. Students raise money by asking friends and family to sponsor them through donations. Students jump rope or participate in other activities that promote heart health for a specified time to “earn” the donations.

Grip It & Rip It Project allows students to raise money for the Gabby Krause Foundation. This foundation purchases backpacks for kids at Children's Hospital filled with age-appropriate items to make their stay in the hospital a little more comfortable and interesting.

Kiva Project helps students learn all about loans and world banking. Students would pick individuals online to sponsor in order to help them start or expand their business. Last year, the Second Grade class learned about geography, world cultures, and experienced the value of caring and sharing.

Community Outreach encourages our students to identify and implement ways that they can help local children who are in need. Students typically collect and distribute school supplies, winter clothing, books, and other goods through a local charity, and through their work become aware of how their efforts help those in our community.

Homework Policy

Homework will be assigned to reinforce and master skills introduced in the curriculum and to develop personal leadership, including responsible behavior. Although it is expected that homework assignments may be completed without the direct assistance of parents (unless indicated on the homework assignment), parents are encouraged to monitor children's homework. The approximate time to be spent on completing daily homework, including reading to someone or reading independently, for each grade level is as follows:

- Kindergarten: 15 minutes
- Grades 1-2: 30 minutes
- Grades 3-6: 45 minutes

**Time required for homework is an estimated minimum length and may vary from child to child.*

Missed work is due one week after the first day of return following student absences for illness or vacation. Missed assignments are available to students on the first day of return.

Field Trips

Each classroom participates in 8 field trips each academic year. These field trips provide additional learning enhancements to the curriculum as studies show that making the learning relevant to life furthers the preservation of taught concepts in the human brain.

Field trips are an additional cost that must be paid by the parents (**please make checks payable to Broomfield Academy**), or as directed on the permission slip that is sent home. The permission slip must be signed and returned to school for the student to participate in the learning excursion. *All students, except those younger than 4 years of age, will be transported to and from school in a bus, which is driven by a certified/licensed bus driver. An authorized family member must drive to and from all field trips any students who are not yet 4 years of age. This family member must also stay with the child during the field trip.* Parents may have the option of chaperoning the field trip, as given permission by the office and/or teacher. *Permission is granted only if a signed "Volunteer Acknowledgement*

Form” is on file with the school office. The chaperones may also be able to ride the school bus to and from the event, as specified on the field trip permission slip. No siblings of students or other relatives may be transported by Broomfield Academy.

Textbooks

The curriculum fee includes a material and supplies fee for the use of classroom textbooks and resources. An extra fee will be charged for lost or damaged books.

Video and Television Viewing

Any video viewing at Broomfield Academy will be related to the curriculum. Additional approval is required from the Principal to use video in the classroom and, in general, video is used sparingly. Television viewing is not used at the school nor is it accessible to Broomfield Academy students.

Student Supplies

Each student is responsible for purchasing the required instructional materials listed on the Class Supply List. This list may be obtained through the office.

Standardized Testing

Students in grades 1-5 will take the Stanford standardized tests each spring. Parents will receive results in the early summer.

Retention Policy

Students may be required to repeat a grade if the Academy determines that would be in the best interest of the student. Parents will be informed through progress reports and parent/teacher conferences.

Uniform and Dress Code Guidelines

All students in Junior Kindergarten and the elementary grades must wear the required uniform and follow Broomfield Academy’s guidelines for general appearance as follows:

Girls may wear:

- Khaki or navy blue pants, skirts, jumpers, skorts or shorts.
- Polo shirts or oxford shirts in white, navy blue or hunter green.
- White, navy blue or hunter green turtlenecks or knit polo shirts.
- White, navy blue or hunter green sweaters.
- Shoes with socks must be worn at all times. Only shoes with closed toes and heels may be worn for safety, health and insurance reasons. No thongs or sandals. This includes all camp sessions.
- Athletic shoes must be worn on Physical Education days.
- Shorts, leotards, or tights must be worn underneath dresses or skirts at all times.

Boys may wear:

- Khaki or navy blue pants or shorts.
- Polo shirts or oxford shirts in white, navy blue or hunter green.
- White, navy blue or hunter green turtlenecks or knit polo shirts.
- White, navy blue or hunter green sweaters.
- Shoes with socks must be worn at all times. Only shoes with closed toes and heels may be worn for safety, health and insurance reasons. No flip-flops or sandals. This includes all camp sessions.
- Athletic shoes must be worn on Physical Education days.

Dress Code Guidelines:

- Academy uniforms must be clean and in good repair and free of excessive decoration or logos
- Students who are not in uniform, or are not in compliance with the dress code, may be required to change into an acceptable uniform or may be sent home to change.
- Clothing more than one size larger than a student's regular size is not allowed.
- Boys' and girls' shirttails must be tucked in at all times.
- Skirt and jumper lengths may be no shorter than fingertip length.
- Pants must be worn at the waistline.
- Hair must be well groomed. Extreme radical hairstyles and colors are not acceptable.
- No hats, caps, bandanas, or other head coverings may be worn inside the school building.
- Jewelry must be tasteful and kept to a minimum.
- On Physical Education days navy blue sweatpants and sweatshirts may be worn with a polo shirt or turtleneck shirt underneath.
- Casual clothes may be allowed for special occasions, as determined by the Principal. Casual clothes must adhere to the following dress code:
 - Midriffs may not be visible.
 - Hats and caps are removed when entering the building and remain off in classrooms.
- Uniforms are required on field trips, even if they fall on an out-of-uniform day.
- Shorts and skorts, skirts, or jumpers without tights may only be worn May 1 through October 1 and shorts must be fingertip length.

The Academy administration has the final word on the appropriateness of the dress attire. Parents will be notified if the student's dress does not meet uniform guidelines. Repeated infractions of the Academy dress code will result in disciplinary action, which may include a suspension or dismissal.

Code of Conduct/Progressive Guidance Plan

The Code of Conduct is based on a philosophy of positive behavior expectations reinforced through character development activities. It establishes standards for expected conduct as well as standards and outcomes for misconduct. We ask that all parents discuss this with their children, and sign the acknowledgment portion of the Policy Agreement.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy and respect for others.
- Behave in a responsible manner.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, the Principal, and other Academy staff.
- Cooperate with and assist the Academy staff in maintaining the Academy as a safe, orderly and disciplined place to learn.
- Represent the Academy in a manner that shows pride in being a Broomfield Academy student.
- Abide by the Student Code of Conduct at all Academy functions, on and off Academy grounds.

Outcomes for Misconduct

Broomfield Academy believes that all students should experience success. We strive for a classroom setting that provides students with opportunities to explore their environment within consistent, age-appropriate limits. In this atmosphere, most behavioral issues are prevented.

However, if behavioral issues occur, our philosophy is to help students learn values, problem solving skills and to take responsibility for their own choices. By using the following Progressive Guidance techniques, we strive to minimize inappropriate behavior while creating a positive environment for all our students.

For those students who engage in misconduct the following will apply:

- The teacher will manage individual cases of misconduct in the classroom, before referring to the Principal.
- The teacher will try ignoring the inappropriate behavior, reducing the attention the child will receive.
- The teacher will offer alternatives to the student engaged in the undesirable behavior.
- A student will be guided to replace misconduct with appropriate conduct.
- The teacher will explain to the child the inappropriate behavior and show them the appropriate way to handle the situation.
- The teacher will help the student understand the logical consequence of their action.
- A student will be separated from the class to take a break and allow the student to relax and calm down and to replace the misconduct with the expected behavior.
- The potential outcome for persistent, chronic or serious misconduct will be explained to a student and the student's parent.

If misconduct is considered persistent, chronic or serious, an Individual Progressive Guidance Plan through our Broomfield Academy green slip forms will be written for the student, explained to the student and parents, and enforced as written.

If these positive guidance techniques are not working effectively and inappropriate behavior persists, Broomfield Academy will use the following progressive procedures.

- We will observe and record the student's inappropriate behavior and what we have done to try and change the behavior.
- Parents will be asked to participate in a parent/teacher conference and to help develop a specific action plan outlining the steps to be taken to change the behavior.
- Our staff may suggest outside resources to parents and will work with those resources for further guidance.
- If the inappropriate behavior continues, the parent will be asked to keep the child home for a day or two.
- If the behavior continues after the child is kept home for several occasions, Broomfield Academy will take action to dismiss the student.

Guidelines for Immediate Dismissal

Broomfield Academy may immediately dismiss, at any time, any student whose behavior creates a significant risk to the health or safety of the other students or staff. These behaviors may include, but are not limited to, physical aggression, deliberate and consistent defiance and destruction of property belonging to the Broomfield Academy community.

Chronic or persistent misconduct may result in a minimum one-day suspension. The Principal is the final authority in decisions relative to the Individual Progressive Guidance Plan, including probation, suspension, and dismissal. Broomfield Academy does not permit the following forms of discipline: corporal punishment; the withholding of food, light, warmth, clothing, or medical care; the use of ridicule, embarrassment, or humiliation; and physical restraint, other than restraint necessary to protect a student or others from harm.

Disenrollment

Broomfield Academy reserves the right to disenroll any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met in our program. Occasionally disenrollment occurs when a parent or child's needs cannot be met. Refusal or inability by a parent to follow Broomfield Academy's policies may also result in disenrollment.

Financial Policies

Tuition

Tuition is reviewed and adjusted on an annual basis. Parents will receive at least one month's notice, in writing of any tuition adjustment. Some additional fees may be required from time to time to cover special events. Tuition may be paid according to any of the four payment plans. Please refer to the Tuition Schedule and Financial Agreement for exact dollar amounts and terms.

Option A - Annual - The annual tuition is due in full by August 1st. By choosing this plan families are entitled to a 3% discount off the tuition fees.

Option B - Semi-annual - The first payment is due on August 1st and the second payment is due on January 1st. By choosing this plan families are entitled to a 1.5% discount off the tuition fees.

Option C - Monthly -The annual tuition is divided into 10 equal payments due on the first of each month beginning August 1st.

Option D - Semi-monthly - The annual tuition is divided into 20 equal payments due on the 1st and 15th of each month beginning August 1st.

Please note that Options A, B, C and D are payment plans and require that payments be made at times when school is not in session (e.g. August 1, winter holiday, etc.).

Tuition for the summer program and spring/winter break camps (if applicable) is separate from the academic year. Please refer to summer information for specifics and current information will be sent home in your child's Friday folders as it becomes available.

Registration Fees

All students are required to pay the appropriate registration/enrollment fee. This fee is due with the enrollment form and is not refundable for any reason. Priority registration is given to current families at the beginning of the calendar year for the next school year.

Parent Referral

Current Broomfield Academy families may receive \$500 for each referred family that enrolls in the Academy.

Sibling Discount

The younger siblings of families enrolling two or more children receive a 10% discount on the lowest Academic Day tuition.

Late Payment Fees

A late charge of \$40.00 will be assessed five working days past the tuition due date. Accounts two weeks past due may result in disenrollment and may be forwarded to collections.

Late Pick-Up Fees

Broomfield Academy's normal operating hours are 7:00 a.m. to 6:00 p.m. A late charge will be assessed when a child is left beyond 6:00 p.m. **That charge is \$1.00 per minute.**

Families who are habitually late for pick-up will be put on probation and, if they continue to be late, they may be asked to leave the school. In extreme cases, The Division of Children & Family Services and/or Police Department may be called and a report may be filed for children left at Broomfield Academy past 6:30 p.m. in the case where the school does not receive a call from the parents letting us know they are on their way.

In order for the school to release a child to *any* person other than the parent(s), you must complete the required information on the Emergency Release Form. Elementary students who attend the academic day must be picked up by 3:45 p.m. Students who are left at Broomfield Academy past this time will be moved into the Extended Day program and the parents will be charged \$1.00 per minute.

Returned Check Charge

A charge will be assessed for checks returned by the bank for any reason. The charge is \$25.00 per check.

Withdrawal Policy

Broomfield Academy requires a **written 30-day notice prior** to the last month of attendance. Upon withdrawal any outstanding balance is immediately due. School records remain the property of Broomfield Academy until all financial obligations are met.

Health, Safety and Security

Medical Requirements

Broomfield Academy adheres to state regulations regarding immunization records for your child. Immunization records must be provided upon enrollment each year. Additionally, Broomfield Academy requires that each child have completed a health examination by a medical professional. To document these medical requirements, you must complete a Certificate of Health and Immunization Record, which can be obtained in our front office. We ask that you return the Certificate of Health and Immunization Record within two weeks of enrollment. A new Certificate of Health and Immunization Record form is required on an annual basis. As your child receives additional Immunizations or physical exams, we further request that you provide updated documentation to the school.

Sick Child Policy

Children who have a contagious disease or fever may not attend the Academy. According to state requirements and for the protection of all children, your child must be kept home if they show any of the following symptoms:

- *A temperature of 100 degrees or higher*
- *Contagious skin or eye infection*
- *Any undiagnosed rash*
- *Diarrhea*
- *Vomiting*
- *Profuse or colored bodily discharge of any kind*

Do not bring your child to school if they exhibit any of the above symptoms. If they become ill at school we will call you and you will be required to come get them within the hour. **If a child is sent home due to illness, he/she must be symptom free for 24 hours prior to returning to the Academy.** The Academy will comply with state requirements for parent notification when students are exposed to contagious diseases. Parents must notify the Academy when a student becomes exposed or infected with a contagious disease (e.g. rashes, whooping cough, German measles, mumps, chicken pox, diphtheria, pinworms, and scarlet fever) so that other families in the Academy and the appropriate agencies may be informed.

Food

Parents are required to provide a lunch for their children. Please be sure that the lunch is complete each day. Please make an effort to assure that your child's lunch is nutritious. Please avoid sending candy and other sweets with lunch. All lunches are stored in the classrooms and are eaten in the Den. Please note that the school does not provide the facility to refrigerate individual meals. Thermal lunch boxes are recommended. Milk and juice are available for purchase with lunch Monday through Friday. Cheese pizza is available for purchase on Fridays. Parents may prepay for a milk, juice and/or pizza at any time.

Students should also bring small, healthy snacks for children to eat during the morning and/or afternoon hours. Broomfield Academy will provide a healthy after school snack to all students who are enrolled in the Extended Day Program.

Water Bottles

Parents should send a water bottle to school with each child so that water is available to the children at all times. The bottles will be sent home at the end of each week for dishwasher cleaning.

Students are required to have a water bottle on Physical Education days. If they do not have a water bottle, they will not be able to participate. Again, this is required in order to keep the children hydrated, especially during the hot months. The office does have a small supply of water bottles available in case a child forgets to bring theirs; however, students are expected to be responsible in this matter.

Allergies

Parents must notify Broomfield Academy staff of any allergies their children may have. We ask that all parents complete an allergy notification form listing all allergies. Photos will be taken of each child and confidentially displayed on allergy boards to avoid any exposure risk. If children have severe or life-threatening allergies (such as peanuts, milk, soy, wheat, eggs, tree nuts, bees, etc.) parents are required to fill out an authorization for emergency care for severe allergies. This form describes reactions to the allergen and what emergency medical treatment should be taken in the event of an exposure incident.

Medication for Allergies or Chronic Illness

If your child requires medication for life-threatening conditions such as allergies, asthma, etc., the prescription can be kept in the office and administered when necessary as long as the child is enrolled and only if a signed authorization forms by physician and parent is on file. Expired medication will be returned to the parent. Medication Authorization forms are available in the main office and are sent out in the Back-To-School packet to all families.

Medication Policy

Our primary concern when administering medication is the safety and optimal health of every child. We have detailed procedures in place to ensure that your child receives the proper dosage of medication. All medications (prescription and over-the-counter) must be signed in with a member of the office staff. All medications are stored in a secure area that is inaccessible to children. A certified and trained staff member will administer medication and record the date and time on the medication form. We cannot administer medication that has expired. We will refrigerate those medications as required. Medications, including over-the-counter medicines and cough drops, are not allowed in backpacks, cubbies, or any other places within a classroom.

We recommend that you ask your child physician to prescribe a twelve-hour dose of medications when appropriate. This allows you to control the administration of medication at all times. Pharmacies will also provide you with a split prescription, allowing you to leave one bottle here at school and have one bottle at home.

To comply with licensing and state requirements, the administration of any type of medication can only be done after certain criteria are met. Written authorization of both a physician and a parent or guardian must be obtained on the Medication Administration Log in order for the center to administer over the counter or prescription medication. Medication must have all dosage instructions and be in the original container. Any staff member who administers medication will be certified by a Registered Nurse (see Prescription Medication below).

Prescription Medication

Broomfield Academy will administer prescription medication as directed by a licensed physician or dentist. Written permission must be secured from the child's parent or legal guardian and physician for any prescribed medication to be administered. Medication must be in its original container with a label attached bearing the child's name, date, time and dose to be given, number of days to be administered, and pharmacy name. This constitutes the physicians' written permission. Any unused portions will be returned to the parent. An individual medication form must be filled out for each prescription medication and signed by the parent or guardian and physician.

Over-the-Counter Medication and Lotions

We believe that over-the-counter medications should be treated with the same caution as prescription drugs. Oral over-the-counter medications such as aspirin, ibuprofen, Chapstick, cough drops, and cough medicine can be administered only with the written permission of the child's parent and physician. Written instructions from the physician or dentist must be obtained. Medication must be presented in its original container labeled with the student's name. A physician's note should accompany the medication stating the child's name, date, dose to be given, number of days to be administered and the physician or dentist's name. Be sure to ask for written instructions during visits to the doctor for any over-the-counter medications that they prescribe.

Parents may come to the school to administer medication to their child or may give written authorization for the emergency contact persons listed on the enrollment form to administer over-the-counter medication to their child. It is required that the parent or person administering the medication sign a medication form documenting the name of the medicine, dosage, date, time and who administered the medicine.

If the parent provides written consent, school personnel can administer topical applications. These include suntan lotion, insect repellent, moisturizer, lip balms, petroleum jelly, etc. School personnel will follow the directions provided on the manufacturer's label. All containers should be clearly marked with the student's name.

Medication in Emergency Situations

All Broomfield Academy staff members are trained and certified in CPR and First Aid in the event of an emergency. In all situations, we will follow instructions of the poison control center or physician when providing first-aid procedures and/or administering emergency medications.

Emergency Card

An emergency card must be filled out for each child and is kept on file in the school. In case of illness or injury the form will be used to notify and advise you or the person designated by you of the child's status. This form is brought with us on all field trips and would be used to contact you in the event of an emergency. It is extremely important that the information be kept current with correct phone numbers.

If the following information should change at any time, please notify us so that we can better serve you and your child:

- Phone numbers where you can be reached during the day
- Addresses (home and work)
- Names of authorized persons who may be contacted in case of illness or injury
- Names of all persons authorized to pick up your child

Emergency Procedures

Broomfield Academy has written policies and procedures for dealing with emergencies. We periodically schedule, carry out, and document emergency drills. Broomfield Academy has developed an emergency evacuation system and the evacuation plans are posted in each classroom.

Student Accidents

If a child is injured at school, first aid will be administered and an incident report will be completed at the time of the accident. This form is left in the parent folder for the parent to read, sign and hand back to the teacher or office. All incident reports are logged and filed. If treatment by a doctor is needed we will make every effort to contact you and the doctor you have chosen to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until we can reach you. The authorization for emergency treatment on the enrollment record form must be signed when

you enroll. Please keep your emergency contact information on your enrollment form and emergency card up-to-date, so we can quickly contact you in the event of an emergency.

Procedure for Staff to Identify Location of Children at All Times

In the Junior Kindergarten and Extended Day programs, every child's name is written on a child count roster as they arrive and depart each day. These sheets are kept with the staff at all times and attendance is taken every thirty minutes.

In the Kindergarten and elementary classrooms, daily attendance is kept in an attendance/grade book.

Procedure for Lost/Missing Children

If the child count sheet or attendance book does not match the number of children present, the teacher will immediately notify the Principal. The Principal and others will search the entire school campus. If the child is not located, the Principal will notify the proper authorities, the parents and school management who will assist in any other actions that need to occur.

Transportation

Broomfield Academy may not transport any student under four years of age. An authorized family member will need to transport any child under four years of age to and from any field trip and must remain with the child during the field trip.

Parents will be notified in advance of scheduled field trips and will be required to sign a permission slip allowing each child to attend. Children are required to follow the rules in place for their safety whenever they are on the vehicles.

Safely transporting students on field trips and to special events is a serious responsibility. To meet this responsibility, we have developed a detailed safety program.

1. **Safety Procedures:** Attendance records and child emergency contact information is brought on each field trip by the teacher. Attendance is taken at each destination and again upon return to the school. Students are never left unattended on or near the bus. An adult will escort students to and from the bus. Seatbelts may be released only when the bus is safely parked at its destination and when the driver notifies the children that safety belts can be opened. Children are to sit with their backs to the seat and keep the aisles clear of personal belongings. Children should use their "inside" voices when on the bus at all times.
2. **Vehicle Specification:** Buses are specially designed to accommodate students and have a first aid kit, flares and a fire extinguisher. A system is in place on each bus requiring staff to walk to the back of the vehicle after all the children have departed to ensure no child is left unattended. Personal vehicles may be used to transport children only when proper insurance paperwork and Broomfield Academy authorization is on file with the school.

Procedure for Child Arriving Late & Class Is On A Field Trip

In the case of late arrival, the parent is responsible for signing the child in using the Sign In/Out Binder, which is located in the front foyer. After signing in, the Principal or other school representative will give the option of putting the child in another age-appropriate classroom or allowing the parent to drop off the child at the field trip site if ratio and bus space allows.

Reporting of Child Abuse

Broomfield Academy staff is required by law to report any suspected incidents of possible child abuse or neglect. Our mandatory reporting policy is sent to all families in the Enrollment Packet and a signed copy of the policy must be returned to the main office. We encourage open communication and, if you have any concerns in this area or suspect abuse, neglect, or any other inappropriate behavior, please bring these concerns to our attention. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines.

Parking

We ask that parents park in the church parking lot at the north end of the soccer field and enter the school through the walkway and gated entrance. ***Please DO NOT drop children off at the gate and watch them walk in. All children should be escorted in and checked in with the Extended Day Staff, or the parent should stay until the child(ren) is greeted by their teacher.*** Please remember to keep your children close by as you walk to your car and watch for children as you enter and exit the lot. The safety of your child is our highest priority.

Arriving at the School

Children in the Extended Day program should be signed in by an authorized family member and put into the care of a staff member in the Den. Children who are not enrolled in the Extended Day program should not arrive at school prior to 8:15 a.m. Students are not allowed in the school building prior to 8:30 a.m. Students will line up at the concrete steps on the blacktop area when the morning bell rings (8:30 a.m.). The classroom teachers will then bring the children into the school building. Our responsibility begins when you place your child into the care of a Broomfield Academy staff member.

School Closing Policies – End of Business Hours

The school has policies regarding the closing of the building. Parents are required to notify a teacher when you are picking up your child so your child can be marked out for the day. At the end of the day, each classroom will be checked by the closing staff to confirm no children are present.

Reporting of Absences

If your child is going to be absent or tardy, please notify the school. If your child is ill, you should notify us of the nature of the illness, particularly if it is contagious.

Custody and Visitation

From time to time, issues arise as to the release of a child to the appropriate parent or legal guardian. Please note any custody or visitation restrictions on your enrollment paperwork. Additionally, please provide the administration any documents supporting those restrictions. We will strictly adhere to the instructions provided in such documents. Please provide updated documents as necessary.

Security Entry System

Our building has a secure keypad entry system to protect the children in our care. This system ensures that only people with the access code will be able to enter the building. All parents are given the code upon admission so they can have free access to the school during business hours. To ensure continued security, the code may be changed from time to time. A locked gate secures the north property entrance between 8:45 a.m. and 3:15 p.m. Visitors must enter the building through the front doors during these times.

Family Communication and Involvement

Family Communication

It is our desire to facilitate ongoing communication between parents and the Academy staff. Parents are encouraged to contact the school whenever they would like to discuss something about their experience, positive or negative, at Broomfield Academy. Members of the teaching staff and the administration will be pleased to schedule a time to discuss your child's education or any other aspect of your Broomfield Academy experience. Your suggestions, concerns and ideas are welcome and encouraged.

Progress Reports and ISLP Conferences

Progress Reports/ Report Cards are provided three times a year and Individualized Student Learning Plans are provided two times a year. We offer four scheduled conference times – two ISLP conferences and two Progress Report conferences. *Conference days are "minimal days" in which school is dismissed at Noon. Lunchtime will not be provided during the school hours; however, Extended Day students will eat lunch immediately at Noon in the Den.* You are welcome to schedule additional conferences with your child's teacher at anytime during the year by calling the school and making an appointment. Please feel free to consult with the teachers or administration should any problem arise concerning your child, whether at home or at school. We seek your active involvement as parents, particularly in following your child's education.

Friday Folders

The Friday folder is sent home with every child on the last day of school each week. The Friday folder contains a weekly Principal's newsletter and a classroom newsletter. In the case of siblings, the Principal's newsletter and other office communication will only be sent home in the **oldest** child's Friday folder, to eliminate unnecessary copies. These newsletters are important sources of communication between the school and home, as they

contain a schedule of current and upcoming events, and many items require a parent's signature and to be returned to the main office.

Family Involvement & Volunteers

Parents are always welcome at Broomfield Academy and are encouraged to visit at any time. Prior arrangements or an appointment are not necessary to visit; however, if a parent desires a conference with any faculty member, an appointment is necessary. With the teacher and Principal's consent, parent volunteers may take on support roles such as bulletin boards, assisting with parties, and special events, etc. In this case, however, a Volunteer Acknowledgement Form must be signed and returned to the office.

Parent Events and Parties

Classroom and school parties are scheduled at the discretion of the classroom teacher and Principal on special holidays or occasions. We appreciate parent involvement in special events especially when they can help celebrate the diversity of our school. Many times throughout the year we host parent events either during the day or in the evening. Parents and families are invited to come join us for these fun activities. All children and parents attending these events are expected to follow all Broomfield Academy rules and abide by the code of conduct. Anyone not doing so may be asked to leave.

The Administration and Faculty host campus wide social events. The first of these is the *Ice Cream Social* held before school begins. *Back to School Night* is an all-Academy event held later in August to introduce families to the student's campus and to share in an evening centered on each student's classroom. The classroom teacher will give an overview of the program including the daily schedule, student expectations, special activities, calendar of events, etc. There will also be an opportunity to meet specialty teachers, the administration and other faculty members. Discussion about individual students should be saved for a scheduled conference.

Some of the other social events may include Open Houses, a Science Fair, Friday Family Fun Night, a year-end Talent Show, the Winter Art Festival and Silent Auction, and a spring musical program. These events are scheduled throughout the year. Please consult the school calendar for specific dates and times.

Parent Advisory Council

All Broomfield Academy parents are automatically members of the school's Parent Advisory Council (PAC). Your involvement in the school helps to promote a sense of community. The PAC holds monthly meetings at which they plan special events for the school community and work to support the teachers and children. All parents are encouraged to join in the monthly meetings and special events. **The meetings are held on the second Tuesday of each month at 6 p.m. in The Den.**

Visitor Policy

All visitors must sign in and out at the front entrance of the school. A visitor attendance book is located in the front foyer.

General Information

Non-Discrimination Policy

It is the policy of Broomfield Academy to provide an environment that is free from unlawful discrimination of any type, including discrimination based on race, color, religion, sex, national or ethnic origin, age, disability, veteran status, sexual orientation or any other characteristic protected by law. This policy governs all aspects of the school's operations.

Special Needs Children

Broomfield Academy complies with the Americans with Disabilities Act and applicable federal, state, or local laws in providing services to children with disabilities. Our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all the children and staff.

Any child may have a special need from time to time. Some children with special needs may have disabilities. Broomfield Academy will make every reasonable effort to meet the special needs of children with disabilities in our program. We will work closely with parents and school staff in this endeavor. Prior to enrollment, our staff will gather information from the child's parents regarding the student's physical, social, emotional, and cognitive abilities in order to assess our ability to meet the child's needs. With the parents' permission, we will collaborate with community resources, our own special education experts (if available) as well as public school specialists to ensure we are meeting the student's needs in every possible way.

Professional Staff

The professional staff of Broomfield Academy includes the Principal, School Administrator, Administrative/Instructional Support, Extended Day Program Director, full-time classroom teachers, specialty teachers, instructional assistants, extended day teachers and substitute teachers. The Principal is the campus instructional leader and is responsible for the day-to-day operation, management, and supervision of the Academy campus. All elementary classroom teachers hold a minimum of a Bachelor's degree and are certified in elementary education. We are proud of our excellent, highly qualified staff. All are dedicated professionals who work hard to stimulate and nurture your child's natural eagerness to learn.

Broomfield Academy does not authorize nor take responsibility for any services that Broomfield Academy employees or staff may provide outside of Broomfield Academy premises or programs.

Classroom Guests

All classroom visitors must register in the visitor book in the front foyer before going into the classroom. Classroom teachers must approve classroom guests who are "visiting teachers" (e.g., firemen, police, a parent sharing information, etc.) prior to the visit.

Birthday Celebrations

Birthdays are important occasions for children. Birthday celebrations may be provided by the parent subject to the approval of the classroom teacher prior to the occasion. Due to possible allergic reactions of the children, all food that is brought into the classroom for group consumption must be store-bought and in a container with all ingredients listed.

Parents may also wish to donate a book to the classroom in celebration of their child's birthday, as part of our "Birthday Book Club" program. Such donations will be labeled with a "Birthday" inscription that recognizes the child who donated it and the date of the gift.

Personal Belongings

The Academy cannot assume responsibility for loss or damage to any personal possessions children bring to the Academy. Children are encouraged to leave toys, pets, gum and candy at home. Students should not bring expensive personal items or money to the Academy. Parents are asked to help their children understand our "no toys from home" policy. Any other personal items brought to the Academy must be clearly labeled with the child's first and last name. Items found by faculty members will be turned into the Academy's "lost and found" area located in the Den. At the end of the year, unclaimed items may be given away to charity or discarded. If an Academy activity requires the use of a personal item not usually allowed at the Academy, prior permission to bring the personal item to the Academy or on a field trip must be obtained from the teacher. If a teacher becomes aware that a child has brought an item of high monetary value or actual cash that item will be removed from the classroom and management will be notified. The parents may take possession of the item when the child is picked up at the end of the day.

Extra Clothing

We ask that children have a large Ziploc bag with a complete change of clothing in their backpack. Please be sure all extra clothing is clearly labeled. Extra clothing does need to be uniform.

Lost and Found

Label your child's item clearly with your child's first and last name. Items that are found will be stored in the Academy's lost and found bin, located in the Den. If an item is missing, it is important that an inquiry be made as soon as possible. Unclaimed items will be given to charity after a reasonable period of time.

Outdoor Play/Recess

Each classroom's daily schedule includes an outdoor time. We go out each day when weather permits. Children do not go outdoors if the temperature/wind-chill is less than 20 degrees. Children who are well enough to attend school must be well enough to participate in all activities, including outdoor play. Parents need to dress their child appropriately for the weather conditions. In cases of extreme weather (hot or cold) all children will remain inside with alternate activities provided.

Photographs

Class photographs will be taken each year. Parents are responsible for the cost of any photographs they wish to purchase.

Your signature on the policy agreement gives consent for photos of your child taken by staff or parents to be displayed within the Academy. Photos of children participating in Broomfield Academy programs may be taken from time to time and may appear in newspapers, magazines, brochures or other publicity materials. Your permission for photos of your child to be used in this matter without compensation is authorized by your signature on the enrollment record. If you prefer that photos not be taken of your child, please specify this on the policy agreement or enrollment record.

Holidays and Vacations (see school calendar)

Broomfield Academy follows a school calendar and closes for Labor Day, Staff Development Days, Thanksgiving break, Winter break, Martin Luther King Jr. Day, President's Day, Spring break and Memorial Day. On some days during extended breaks Broomfield Academy Extended Day Program will be offered. If you need care on any of these days please let us know. There is an additional cost for attendance on these "non-curriculum" days. You will receive a letter regarding these days in September.

The Broomfield Academy office closes completely for the following holidays: *New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the Friday after Thanksgiving, Christmas Eve and Christmas Day.* If the holiday falls on Saturday, we will be closed the Friday before. If the holiday falls on a Sunday we will be closed on the following Monday. Broomfield Academy does not credit tuition fees for family vacations or observed holidays during the academic school year.

School Closure Policy

On rare occasions Broomfield Academy may close due to severe weather or heavy snowfall. Announcements will be made on television channels 4, 7, and 9. If school closure is necessary during the school day, parents will be contacted individually. A school closure bulletin will be sent home detailing further closure information.

Summer Adventure Program

Broomfield Academy's summer program provides opportunities for all children in a variety of activities. We may provide programs ranging from day camp to academic readiness and tutoring. You will receive more detailed information from the Program Director and/or Administration as the summer approaches.

***Broomfield Academy Faculty and Staff
2008 - 2009***

Principal: Dr. Vanessa Ewing

School Administrator: Anica McFarlane

Extended Day Program Director: Priya Srinivasan

Administrative/Instructional Assistant: Paula Gillaspie

Art: Khristy Dean

Computers: Michele Horn

Mandarin Chinese: Jing Li

Music: Sarah Kleinsteiber

Physical Education: Julie Shelley

Spanish: Gabrielle Varani

Jr. Kindergarten – Explorers: Tammy Jacobsen

Jr. Kindergarten: Brandy Smith

Kindergarten: Barb Mountain

Kindergarten: Lilly Hansing

1st grade: Carol Parrill

2nd grade: Davon Renfrow

3rd and 4th grade: Susan Rajala

5th and 6th grade: Dawn Essig