



Policy Handbook

2020-2021

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1. Our Vision

- i. Our vision is to nurture the academic as well as holistic development of our students within a safe, healthy and richly stimulating environment, always inspiring excellence. We strive for each student to find continued joy in learning, while improving self-discipline, critical thinking and planning skills. Throughout it all, we aim for our students to learn a deep respect for their classmates, teachers and to develop a commitment to participating in the community of the classroom, the school, our island and the world. All with the support of our Christian environment.

2. Our Mission

- i. We believe that getting the right answer is ultimately, less important than learning how to ask the right questions, think through problems and adjust to changing situations, enabling our students to become critical thinkers!!
- ii. A true spirit of Christianity leading to respect for all and everything around us. We believe education is alive and ever changing, it jumps off the page! With the importance of family spirit, in a faith driven community, Inspiring Excellence within our students to always put your best foot forward with a commitment to our environment and developing creative thinking and socially and personally responsible young adults. Promoting students who are fair, honest, respectful, accountable, and constructive.

3. Our Crest

- i. Displayed with pride on our uniforms, notebooks, stationery and around our school. The badge has a crucifix to symbolise our foundation in Christianity. The Winged Bull is the representative of our patron saint, Saint Luke. The book with feathered pen symbolises the education and curriculum throughout our primary school years. The tower is our beloved pink tower, a very familiar and iconic piece of Sensorial Equipment found in the Montessori Class which also doubles to symbolise the building blocks of all of our students; the Montessori Method is integral to complement the MOE curriculum. Lastly, the broken trident represents Barbados, our home, our love of country and dedication to continually improving our island, starting with ourselves.

4. Our Motto

- i. “Inspiring Excellence”! Our motto illustrates that we strive for excellence in all that we are, do and say. We want to motivate our students and others to be their personal best; hence we encourage persons to delve into themselves to find the courage to never settle and to continue to grow from strength to strength.

5. Our School Colour

- i. We have chosen green as our school colour as it is the colour of balance and harmony. It is the colour of spring, and it represents growth, renewal and rebirth all the while promoting a love of nature, and a love of family, friends, pets and the home. This colour also relates to stability and endurance, giving us persistence and the strength to cope with adversity. We truly wish to instil all of these positive values in our students as they wear our crest with pride and pray that these qualities remain with them through their adult lives.

6. Adult Guidelines and Rules

- i. The entire school community is responsible for modelling appropriate behaviour, helping to maintain the order and neatness of the school environment and reporting any violations of guidelines or safety concerns to the Head of our School. Including administrators, teachers, students, parents, guardians and friends alike.
- ii. St. Luke's Academy is a smoke free environment. No one may smoke anywhere on school grounds. This includes all Cigarettes, Cigars, Pipes and E-cigarettes. We request all parents, guardians, teachers and visitors to please respect and follow our non-smoking policy.
- iii. St. Luke's Academy cannot and will not tolerate any irresponsible and dangerous behaviour, acts of violence, threats of violence, emotional or sexual harassment or verbal abuse or slander directed toward anyone or the school as a whole.
- iv. It is forbidden to bring or carry a weapon to the school or on the grounds of St. Luke's Academy.

7. Duties of the School

- i. To provide an environment that is clean, safe and attractive.
- ii. To maintain the standards and licensing required by The Ministry of Education (MOE) and The Ministry of Health.
- iii. To provide an authentic Montessori programme that is stimulating, developmentally appropriate, and of the highest possible quality.
- iv. To teach the set curriculum preparing all our students to sit the Barbados Secondary School Entrance Exam (BSSEE).
- v. To provide teachers who are exceptional in their capacities for guiding and caring for their charges, and are excellent in the execution of their professional skills.
- vi. To report to the Child Care Board and or the Ministry of Education any suspected cases of child abuse and neglect.
- vii. To remain committed to professional growth and open to new ideas.
- viii. To respect the confidentiality and individual needs of each St. Luke's Academy family.
- ix. To maintain professional standards as recognised by the Association Montessori Internationalé (AMI).
- x. To report to the Ministry of Education cases of repeated lateness, absenteeism, and truancy.
- xi. To follow the rules and guidelines as set out by the Ministry of Education, Ministry of Health, The Childcare Board and the Educational Act.

8. Student Responsibilities

- i. To construct the adult he or she will become.
- ii. To Follow school rules and policies.
- iii. To be polite and kind.
- iv. To care for all school property, persons, and self.
- v. To be responsible for having everything required for school, classes, and activities.
- vi. To be honest and accountable when needed.

9. Adult Responsibilities

- i. To drop off and collect students to the school at the allocated times in a punctual fashion.
- ii. To have students at school by 8:00am Monday to Friday.
- iii. To pay tuition on time.
- iv. To abide by the requirements of the Ministry of Education and sign one's full name and the accurate time on the students' sign-in/out books either when collecting a child ahead of the usual time for pick-ups or making a late drop off after 8:04am.
- v. To inform the school of your location if you are delayed in picking up students.
- vi. To fulfil financial and legal obligations to the school promptly and completely.
- vii. To give 4 months notice in writing prior to removing a student or forfeit the Caution Fee.
- viii. To assist students in becoming more independent, packing their bags etc.
- ix. To assist students to be responsible for their actions and to understand that there may be consequences for those students who are ill prepared due to their own forgetfulness.
- x. To support both the school and students by:
 - a) Ensuring that students are getting sufficient sleep.
 - b) Packing nutritious items in lunch boxes following the policies regarding permitted foods.
 - c) Becoming informed and knowledgeable regarding the Montessori method of Education.
 - d) Striving to be a "parent / guardian" according to Montessori principles.
 - e) Communicating with the teacher as desired for suggestions on specific home behaviour or developmental issues.
 - f) Attending parent / guardian meetings and conferences.
 - g) Supporting the teachers & showing respect for others.
 - h) Keeping informed on goals and policies of the school.
 - i) Following school policies & maintaining open communication.
 - j) Volunteering time, effort and talent.
 - k) To always act in the best interest of the school and to utilise the channels provided when you have queries or grievances
- xi. At St. Luke's Academy, we are interested in diversity; hence, opportunities are provided throughout the year where parents can showcase their expertise. We encourage all our parents/guardians to get in touch with your class teacher. We are more than happy to host you as you exhibit your skills or talents.

10. Damage to Property

- i. Students are expected to respect school property. School property damaged by students accidentally or deliberately will be repaired or replaced as needed by the school and the invoice forwarded to the parent/guardian. It will be the responsibility of the parents / guardians to reimburse the school. No student shall be permitted to return until payment is received within 72 hours of the issued invoice.

11. Visitors

- i. Anyone coming onto school property without a security decal sticker needs to report to the office. Anyone other than the legal guardian or parent / guardian of a student must be preapproved in writing (emails are accepted) by the parent/ legal guardian of the respective student to be collected by said

individual. The email/ letter must include the person's full legal name and description of vehicle including the registration number. We may call to follow up, and we may ask the person collecting to provide the password. All cars in the parking lot are required to please turn off your engine, this includes electric cars.

- ii. All visitors attending school events are asked to adhere to the school's policies on parking ; please turn off the engine, please note that we are non-smoking school, this includes E-cigarettes, are asked to please wear sensible footwear, please do not bring glass containers or water bottles on to the property.

12. Attire of Adults and Visitors

- i. All persons coming on to school property or accompanying the school tours are asked to remember that we are a school and a place of business with young and impressionable students. Parents, Guardians and visitors are requested to dress appropriately.
 - a) No visible undergarments/ swimwear.
 - b) No suggestive clothing.
 - c) No crop tops.
 - d) No short shorts. Length should be at or below fingertips when arms are extended down the leg.
 - e) No excessively short skirts.
 - f) No bare backs.
 - g) No bare feet.
 - h) No flip flops.
 - i) No see through clothing.
 - j) No clothing with profanity or offensive slogans.
 - k) No clothing items with illegal drugs or paraphernalia may be worn on property.

13. Admission

- i. We recommend that prospective parents/ guardians take the opportunity to take a tour of the school and observe a classroom before enrolling their child / ward. Appointments for tours or observations can be made through the main office.
- ii. **Application**
If at all possible, parents / guardians are encouraged to speak with the Principal or Vice Principal and tour the classroom before submitting an application. All applications will be processed upon receipt of a completed application form. The application is valid for three years from the application date or until the child is no longer eligible for enrolment. If an offer for enrolment is declined for any reason, the application will be withdrawn. Please remember to notify the school if you change your address or phone number. Note! Applications cannot be processed until all of the relevant paperwork and fees have been received.
- iii. **Waiting List**
In the event there are no openings available in the programme selected, your application will be placed on a waiting list. You will be contacted as soon as space becomes available and will then have two weeks in which to enrol your child by signing a contract and paying the requisite fees in full.

iv. **Provisional Acceptance**

All children enrolled who are accepted into the programme with the understanding that if the teacher feels the programme cannot meet the child's needs, the staff and parents / guardians will explore alternatives together.

v. **Enrolment Agreement**

A child is officially enrolled in the programme when the school has received the signed enrolment agreement, all relevant documents and fees, and the acceptance letter has been issued. Enrolment in all programmes is binding. Parents / guardians are responsible for tuition each term of the academic year.

14. Classroom Ages

- i. **Montessori Class:** 3 years on or before August 31st to 6+ years
- ii. **Infants B:** 6 years on or before August 31st to 7+ years
- iii. **J1:** 7 years on or before August 31st to 8+ years
- iv. **J2:** 8 years on or before August 31st to 9+ years
- v. **J3 :** 9 years on or before August 31st to 10 + years
- vi. **J4:** 10 years on or before August 31st to 11+ years

15. Classroom Sizes

- i. **Montessori Class:** 40 students with 2 Montessori trained teachers + 3 assistants
- ii. **Infants B:** 20 students with 1 teacher
- iii. **J1:** 20 students with 1 teacher
- iv. **J2:** 20 students with 1 teacher
- v. **J3 :** 20 students with 1 teacher

J4: 20 students with 1 teacher

16. Discipline Policies

I. Discipline Actions

Corporal punishment, withholding or using food, rest, or sleep as a consequence is prohibited. Any teacher or staff member only, may administer discipline in the school setting and or on school grounds. When any student at St. Luke's Academy finds it difficult to meet the school's expectation of positive conduct, every effort will be made to bring the student, family, and staff together to achieve a solution. Parents are asked to conduct their personal business at home and to not discipline students verbally or physically while on school grounds or at school events. It is strictly prohibited to cause a disturbance, use profanity or to physically discipline a student, to have display or use any instrument for corporal punishment on school property or at events. We reserve the right to search students' personal belongings at any time with probable cause.

ii. Montessori Students

"Freedom within limits" is the core of the philosophy regarding discipline in a Montessori environment. Montessori children 3-6years enjoy freedom of movement and choice; however, their freedom always exists

within carefully defined limits on the range of their behaviour. In the event that the student in question continues to defy then the consequence of “**Time Out**” will be enforced. If a student is endangering his or her safety or the safety of another person, an adult will intervene immediately and remove the child from the situation. Once the child/children are safe, the teacher can assess the situation and choose appropriate discipline measures. If the child’s body is out of control and he or she is unable to respond to redirection, discussion, or consequences the teacher may choose to have the child sit quietly in a calm part of the classroom to regain self-control.

iii.Primary Students

We do not, at any time, engage in administering corporal punishment. For our primary students we apply a demerit system. Inappropriate behaviour or breaking school policies will result in the following steps being taken:

LEVEL 1: One demerit will result in a verbal warning.

LEVEL 2: Two demerits will result in a time out period in which the student, depending on class level, will be issued an academic assignment to be completed during the detention period.

LEVEL 3: Students who acquire 3 consecutive demerits and or disciplined for 3 reported incidents or infractions will be placed on Disciplinary Probation and issued the behavioural booklet. The probationary period (from 2 weeks to a full term) will be issued as a warning to both students and parents / guardians. The book will accompany the student to every class where each teacher will review the student’s behaviour during each lesson. After two weeks, if there is no noticeable improvement within the student’s behaviour and or more severe infractions or breaking of school policies incur, the student will be suspended for a period of time or the contract of enrolment terminated at the discretion of the school.

LEVEL 4: Students will be IMMEDIATELY SUSPENDED for the following:

- Use of profanity, vulgarity or inappropriate actions, conversations or behaviour amongst or towards members of the staff or other students.
- Any student caught with a cellular phone in their possession will be immediately suspended.
- Physical altercations or act causing harm or injury to another person

LEVEL 5: SEVERE CLAUSE The following behaviour will result in IMMEDIATE EXPULSION:

- Engaging in violent or threatening behaviour. possession of firearms, fireworks, knives, weapons
- Possession of ANY illegal substances
- Use of derogatory racial slurs
- Failure to improve behaviour while on disciplinary probation

17. Rules of the Classroom

- i. One thing at a time
- ii. Non disturbance
- iii. Respect for yourself, others and the environment
- iv. Put things back where and how you found them

18. The Process of Learning

- i. We follow the Montessori Method exclusively up to 6 years.
- ii. Montessori materials teach through hands on learning, spontaneous engagement, active involvement, and self-directed activity. Montessori materials have a control of error in their design. This allows children to work independently, unafraid to make mistakes and to become comfortable with the fact errors are essential to the process of learning. While making independent choices and exploring concepts largely on their own, Montessori students construct their own sense of individual identity. They become independent and confident individuals.
- iii. The child is intrinsically motivated to learn. In a Montessori classroom children don't work for grades or external rewards, nor do they complete assignments given to them by their teachers. Children learn because they are interested in things and in gaining an understanding of the world around them.
- iv. **In the Montessori classroom there are three stages of learning a new concept or lesson:**
 - a) **Introduction to a concept.** This usually occurs by means of exploration within the classroom, observing another child at work, a conversation, reading something in a book, etc.
 - b) **Processing the concept.** The child develops an understanding of the concept through working with materials that illustrate the ideas, provide opportunity for exploration and experimentation, and provide opportunity for repetition of an activity.
 - c) **Mastering the concept.** The child is confidently able to explain the concept and teach the concept to another person.
- v. Students 6 years to 11 years primarily follow the attainment targets and curriculum as set by the Ministry of Education but are also introduced to aspects of the Montessori Elementary Curriculum in order to compliment what is set by the MOE.

19. Homework

- vi. We offer non-parent-oriented homework school. At St. Luke's Academy we take full responsibility and pride in educating our students. All work done at home are not parent-driven activities and students should be able to complete independently. Students will be expected to read their library or school assigned book / novel every afternoon for an allocated amount of time, or a specific assigned number of chapters/pages, review their daily work and or practice their musical instrument. This will be used for book reports, which will be written in school and then read to the class for discussion and or debate. They are also encouraged to review daily notes and prepare for quizzes as well as spelling words.

20. Evaluating Students Progress

- i. **Infant Department:** The Montessori curriculum is carefully structured and sequenced based on the developmental needs of each individual child. Teachers maintain careful records of each student's individual progress. Portfolios of work are kept for older children. Children are not compared against arbitrary standards or the performance of their classmates. Parent / guardians teacher conferences are held during the year to discuss student progress. Additional observations are scheduled each term, but any additional conferences can be coordinated at a parent / guardian or teacher's request. If requested, written summaries of conferences can be provided.
- ii. **Primary Department:** Students have weekly quizzes, mid-term and end of term exams and reports which will be issued.

- iii. Anyone found cheating on any quizzes and or exams will receive an automatic failing grade and it will be noted in the report comments. In the event a student is found cheating during the exam, the student will not be able to continue the exam and the test confiscated.

21. Promotion

- i. In addition to the academic report and assessment, students' maturity and behaviour will also be taken into consideration with regards to them staying on at St Luke's Academy and or being promoted to the following class. All students are required to have a minimum of **85% attendance** any given academic year to be eligible for promotion, taking into consideration extenuating circumstances. Please note students arriving after 8:45 a.m. are marked absent for the morning session. We reserve the right to refuse a student's promotion to the next academic class due to unsatisfactory academic or behavioural reports or in the event they do not attend a minimum attendance during a school year. We may promote a student prematurely if they are assessed and by our findings are ready to go up and work ahead of their age-designated class.

22. Classroom Communication

- i. Communication between the parents / guardians, office and teacher is essential to the safety and the best care of the student. Often the morning arrival time and afternoon dismissal time are quite busy for the teacher. Teachers' primary focus is on the safety of the students so they may not be able to hold a lengthy conversation at these times.
- ii. **Montessori:** For the 3-6 year old students there are weekly emails sent. Emails or notes may be sent to the teachers, forms, and tuition payments (cheques only) may be dropped off at the office. A bulletin board with general information is also posted nearby. Please arrange meetings in advance. Emergency phone calls should be made at any time to the office. Email for the head class teacher is montessori@stlukes.academy
- iii. **Primary School:** For our students 6-11 years Quiz Books will be sent home weekly with any incidents or notes addressed by the teacher. All class teachers have their own individual email address and parents are encouraged to use these. Parents are asked to sign quiz books and homework books daily. Email for head class teachers are as follows infantsb@stlukes.academy, J1@stlukes.academy, J2@stlukes.academy, J3@stlukes.academy and J4@stlukes.academy

23. Admin Communication

Our school information, policies, dates, events can be found online on either our calendar or the forecast www.stlukesacademy.com

Office- for general queries or notices office@stlukes.academy

Admissions – admissions@stlukes.academy

Accounts- for school fees queries, payments etc. accounts@stlukes.academy

Principal – principal.drhinds@stlukes.academy

Administration – regarding policies and operations angelique@stlukes.academy

24. Enrolment Forms & Files

- i. The Ministry of Education, Childcare Board and the Ministry of Health in conjunction with the “In Loco Parentis” laws of Barbados and the school’s Board of Directors require that the following information be kept on file for each child enrolled in the program:
 - a) Application
 - b) Enrolment contract
 - c) Registration form
 - d) Medical report/immunization documentation / screening test
 - e) Emergency medical treatment & transportation release consent form
 - f) List of authorized persons permitted to pick child up from school with password
 - g) Medicine administration form
 - h) Photography permission and release form
 - i) Swimming permission form

It is solely the responsibility of the parents / guardians to notify the school when there is any change to the information provided on these forms

25. Student Screening

- i. We carry out in-house screening at the beginning of every school year to observe all students. Should a student be flagged we will then reach out to the respective parents and present our policy for students with challenges.

26. Remedial Students

- i. Any prospective student flagged with any delays or challenges before starting with us, must provide all assessments, reports, findings, a letter from all therapists as well as the medical form filled in by a practicing and licensed doctor. Once a student has been assessed; on a case by case scenario, should the school feel that the student in question requires a case specific assistant, the student may only attend if the parents / guardians agree to provide and finance the assistant, as well as all assessments, personalised schedules and therapies. Should a student participate in any additional therapies hosted at the school they will be invoiced accordingly of all costs incurred. There is a more detailed document available at the office.

27. Special Education

- i. All pre-existing assessments, reports for students flagged with any and challenges or delays must be declared with the application form before the application fee is paid to the school.
- ii. For cases where students are flagged after enrolment and the school requests that a student has an assessment and or a one on one aide; the student may only attend if the parents / guardians agree to comply and provide and finance the said assistant, as well as all assessments and therapy sessions for their respective child. It is the Board of management’s right to implement measures to maintain the cohesive and holistic running of the classroom and provide our students with an optimal experience.

iii. Our Team

We have a Speech and Language Specialist and an ABA Therapist who carry out observations at school during school hours (free of cost). Should a student be flagged, and or require further assessment, the parents / guardians shall be duly informed and once on board the specialist will return and carry out a formal assessment to develop a programme for the individual student. This formal assessment incurs a cost, in

addition to any visits required by any and all additional therapists. All sessions shall be carried out on school property during the school day.

iv. **Additional Assistant for an Individual Student**

St. Luke's Academy reserves the right to request at any time throughout the academic year, that a child having extraordinary challenges or exhibiting behaviour which we deem to be detrimental to themselves, other students or to the wellbeing and harmony of the classroom as a whole, be assigned an aide in order to continue with us. The details and or specific qualifications required of the aide will vary with the needs of the student in question. All salaries inclusive of retainer, relevant taxes for the assistant and any specialists shall be the sole responsibility of the parents / guardians. The aide is for their respective child exclusively.

- v. Any student requiring a full time one on one aide shall be given a 50% reduction in school fees to help offset the additional costs. However, should the aide be absent the student in question may not attend school, and vice versa, should the student be ill or absent there will be no need for the aide to come in.
- vi. NB: Should the school request that an aide be assigned to a student, and it is our opinion that the student cannot function without an aide in the classroom without being disruptive, the student may be asked to be removed from the classroom and may not attend classes until an aide is appointed. The school is not terminating enrolment. The student in question may return at any time should a suitable aide be appointed and or a programme is in place. We will gladly assist any parent/ guardian who requests help with finding an appropriate aide. Parents / guardians who do not wish to comply with the measures implemented by the school and or finance the aide and chose to remove their child do so at their own discretion and shall forfeit any remaining school fees for the respective term and forfeit the Caution Fee. Any damages or harm caused by the aide appointed by the parents / guardians whether to the school property, students or themselves during school hours will be the sole responsibility of the parents / guardians who have employed the said assistant.

28. Student Visas

- i. All non-national students enrolled at St. Luke's Academy must have an annual International Student Visa. Please contact the office for more information. Students whose parents / guardians are diplomats are also required by law and by St. Luke's Academy to have this visa; however, unless there are exemptions in which case the student's passport is stamped accordingly by immigration. We require to have a copy of this stamp of visa exemption. Students who are on island with parents on the "Welcome Stamp" are exempted from needing a student visa.

29. Privacy Policy

- i. **Child Privacy:** The staff of St. Luke's Academy respects the privacy of each family that is enrolled in our programme and will keep personal and private information secure. The school will not give out email addresses, phone numbers, birthdays, or addresses of families that have elected to remain out of the directory. Class lists will be sent home to each family.
- ii. **Staff Privacy:** The school also respects the privacy of the entire staff. The office will not give out home phone numbers, teacher's personal mobile numbers or addresses. Teachers may elect to give out e-mail and personal phone numbers; however, they are not required to do so. During the school day the

staff will be given messages when you call. If it is an emergency, please notify the office the phone and the teacher will be called to the office immediately.

30. Tuition Policy

- i. Tuition may be paid annually, semi-annually or monthly in accordance with the following payment schedule:
 - a) The Caution Fee of \$2,000BDS must be received before a student begins.
 - b) Application Fee
 - c) Screening & Assessment Fee
 - d) Tuition with Amenities Fee, Enrichment Classes and Swimming fee (primary students only have swimming) included.

31. Caution Fee

- i. There is a “Caution Fee” of two thousand Barbados Dollars (\$2,000.00BDS) for all new students enrolled at St. Luke’s Academy. This is to be paid in full before a student may start. This will be held by the school and be applied in the last term of enrolment. Within the withdrawal policy there is to be 4 months’ notice required prior to withdrawal or failure to do so shall result in the forfeit of this fee. If the fee is applied to the last term and there is any difference the school shall refund accordingly, or parents/guardians invoiced accordingly. In the event the fee is being applied due to insufficient notice, the entire \$2,000.00BDS shall be forfeited. Additionally, should written notice be received after the start of any term informing the school that any student shall not be returning the following term, this too, is considered as a breach of contract, resulting in the loss of the caution fee. In the event the Caution Fee is applied, and the student or students in question return to St. Luke’s Academy, they will be required to go through the enrolment process in its entirety. This is waived for students on the “Welcome Stamp” who are attending for 3 terms or less.

32. Re-enrolment Forms

- i. Re-enrolment forms are issued at the end of the first term and should be returned by the deadline stated on the form. Once the cut-off date has passed, we will then review the re-enrolment forms for the following academic year. An email will be sent acknowledging the date that the said form was returned to school and confirming placement or withdrawal for the following year. We always give preference to students currently enrolled for re-enrolment. This form is a formality used to assist the school in ascertaining our numbers for the upcoming year and to help families not to lose their caution fee where possible. Students are required to provide a Doctor’s note at the beginning of every school year in September stating they are clear to return to school, lice and nit free and the status of their immunizations. These may not be issued more than 10 days prior to start date.

33. Withdrawal

- i. Should a family initiate withdrawal of a student, whether before or after returning the re-enrolment form a minimum of 4 months advance written notice must be given to the school in order to not incur any additional fees in lieu of notice or they will forfeit the Caution Fee. In the event that the school receives notice at the start in any term that a student or students shall not be returning for the following term, this does not qualify as 4 months’ notice and the “Caution Fee” shall be applied and forfeited accordingly.

- ii. At all levels, families are financially obligated and expected to pay tuition for the full ten/ eleven month school year. If extenuating circumstances occur that require a family to break the tuition contract with the school, the administration will do it's best to fill the space and relieve further tuition obligation, but we cannot guarantee this. It is very difficult for the school to fill an elementary space "mid-year". As such the family will owe one term's tuition in lieu as aforementioned or the Caution Fee shall be applied.
- iii. If both the parents / guardians and the school's administration decide that the St Luke's Academy's programme is not appropriate for an enrolled child, the child may be withdrawn, and the parents / guardians relieved of any further financial responsibility. If the decision to terminate the contract is that of the school, the family will be relieved of any further financial obligation. Any tuition for the remaining term or the pre-paid Caution Fee for the upcoming term will be reimbursed. The Head of School has the final decision and reserves the right to terminate any contract should it be deemed necessary for the smooth running of the school.
- iv. With regards to children not returning in September for the following academic year, we require notice by January 10th of the same year, which would be 5 months' notice. We send home reenrolment forms at the end of Term 1. These are for the following full academic year.

34. Tuition Credit

- i. There is no credit given for absences (such as but not limited to illness, bereavement, travel or vacations). There are no tuition credits for school closings.

35. Tuition Payment

- i. Tuition is due one term in advance. Parents / guardians are to make payments to the office in full by the due date or make payment arrangements in writing.
- ii. We accept local cheques made out to St. Luke's Montessori Ltd., direct payment to our local bank account, we are a vendor listed on the CIBC FCIB online banking platform, money transfers and or debit or credit card transactions can be accommodated in the office. All payment schedules should be finalised with the office in writing and any changes to payment scheduled with the office in a timely manner
- iii. **There are 3 payment schedule options:**
 - a) **Annual Tuition:** due upon signing of contract or by September 1st for newly enrolled students. For currently enrolled students this will be due July 1st . This is a one-time payment covering three term's tuition. There is a 10% discount off of the annual tuition fee only.
 - b) **Termly tuition:** Term 1 starting in September is to be received on or before May 20th. Term 2 starting in January is due September 7th and Term 3 starting in April is due by January 20th.
 - c) **Monthly tuition** we require 2 monthly payments paid up front before the instalments can begin. From there on instalments will be due the 1st day of each month, this may be paid 12 months a year or termly over 4 months or 3 months depending on the pro-rated amount due to the length of each term.

Noting the tuition is received one full term in advance. There is a 5% interest fee for all monthly payments.

- ❖ There is a late fee of \$200.00BDS for tuition received after the deadline as stated on the invoice. After the first 30 days there will be 5% interest applied to each additional invoice. Additionally, in the event a student's fees are delinquent over 30 days, we reserve the right to refuse the student until they are financial and or terminate the enrolment contract at our discretion.

iv. **Caution fee Payment options**

- a) Full payment up front in one instalment at the time of admission.
- b) Monthly instalments to be paid in full by the end of the second term of attendance. The \$2,000BBD pro-rated over the number of months.

36. Returned Cheques

- i. A \$50.00 fee will be charged for all returned cheques.
- ii. When cheques are received, we will issue an emailed receipt only when the cheque clears. If the receipt is not received within 2 days of the money being deducted for tuition, please contact the office. After 2 returned cheques we will only accept direct debit or credit card payments.

37. Uniforms

- i. All students are required to wear our school-issued uniforms. Alterations to the style or functionality of any part of the school uniform or PE uniform is not permitted. The relevant forms are available in the office with the requirements per class.
 - a) **Tops:** The unisex polo uniform shirt is not required to be tucked into the scooter, long pants or shorts. Students must have a green shirt for outings and official events. Any other colour may be worn on regular school days.
 - b) **Footwear:** White ankle socks (or socks folded down to the ankle) with black soft-soled sneakers (boys and girls) or matte black soft soled flats, such as Mary Janes for the girls or laced up shoes for both boys and girls may be worn.
 - c) **Bottoms:** khaki shorts, long pants or scooters only may be worn.
- d) **PE Uniforms** All students are required to wear the school-issued PE uniform in the allocated house colour and are permitted to wear running shoes and ankle socks of any colour. On the days of PE classes students are to come to school in their PE uniform. The shirt does not have to be tucked into the shorts.
- e) **Watches:** a functional wrist watch may be worn. No other wrist adornments are permitted. Nail polish is not permitted. Nails should be short and well kept.
- f) **Earrings:** Small studs or sleepers without adornment may be worn
- g) **Hair:** hair passed shoulder length should be pulled back and tied neatly. No hair extensions. Colours for hair ties may be black, white, brown or matching the school shirt colour being worn. Simple elastic or plastic hair bands such as Bandos may be worn in the same colours mentioned before. These may not

have on any adornments. Tams and hair socks are optional, but not a requirement. Hair can be pulled back in one.

38. Students Wearing Their Own Clothes

- i. NO offensive slogans on clothes. NO low riding pants. Shirt should be able to cover the entire back when students sit or stomach when arms are stretched above the head. Wear school issued PE uniform and sneakers for co-curricular activities! No distressed clothing
- ii. **Boys:**
 - a) Shirts must be worn at all times.
 - b) Shirts should have sleeves.
 - c) Shirts that have buttons must be buttoned up normally.
- iii. **Girls:**
 - a) No short shorts. Shorts can be checked by holding your arms straight down by your side, the length should come to the end of the fingertips or below.
 - b) No short skirts: Your hemline must be at the knee. Also, skirts that are so tight that they ride up constantly, thereby becoming too short and needing constant attention to be decent, are not good for the classroom.
 - c) For students at the Primary department: cropped leggings, footed leggings, or regular leggings need to be worn under any skirt that is above the knee.
 - d) No bare midriffs, bare backs, sheer clothing, visible undergarments or low necklines. Spaghetti straps, camisoles or tube tops are not allowed.
 - e) Leggings are not acceptable as pants unless they have a long skirt over them. The wearing of "skinny jeans" (that fit like pants), is fine, but leggings (that fit like stockings) as if they are pants is not acceptable.
 - f) If your clothes are questionable, do not wear them. Offenders will be given something alternative to wear.

39. Food

- i. We have 2 scheduled breaks, one for snack and one for lunch. Young bodies need nutritious food to stay focused and on track. We ask that parents / guardians do not send in carbonated drinks, sports drinks, chocolate, candy, large marshmallows, sugar/ salt loaded items or red, orange or yellow dyed snacks. We are staying away from "junk food". We do not currently have a canteen or meal service provided at school and all students are responsible for their own lunch boxes with the food and drinks required for the school day and any after care activities

40. Cooking At School

- i. We have cooking activities as part of our curriculum. Items prepared may be consumed by students at school. We will follow the information on the application form regarding food allergies / sensitivities. However, should there be any student whose parents / guardians prefer they do not partake in any food items prepared on school grounds, please fill in the respective form which is available at the office. This omission form will extend to include cooking demonstrations, school functions,

promotional items, and or treats or food items brought to school by students for Birthdays or other celebrations.

41. Nuts

- i. We are a nut free school. Please do not send any food or drink items with nuts or by-products of nuts. Seeds and grains are welcome.

42. Health

- i. All students are encouraged to be immunised and provide the respective medical log of the immunisations proving the student in question is up to date prior to starting. Students are required to provide a Doctor's note at the beginning of every school year in September stating they are clear to return to school, lice and nit free and the status of their immunizations is up to date. These may not be issued more than 10 days prior to start date.
- ii. Students who are absent from school for a period of three days or more for illnesses will only be permitted to return to school with medical clearance (i.e., a doctor's certificate). Any symptoms of the conditions listed below will be sent home immediately.
 - a) Gastroenteritis (vomiting and/or runny stool)
 - b) Ear, nose, or throat infections with fever
 - c) Conjunctivitis (red eye, pink eye)
 - d) Ring worm
 - e) Impetigo
 - f) Chicken Pox
 - g) Mumps
 - h) Measles
 - i) Lice
 - j) Coxsackie (hand foot and mouth)
 - k) As well as any other disease or ailment designated by the Ministry of Education and or the Ministry of Health requiring absence from school.
- iii. If a student falls ill or suffers injury during school hours, the parents/guardians or the emergency contact will be informed immediately. Depending on the severity of the illness or injury, and if permission has been granted on the registration forms, the school will seek immediate medical attention.
- iv. Students who must be issued prescribed medication for ailments, other than inhalers or EpiPens during school hours, must remain home for the duration of the illness. Staff members are NOT permitted to issue medication to a student on the school premises unless it is accompanied by a prescription and pre-packaged in the correct dosage, accompanied by the relevant release form indicating the times it is to be administered. This form is available from the office.
- v. We reserve the right to request any student we deem unfit to attend school to be collected immediately. Whether they be ill, unable to participate in classes or a suspected to be a potential risk to students and faculty alike. We also reserve the right to request a Doctor's certificate of clearance for any student of concern to be permitted to return to school.
- vi. In light of Covid Protocols, a student exhibiting any symptoms associated with the COVID-19 virus will be asked to produce a Doctor's note clearing them to return. These are listed on our website when filling in the absence form.
 - a) Fever or chills
 - b) Cough

- c) Shortness of breath or difficulty breathing
- d) Fatigue
- e) Muscle or body aches
- f) Headache
- g) New loss of taste or smell

- h) Sore throat
- i) Congestion or runny nose
- j) Nausea or vomiting
- k) Diarrhea

43. Illness Exclusion Policy

Students may not attend school if:	Students may only attend school when:
Temp of 100.4° F oral, 101°F rectal, or 99° F auxiliary	Free of fever for 24 hours
Temp of 100.4° F oral, 101°F rectal, or 99° F auxiliary Plus one of the following: <ul style="list-style-type: none"> • Severe cold with yellow-green nasal discharge • Cough • Sore throat • Sneezing • Swollen glands • Skin rash 	Free of fever for 24 hours and note from clinic or physician stating student is not communicable
Conjunctivitis (pink eye) bacterial and/or viral	All discharge has ceased and note from clinic or physician stating student is not communicable
Head lice & knits	After treatment and 100% free of lice and nits
Ringworm of body	After treatment and lesions are covered
Ringworm of head	After treatment, lesions are covered, and note from clinic or physician stating student is not communicable
Skin lesions, impetigo, and scabies	Skin sores are healed or note from clinic or physician stating student is not communicable
Diarrhea (2+ loose watery stools /day)	Diarrhea free for 24 hours with medication
Vomiting	Free of upset stomach and vomiting for 24 hours
Fainting or seizures or general signs of a communicable disease to which the student has been exposed	Free of symptoms or note from clinic or physician stating student is not communicable

44. Medication Policy

- i. Medication outside of emergency medication which has to be administered on a regular regime may not be administered without a doctor's prescription and must be pre-parcelled in the correct doses and accompanied written permission and the medication administration form being filled in by a parent or guardian will not be administered by St. Luke's Academy.
- ii. All medication must be in the original container, dated, with the student's full name.
- iii. All medication must be personally delivered by a parent/ guardian to the school office and MAY NOT be brought by a student in a lunch box or backpack.
- iv. The school cannot administer non-prescribed medications such as vitamins, cough drops, eye drops and other over-the-counter items.
- v. When possible, medication should be administered at home, by a parent or guardian.
- vi. Members of staff are not responsible for overseeing and ensuring that students receive medication and accept no liability regarding said medication should the dose be incorrect or administered incorrectly.
- vii. For students requiring topical medicine to be applied to the genitals, which cannot be self-administered by the student, this should be done by parents. Parents/guardians may come to school to reapply as needed.

45. Medical Apparatus

- i. Any student requiring to have a medical device or apparatus of any kind to be used at school during the school day or attached to their person must provide the following information from their regular attending Pediatrician / Physician:
 - a) **Diagnosis:** Outlining the student's condition, clarifying the reason for needing the device at school.
 - b) **The prescription:** Clarifying how and when the student is to use the device.
 - c) **Analysing/ interpreting the results:** Delineating what the parameters are for the readings clearly indicating what would be considered a high or low reading or a reading of concern
 - d) **Course of Action:** Instruction as to the course of action needed. Stating whether the student will be required to be collected or in the event medical attention may be sought if needed.
 - e) **Additional Information:** Please have the doctor share any other guidelines or pertinent information as they deem relevant.

46. Immunisation Schedule

- i. 2 months 1st DPT and Oral/IM Polio, HIB, Hep B & Pneumococcus
- ii. 4 months 2nd DPT and Oral/IM Polio, HIB, Hep B & Pneumococcus
- iii. 6 months 3rd DPT and Oral/IM Polio, HIB, Hep B & Pneumococcus
- iv. 12 months 1st Measles, Mumps, Rubella
- v. 18 months 1st Booster DPT & Oral/IM Polio
- vi. 3-5 years 2nd Measles, Mumps, Rubella,
- vii. 4 1/2 years 2nd Booster DPT & Oral/IM Polio
- viii. 5 years B.C.G (usually given at school)
- ix. 11 years 3rd booster DT & Oral/IM Polio

47. Drop Off Time

- i. Drop off for all students is between **7:00am – 7:55am**. All classes start at 8 a.m. sharp. We cannot accept liability or monitor students dropped before 7:00 am. Please do not bring students to school before 7:00 am without clearance to do so.

48. Collection Times

- i. Montessori Student 3-6 years : 2:30 p.m. to 4:00 p.m.
- ii. Primary Students 7-11 years : 3:00 p.m. to 4:00 p.m.
Any Parent / guardian dropping off after **8:03 a.m.** and collecting outside of the designated pick up times will be asked to sign them in late or report to the office to sign them out early. We cannot accommodate students collected often or with scheduled irregular collection times unless it is for medical or remedial purposes.

49. Drop off & Collection

- i. Parents / guardians are asked to fill out a form authorising who is permitted to pick up a student from school and/or act on their behalf in case of an emergency noting the security password for each student. Students will only be released to people on this list. Parents / guardians should check and update this form regularly. The parent, guardian or person dropping off after 8:03 am must sign in on arrival, indicating date and time of arrival, and noting any significant information the caregiver may need to know for the day. On irregular or late departure, the parent, guardian or person picking the student up must sign out and record the time of departure.
- ii. Students are expected to arrive at school on time. Late arrivals are disruptive to the classroom and make it difficult for the student arriving late to transition into the school day. Parents / guardians should call in the morning to notify the school whenever a student will be out for the day, coming in after 8:15am, and/or leaving school ahead of the stipulated time. Longer-term absences should also be reported to the office as soon as possible.
- iii. Students are expected to be picked up from school on time. Late pick-ups are disruptive to our afternoon programmes, often create anxiety for the student who is picked up late and can create unsafe student/teacher ratios. There is a \$30 late fee on the 3rd offence onwards in any term.
- iv. There is NO parking at any time in front of the main school gate. Those parents / guardians who wish to park are asked to do so in the vacant spots in our car park only between 2:55pm -3:20pm and 4:05pm – 4:15pm. Otherwise, please take advantage of the pick-up/drop-off system we have designed to ease traffic and make the drop off experience simpler. The drop off loop is operational 7: 00am - 7:55am. Parents are asked to join the queue of vehicles arriving at the front gate, keeping to the left until you pull up to the drop off point where our teachers will assist students out of the car and escort them to their respective classes. Any parent needing to open their door and or to leave their driving seat are asked to park and walk in or collect the student and walk to the car. No one should leave their car while in the loop. We appreciate your cooperation and consideration in this matter.
- v. Unless parents / guardians have an appointment in the office please leave the school grounds promptly after safely dropping off students. We ask that no personal business be conducted on campus.
- vi. Please do not reverse in the loop at any time or into a car parking space. The loop is one way.
- vii. Please park facing the school buildings

- viii. Please switch off ignition, even in electric cars for health and safety.
- ix. Please do not come to school outside of the pick-up times. We are striving to keep the numbers on persons on property as low as possible at all times.
- x. Adults please do not disembark from vehicles unless to escort a Montessori student.

50. Emergency Closure Policy

- i. Keeping students safe in our care is our top priority. However, there may be times when we may need to contact parents / guardians to collect students during the school day. Should a student become ill or if there are unforeseen weather circumstances or water outages for example or schools are instructed to close.
- ii. In the event there is a school closure during the school day, a notice will be circulated to parents via email and the school WhatsApp broadcast group. In certain circumstances there may be as little as 30 minutes up to a regular close of classes at 3 p.m. to have all students off property. In the event we cannot reach parents, guardians we will contact the listed emergency contact or to the persons approved to collect students.
- iii. In the event of fire, tsunami or similar warnings we will move students to a safe location to be disclosed as the need arises.
- iv. We will be as accommodating as possible and request all persons who cannot reach the school in the allocated collection time to please contact the school as soon as possible with a realistic arrival time or to notify the office in the event there is someone who is not listed on the collection form who will be picking up a student. These persons will be required to have the password for the student.
- v. In some cases, and in the interest of student and faculty safety, with written authorisation such as an email, there may be the possibility for a member of staff to drop students home or meet parents or a contact person at a certain location. Again, the password will be required to release the student if it is not with a parent/guardian. In extreme cases and in the event, we have no communication or cannot access parents, guardians, approved persons to collect students or the listed emergency contact and we must vacate the premises we will take students with us to ensure their safety and coordinate with parents a collection point and time.
- vi. *Please make sure that your contact information is current. A colour coded form will be sent home at the beginning of each year to ensure all the information is updated and current and signatures are applied.*
- vii. We are also sensitive to family emergencies that might require a student to be collected early from school. Please call the office directly:
- viii. In the event of an accident or family emergency
- ix. For changes in persons picking up a student we cannot release them without express permission and the password.

51. Late Collection and Fee

- i. There is a late fee of **\$30 for students collected after 4:05pm. This is applied on the 3rd offence and thereafter in any given term.** However, the fee is applied for the first-time offence in the event a student is collected after 4:20pm. Should this be a repeated offence from the 5th late collection per term, the late fee may be increased at the school's discretion. Parents / guardians are asked to leave promptly once students are collected and safely in their car/ car seats. We are asking parents to not congregate on school grounds.

52. Punctuality Log Book

- i. When filling in the log book for a student who is dropped late or collected early or collected after 4:05pm parents / guardians are asked to fill in the book completely and accurately . Any discrepancies could result in immediate termination of contract.

53. Attendance

- i. Once classes are in session, students are expected to attend school. Any and all lateness, absenteeism and early collections must be recorded. Parents/ guardians are required to sign in a student if there are late or is leaving ahead of their usual time for pick up. A letter of excuse stating the student's name, class, time away from school and the reason for the student's absence must be sent to the school any time a student fails to attend school. Should a student miss three (3) or more days due to illness we require that a doctor's note should accompany the student when he/she returns to school, in order for him/her to be readmitted.
- ii. Should a parent / guardian be planning an extended period of travel or there are circumstances where a student will miss more than 3 consecutive days and it is known in advance, a letter requesting permission to take the student out of school must be sent prior to leaving, or a doctor's certificate clearing them to return if the absence is due to illness. These are copied and sent in to the Ministry of Education along with our attendance report every other week.

54. After Care

- i. School finishes at 2:30pm or 3:00pm and all teachers will be on property until 3:10pm
- ii. After care teachers will be on site until 4:00pm
- iii. Our office closes at 4:15pm.
- iv. We have complimentary after care and sports oriented activities and free play for all students to 4pm
- v. We have additional afterschool activities daily from 3-4pm with a further cost determined by the relevant instructors. If there is no official uniform for a specific activity, students are to wear their school or PE uniform.
- vi. Each pupil is also encouraged to pursue extra-curricular activities whether at school or elsewhere. However, St. Luke's Academy provide a variety of extra-curricular activities- all of which are available on the School premises. Please see office for the full list.
- vii. If any parents / guardians are interested in teaching an afterschool activity, please let us know.
- viii. Unfortunately, we cannot accommodate adults observing after school activities. In addition, please do not arrive more than 5- 10 minutes before the collection time. Anyone arriving before students are dismissed are asked to remain in your respective vehicle until the student is dismissed.

55. Swimming Classes

- i. Provisions have been made for swimming classes for our Primary Students at a nearby saltwater pool in St. Lucy. The fee for use of the pool, swimming instructors and transportation to and from the pool is included in the school fees. The swimming classes have been timetabled and student participation is required. Students may only miss a class with a note, but if more than two (2) classes are missed a doctor's letter will be required. Requests for total exclusion must be accompanied by a supporting doctor's letter. Should it be the decision of a parent/guardian for a student to miss swimming for an entire term, they will still be required to pay the fee in full.

- ii. There are two (2) waivers which must be completed in order to participate in swimming classes- one issued by the school and one from the pool. On swimming days, students who are swimming must wear their P.E uniforms and change into appropriate swimwear before heading out to their class. Students are also required to have flip-flops, swim caps, a towel, but goggles are optional.

56. Physical Education Classes

- i. Physical Education classes have also been scheduled on the timetable for all students and they too are not optional. There is a school issued PE uniform which is to be worn on days when students have PE. PE shirts do not have to be tucked in, sneakers of any colour may be use, no high-top sneakers, and students may wear ankle socks of any colour.
- ii. Students are required to have a minimum of 70% participation in both Swimming and PE Classes to be eligible to be graded. Failure to participate without a supporting doctor's certificate will result in an "F" grade being awarded. In the event the student is excused by a doctor, they will be marked as absent and their overall averages will not include the respective excused class. In the event the exclusion is during the term the grades will be pro-rated accordingly

57. Computers and Technology

- i. We have laptops and projectors for our in-house I.T. classes; therefore, students from 6-11years will attend the I.T classes as indicated on their timetable.

58. Co-curricular Activities

- i. There are a wide variety of activities available during and after school. Should a student sign up for an afterschool activity and there is no specific uniform assigned to the activity (e.g., a Gi for Martial Arts, or a leotard and skirt for ballet) then students may only wear their school issued uniform. For sports club students may only wear the school-issued PE uniform. Students may not wear their own clothes at any time to these activities and will not be permitted to participate in sports activities barefoot or in hard soled school shoes. All communication, payment etc. is handle by the external instructor directly and not by the school office. Please ensure to fill in the contact form for photographs to be used in each of these classes. There are a certain number of spaces allocated for each activity and this is indicated by the number of spots available on the sign-up sheet. Please do not add on names after the sheet is complete. These activities are paid for by the term and must be paid in full before the first class. The money can be dropped off at the office in a sealed envelope with the student's name, class, the activity and instructor's name clearly written on the envelope. In the event the instructor cancels a class, they will either provide an additional make up class, refund parents or add on a class to the following term in the event the student is continuing the class. In the event a student cannot participate in a class for whatever reason for any time period, unfortunately a refund will not be possible.

59. Field Trips and School Outings

- i. During the course of the school year, field trips to local areas of interest are coordinated for the students in the Infant and Primary Department whether it is an educational outing or to take advantage of special community events. Parents / Guardians will be notified in advance of an

- upcoming trip as well as any associated fees and may be asked to help with transportation. Volunteer field trip drivers must have a valid driver's licence, registration, and automobile insurance.
- ii. The school's insurance does not cover field trip volunteers, vehicles or passengers while in transit to and from the outing. The vehicle transporting students whether personal or commercial (for those students who do not require a car seat) will have the necessary insurance to cover students in the vehicle. When a parent / guardian volunteers to drive, he or she is also agreeing to act as a companion for the children they are transporting for the duration of the field trip.
 - iii. A parent may be the designated guardian for no more than 3 students. Should a parent/ guardian prefer their child not be driven by a volunteer and they themselves cannot drive or help carpool, unfortunately, that student will have to miss school for the day as we will not have teachers staying behind as they are supervising the outing. Parents / Guardians are asked to notify the office in advance if their child will not be attending an outing. The relevant information and permission slips will be sent as these field trips are scheduled.
 - iv. The venues will have their own public liability insurance which will be the primary source of insurance and our school insurance will be the secondary source of insurance with regards to liability when students attend school outings and off property excursions. For the infants department, our teachers will be there to accompany the students and adults, however they are there to facilitate a smoothly run and well coordinate excursion. For our Primary outings our faculty act as caretakers for our students.

60. Forget me not

- i. Other than food, water bottles and medication any and all items left at home may not be brought to school after the 8 a.m. bell. The office will not be able to accept the following items for students, including but not limited to, swimming clothes, cutlery, and books. Students may not enter classrooms after 4 p.m. or on weekends to collect forgotten items. We are striving for our students to become responsible citizens.

61. Personal Items at School

- i. Items such as radios, toys, electronic games, game boys, trading cards, tablets, kindles, iPads etc. are NOT to be brought to school unless the teacher or school office has granted prior permission, or they are part of an IEP plan. However, we cannot be responsible for any such items, even if permission is granted. Cell phones are strictly prohibited. No pets allowed on school premises, except in special circumstances.
- ii. Damage to Personal Items at School: Should a student lose or damage any personal item belonging to a teacher or fellow student, regardless as to whether it was done accidentally or deliberately, it will be expected that the item be replaced or if it is preferred the proven amount of the item be reimbursed to said person.

62. Lost and Found

- i. **Personal Belongings:** Kindly label everything in a clear manner, since labelling helps prevent the loss of items. A "lost and found" box / table is placed in the collection areas on Friday afternoons. Personal items not claimed after a reasonable amount of time may be kept as extra

items to loan to students who may need to borrow on any given day, donated to a good cause or disposed of.

- ii. **Classroom Materials:** The materials in the classroom are there to be used by all students and our teachers strive to make them as inviting as possible. Sometimes they are too successful, and pieces of the apparatus are invited home by students. It is often the most important/favourite pieces that find their way home. Should this occur, we ask that parents/guardians not worry about this and return items as soon as possible.

63. Records

- i. As we operate “in loco parentis” we require all parents / guardians to keep us informed of all pertinent information pertaining to the health of each student. This includes physical, mental, emotional, developmental, psychological and spiritual areas. Parents / guardians are asked to email the office and include any and all reports or certificates. These are to be filed and these files are taken with the student in the event of an emergency. We will issue either weekly, mid-term and end of year reports as is applicable. In addition to reports and logged email conversations, each student has their own file. These are the property of the school and shall be kept confidential. However, whether the student relocates, withdraws or graduates after sitting the Barbados Secondary School Entrance Examination these files will remain in our system either in hard copy or digitally for a minimum of 3 years to a maximum of 10 years after a student is no longer enrolled.
- ii. Primary Reports are emailed for mid-term and end of term for terms 1, 2 and the end of year report booklet will be emailed.

*Anyone who is not financially up to date with tuition shall not receive reports.

64. Grievances

- i. Should there be something which needs to be discussed. Please address all grievances with your class teacher, Vice Principal or Principal either call or come in to meet. Emails are preferred to coordinate meetings, including the topic of discussion as they are not the preferred medium for communication for these matters. The office or teacher may follow up with an email outlining the outcome of said meeting or to list pertinent information after a meeting.

65. Incident Report Book

- i. It is the policy of St. Luke’s Academy to record all incidences in the Incident Report Book. Following the third infraction of a policy, a report will be lodged in the incident report book, and the parent / guardian will be required to sign as **having been duly notified**. Parents will also be required **to sign a contract agreeing to adhere to the school policies**. Please note an incident might be any of the following.
- ii. Matters related to injury –
 - a. An accident where a student sustains an injury.
 - b. A student is hurt by another student.
 - c. A student hurts another student.
- iii. Repeated offences - A student coming to school with lice or nits after the parent/s are warned repeatedly.

- a) A student bringing large quantities of the following foods after the matter has been addressed with the parents on more than two occasions. Cake and carbonated drinks, junk-foods, processed foods, foods with high sugar or salt content.
- b) Repeated tardiness
- c) Repeatedly forgetting items needed for school.

66. Outdoors Play Time

- i. Being outdoors is an important part of a day. It provides the fresh air needed to ensure good health and aids in the development of social and gross motor skills. Weather permitting, students go outside at least twice every day. In the case of a light sprinkle or drizzle the students may still go outside for a short time. Our weather is known to change frequently; therefore, it is important to dress appropriately sweaters are permitted. Our school grounds are very open, and all students will be exposed to the sun, sun block or protective clothing may be very helpful. Sometimes socks may get wet after a play period. All students in the Infant Department should have a spare change of clothes (P.E. uniform or school uniform) at school. We will require a note in the event a student is unable to go outside for whatever reason.

67. Sun Exposure

- i. We live in the Caribbean, play outdoors, go for walks, have P.E. and Swimming Classes outside; therefore, we are exposed to the sun. Consequently, any parent / guardian of a student wishing to have sunscreen applied at school are required to provide sunscreen with their name to remain at school and apply independently. Every time before they go outside, despite the weather conditions, period of time to be spent outside that the student is going to be exposed to the sun or time of day. Sunblock is optional. However, should a parent/ guardian wish to have more coverage, in the form of clothing, it is to be sourced and supplied by the parents / guardians. Noting that any additional articles of clothing are to be pre-approved. We reserve the right to disallow clothing we deem inappropriate, impractical or distracting.

68. Mosquitoes

- i. Fortunately, with our high wind we are low risk for mosquitoes. However, in the rainy season if a parent / guardian would like to send in mosquito repellent of their choice, ensuring to mark the student's name and class clearly on it, we will gladly ensure that is reapplied during the school day. Mosquito repellent bands are permitted as long as they are not a source of distraction to the student or others around them. Mosquito repellent is optional.

69. Lice Policy

- i. At the beginning of each school year the medical clearance forms will include lice check performed by the paediatrician. We also carry out in-house routine checks on every student at the beginning of each term and after every mid-term holiday. Should there be an outbreak of lice within a certain class, we will carry out examinations twice a week. No student shall be permitted to attend school with the presence of lice and or eggs a.k.a. "nits".

70. Birthdays

- i. Birthdays are special days, and we enjoy celebrating them at school. Please remind your head class teacher a few days before the birthday so the teacher is able to plan for the celebration. If there are any students who are to be excluded from partaking in treats which are brought in, please ask the office for the form and any food items will be sent home unopened in the student's lunchbox. Otherwise, students will be permitted to eat these treats. Whereas we encourage students to celebrate their birthdays in accordance with their customs, should any student be required to be omitted from celebrating another students' birthday, any celebrations in school or their own birthday due to religious or other reasons, please inform the school.
- ii. Should a student like to bring a birthday snack to share with the class we recommend individually wrapped items such as cookies, cupcakes or muffins purchased from a licensed professional who will follow Covid Protocols.

71. Religion

- i. St. Luke's Academy is a nondenominational and fully inclusive school and does not teach any specific religion. Although we do represent many universal spiritual and Christian themes such as love, kindness, joy, and confidence in the fundamental goodness of life. Praying with our students from time to time. Those who wish not to participate can sit quietly or excuse themselves and sit in a different location. Many of the holidays we celebrate may be religious in origin. We approach them instead from a cultural perspective, sharing food, music, dance, the history or story behind it and traditions related to the day. Students may sing Christian themed songs during activities and events. This helps us build a sense of community by celebrating our similarities as well as our differences striving to impart tolerance, understanding and acceptance across our student body. Should it be a request for a student to be excused or removed from a class or activity please let the office and class teacher know
- ii. We celebrate the diversity of our school community and the diversity of the much larger world. We feel it is important to broaden horizons to encompass the entire planet. Our goal is not just to transmit information about other cultures but also to celebrate them. Celebrations help inspire a sense of joy, wonder and enthusiasm. We teach great respect for all students, their families, and their respective cultures and background. We encourage each family to share their heritage through stories, food, and celebrations.

72. Naps for Whole Day Students

- i. Montessori & Primary students should not require a nap. In the event an older student needs to nap we will call the parents / guardians to have the student collected.

73. Diapers/ Potty Training for the Montessori Class

- i. All students must be fully potty trained to be permitted to enter the 3-6-year-old Montessori classroom.

74. Water Coolers

- i. Hydration is important! Consequently, each block has a water cooler with filtered water shared between the classrooms and all students are welcomed and encouraged to fill up their water bottles as needed.

75. Library

- i. We are always grateful to have donations made to the school library. All borrowed books are entrusted to the students and must be returned in the condition they were borrowed. Should a book be damaged or lost it will be replaced by the school and it will be the responsibility of the parents / guardians to cover any cost incurred.

76. Suggestions or Requests from Parents / guardians

- i. Should a parent / guardian have a suggestion or request, we ask you to please either write a note to the teacher or send an email to the office.

77. CCTV

- i. There are security cameras on property and within the classrooms and are solely there for the school's use.

78. Security

- i. We have a security guard on property throughout the school day. Please comply with all requests of the school security guard at all times. Parents / guardians are asked to not carry out lengthy conversations with our security guard as this can be distracting.
- ii. Each parent / guardian or person authorised to collect a student shall receive a school issued security pass. The school provides 2 complimentary passes per family, additional passes are available for purchase from the office at \$5 each.
- iii. Adults are requested to have their temperature taken to sign in the log book once they are on school grounds.

79. School Transportation

- i. The school coordinated transportation will be available once there is sufficient interest expressed. All students can commit to one way or return pick-ups for the entire term. Should there be "a one-off day" where the organised transportation is required parents / guardians will be invoiced accordingly, once approved in writing by the parent/guardian of said student. There is a price incurred for this service, and more information is available upon request. Any student who has any incidents and or the combination of behavioural challenges while on the school bus will receive two (2) verbal warnings. The parents / guardians will be sent an email regarding the incidents and asked to sign the "Incident Report Book" or email acknowledgment. On the third infraction in any given term, the student will be refused the right to utilise this service furthermore.

80. Community Programme

- i. All students in the Primary Department are enlisted in our Community Outreach Programme for Students (COPS). This is a PTA driven incentive programme to assist students to give back and to be aware of our island and community. This outreach programme requires all primary students to log hours serving and giving back to our island in many aspects. There are three categories of service where hours can be logged: Animal welfare, Environment and Community (helping people in need or beautifying a community). Each student is to log 1 hour in at least 2 of the 3 categories for every term

of enrolment. Only completion of all required hours, which will be reviewed annually in Term 3, students will be invited to attend the school sponsored Speech Day and or Graduation Ceremony. Noting there is an annual prize for the student with the most hours logged.

81. Events Committee

- i. **Main Objective : Hosting Events & Bringing Community Together Helping strengthen the networking relationship between our Parents / guardians and teachers**
- ii. Our School cannot function without an active network of parents working tirelessly with the School and the Board offering their support for the betterment of our school community and the relationship with our neighbours and other Barbadians, always striving for excellence.
- iii. The volunteer list on this committee is made up of Parents, Guardians, Teachers, the Principal, Vice Principal
- iv. Anyone who wishes to be once approved by the Board of Management.
- v. Our Events committee is a very active organisation in our School community.
- vi. Our student body benefits greatly from parents and guardians and the school faculty coming together strengthening relationships. If you are interested in contributing to or being a part of this committee, please let your class teacher know!
- vii. We work together to host events such as bake sales, fairs, fun hikes, Open Day, Social Evenings, Our Christmas Event, Halloween Dance/ Party, Movie Night, Farmers Market etc..
- viii. Host meetings to discuss and contribute ideas towards the coordination of these events which students can also participate in for the COPS programme as a volunteer.
- ix. Assist with coordinating and organising hold social events.
- x. For our larger events, we donate a portion of the proceeds to charity.

82. School Culture

- i. At St. Luke's Academy, we are a small and close-knit community. We are growing from strength to strength on positive word of mouth. However, in the same way, negative and defamatory comments and or behaviour can seriously disadvantage the school as well. As a member of the school, it is always best to contact your class teacher, or the Principal or Vice Principal should you have any grievances or challenges with regards to the practices or activities that may occur at the school or on our social media platforms. The school reserves the right to terminate contracts in the event parents are actively sabotaging the smooth running of the school by not handling disparagements in a constructive manner causing discord among our parent body. We rely on our parents supporting the school and being a part of the community in a positive light

83. Misuse of Social Media

- i. There are consequences for any student / Parent / Legal Guardian promoting slanderous or defamatory comments, or misuse of mobile phones in any form against the school or any faculty or Board members. The consequences will result, irrespective of the form of communication used, and whether or not the offence is committed on or off school premises. The penalties depend on the severity of the offence, but may result in termination of enrolment contract, legal action and possibly fined up to \$10,000.00BDS.

84. About This Handbook

- i. This Policy Handbook has been created with parents/guardians and students in mind with important and useful information about school policies and procedures. It is shared with families in an effort to offer a greater understanding of the daily routines, policies, and procedures within our school setting. Parents / Guardians are encouraged to read this handbook and discuss the policies and procedures, which are in effect at the fundamental level, with their children. Any questions regarding the contents of this handbook should be directed to the school administration before a student starts with us.
- ii. The policies contained within this handbook are evaluated and revised on an annual basis by various St. Luke's Academy administrators and faculty in order to be more specific, comprehensive and useful. Parents / Guardians who would like more information concerning matters dealt with in this Handbook are encouraged to contact the office. St. Luke's Academy reserves the right to alter, change, or amend any of these policies, rules and regulations at any time without prior notice. Information contained herein supersedes what was published previously. Comments and suggestions for the succeeding edition are also encouraged. In situations where significant revisions occur after the annual issuing of a handbook, parents/guardian will be notified by email regarding the changes in the handbook. Montessori is a specialised form of education with our ultimate goal to help our students become grounded, dynamic thinkers who respect their environment and those in it. There needs to be consistency between the home and school environment and all those in it and we will require the full cooperation from Parents / Guardians and students alike.

85. Contracts and Agreements

- i. Once a student has started school, we reserve the right to assume that in the absence of a signature you have read and agree to comply with all documents and school policies.

86. Infractions

- i. All violations against school policies shall be addressed verbally and followed up in writing for the first two (2) occurrences. However, should any parent / guardian or student continue to flout the school's policies, incurring a third infraction, during any given academic year, the student's contract will be terminated with immediate effect, forfeiting any and all fees paid to the school and the Caution Fee shall be reimbursed.

87. Disclaimer

- i. This Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated annually while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of the Handbook will be made available to students and parents / guardians via email, newsletters, web pages and other communication. As such we reserve the right to amend and update all school policies listed in this handbook at any point throughout the Academic Year for the smooth running of our facility and in compliance with the rules and stipulations as set by the Ministry of Education. These are to be agreed to and followed until the reissuance of the updated handbook to include any and all amendments which are being applied. Should a parent / guardian disagree to any revised policies they may terminate their contract without incurring any monetary penalties and the Caution Fee shall be reimbursed, it will be at the school's discretion whether the tuition will be returned and if so at a pro-rated amount.