



My Village Learning Center

Class Locations: Tues/Thurs @ 4484 SW Citrus Blvd, Palm City
Wednesdays @ 1071 SE 10th Street, Stuart
(772) 905-8148

Admin@MyVillagePSL.com

2019-2020 STUDENT HANDBOOK

Philosophy

At My Village, we believe that all people are created with unique interests, skills and talents. Our goal is to provide a learning environment with opportunities to explore the world (those interests, skills and talents) and acquire knowledge without the pressure of standardized tests and competition. We also believe that providing children with learning experiences that foster their natural inquisitiveness creates life-long learners.

Purpose

We believe parents are the best teachers of their children since they are most invested in their child's future. Our purpose is to provide learning opportunities that parents may not be able to provide at home due to space, materials, resources, or abilities. While varied classes are offered in our unique schedule our purpose is not to assume the role of parents in providing a complete educational experience for the children that attend our classes. It is the parent's responsibility to help their child learn and grow and seek further educational assistance if necessary.

Class Offerings and Payments

- Classes are offered by half-day (9am-12:30pm or 12:30pm-3:20pm), full-day (9am-3:20pm) or by discounted monthly tuition for 2 or 3 days per week.
- Classes fill up quickly. We recommend reviewing the schedule and signing up for classes as soon as possible.
- Class schedules are posted every 6 weeks. Class options may change throughout the year.
- Due to planning and supplies, there are no refunds on classes. Exchanges may be made, at the discretion of Lisa or Tresa, if a doctor's note is provided.

Lost and Found

We have a lost and found bin if your child loses something. Please ask Lisa or Tresa if you need to look through it. My Village is not responsible for ANY lost or stolen items. Please make sure your child's belongings are labeled with their name so that we can identify and contact families with found items. Please do not send things to My Village that are valuable to you or your child.

Arrival and Pick Up

A member of staff will be on the premises from 8:30am-4:00pm each day. Parents are encouraged to value the learning time of all students by arriving for class 5 minutes early. Classes begin promptly at the designated

time on the schedule for classes. You are required to sign your child in upon their arrival and out upon their departure. Please do not allow your child to come into the building alone for classes. You **must** sign them in. Children are only allowed to be released to parents, guardians or a pre-designated person who is authorized to pick up the child. If the person picking up the child is not on the registered list or pre-arranged, a staff member will contact the child's parent to confirm permission to pick up the child.

Please pick up your child on time. If you will be late, please contact us at 772-905-8148. Your child will be kept inside until your arrival. You will be charged \$25 for every 15 minutes that you are late. There are many children enrolled for classes throughout the day and prompt arrival and pick-up ensures the process moves quickly. Please drive slowly and cautiously in the parking lot as well. There are many children coming and going and their safety is our main concern.

Snacks and Lunch

Snacks or lunch are not provided for children attending My Village's classes. There is snack time once in the morning and once in the afternoon. Please plan accordingly depending on your child's appetite. Due to allergies, sharing food, with anyone, is not permitted. Snacks, lunch and water will be kept in your child's cubby throughout the day. We cannot store food or warm food for lunch. Please be sure to send a labeled water bottle for your child. If your child is here all day, they may need more than one bottle of water. No other types of drinks will be permitted into classrooms.

Medical or Special Needs

Prior to the first registered day of class, you must notify My Village, in writing, of any special medical needs (conditions/allergies/tendencies) or learning difficulties that your child may have. Our goal is for each child to feel safe, comfortable and encouraged through the learning process. The staff will do their best to accommodate the needs of each child but in some cases, your child may need you, the parent, to be with them to work their way through the activities.

If your child takes medication or has a medical condition, please speak directly with Lisa or Tresa. We will need a written document or email describing your child's condition and the necessary steps to take in case of an emergency.

Behavioral Issues

At My Village, we respect differences in child-rearing, discipline and approaches to homeschooling. We also believe that in order to have a productive, safe and effective learning environment, there have to be expectations for behavior, from adults and children. We have one rule that encompasses the expectations for behavior and that is to BE RESPECTFUL. Staff, parents and students will be respectful of themselves, other students and adults that are there or teaching. This means that, as a community, we work together to assume the best in others and communicate, respectfully, about issues that arise. We wait for our turn to speak. We listen to others. We treat the supplies, materials and environment well, so that they are not wasted and/or damaged. We appreciate the value of learning and refrain from making negative comments about how much or in what manner another person learns. We say things to others that are encouraging and not discouraging.

Prior to the first registered day of class, parents are required to notify Lisa or Tresa of any ongoing history of behavioral issues or concerns. Please also notify us, if you see fit, if there are challenges your family is currently facing so that we may be sensitive to your child's needs. We are mothers. We understand. Parenting is challenging, and we firmly believe that we are, as a homeschooling community, a village of

parents here to support each other. If your child is having behavioral issues in class, we will contact you to figure out a plan of action. That plan may include a requirement that a parent is present during classes and actively guiding their child to follow the expectation of showing respect. Unfortunately, unresolved behavioral issues may also result in a dismissal from further classes at My Village.

Zero Tolerance Policy

My Village Learning Center will implement a strict enforcement of regulations and bans against undesirable behaviors or possession of items. A zero-tolerance policy will be in place for the following actions or behaviors: Brandishing or using a weapon, physical assault, damaging, destroying, or sabotaging property, intimidating others, scaring others, harassing, stalking, bullying, or giving undue unwanted attention to another, screaming at others, verbal abuse including offensive, profane, and vulgar language, threats, whether made in person or through letters, texts, phone or email, creating replicas of guns or knives in any way, kissing another student, possession of alcohol or illegal drugs, possession of legal or prescribed medications or substances unless authorized by management, terrorist threats, bomb threats, or threats of any kind, fighting, including minor scuffles, insubordination, which could include talking back to a teacher or swearing, and inappropriate or offensive attire, language, or discussion. The penalty for any of the above actions or behaviors will result in student withdrawal from My Village Learning Center.

Photo and Video Release

At My Village, there will be many exciting learning moments that we will all want to capture through photographs and video. We may use these photos and videos on our website or on social media or for other means of publicity. When used, My Village will not use your child's name. Parents may request to see all photos used for publicity and may request that a photo of their child is not used. If a parent prefers that their child is not photographed, please notify us in writing, at Admin@MyVillagePSL.com.

Cell Phone Use and Use of Technology

Cell phone use and personal means of technology are discouraged at My Village. A student may leave their phone (with their ringer off), in their bag. If contact needs to be made with a parent, a teacher or staff member will call. YouTube videos, video games or any social media are not allowed at My Village. There are children of varying ages and families with differing opinions about the contents of these programs and apps. Please speak to your child prior to class regarding this matter. If it becomes an issue, we reserve the right to dismiss your child from further classes at My Village.

Please read and explain our handbook to your child so they know the expectations. Then you can both sign below.

Sincerely,

Lisa & Tresa

Parent Signature	
Date	
Student Signature	