



## **Policy Handbook**

**2025-2026**

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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 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 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.
- 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 education, whether it be remotely or in house face to face teaching.
- ii. To provide an environment that is clean, safe, and attractive.
- iii. To maintain the standards and licensing required by The Ministry of Education (MOE) and The Ministry of Health.
- iv. To provide an authentic Montessori programme for our students 3-6years that is stimulating, developmentally appropriate, and of the highest possible quality.
- v. To teach the set curriculum preparing all our students to sit the Barbados Secondary School Entrance Exam (BSSEE).
- vi. 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.
- vii. To report to the Child Care Board and or the Ministry of Education any suspected cases of child abuse and neglect.
- viii. To remain committed to professional growth and open to new ideas.
- ix. To respect the confidentiality and individual needs of each St. Luke's Academy family.
- x. To maintain professional standards as recognised by the Association Montessori Internationalé (AMI).
- xi. To report to the Ministry of Education cases of repeated lateness, absenteeism, and truancy.
- xii. 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 Follow school rules and policies.
- ii. To be polite and kind.
- iii. To care for all school property, persons, and self.
- iv. To be responsible for having everything required for school, classes, and activities.
- v. To be honest and accountable when needed.
- vi. To prepare for the BSSEE and or secondary school.

## **9. Adult Responsibilities**

- i. To drop off and collect students to the school at the allocated times in a punctual fashion.
- ii. To ensure students have all items as listed on booklist and stationery lists to ensure they are ready to start learning by 8:00am Monday to Friday, at school and or remotely at the time as is required.
- iii. To pay the Building Levy Fee and 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 a minimum of 5 months' notice in writing prior to removing a student or forfeit tuition paid for the academic year enrolled. We cannot accept verbal communication as notice.
- 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.
  - l) Students in extracurricular activities are to wear the school issued PE Uniform or the outfit assigned to the specific to an activity
  - m) Students may not participate in PE or Sports Club or sport related activities if not in full PE uniform,

### 13. Admissions

- 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. To be eligible for admission, a student must be enrolling for a minimum of 3 terms all falling within one academic year. Rates are available upon request.

#### ii. Full Disclosure

We require full disclosure relating to all applicants whether flagged or fully assessed. With regards to any pre-existing diagnosis, assessments or reviews concerning any deficits, delays or challenges prior to the student starting. These are inclusive of, but not exclusively pertaining to, the following areas which may have been assessed; physical & developmental, social, medical conditions, cognitive, emotional, behavioural, or educational. Failure to share all pertinent pre-existing information with the application

form, or before the student starts will result in the termination of contract with cause, effective immediately.

iii. **Application**

If possible, parents and guardians are encouraged to speak with the Principal or Vice Principal and tour the classroom before applying. 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 the relevant paperwork and fees have been received.

iv. **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.

v. **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.

vi. **Enrollment Agreement**

A child is officially enrolled in the programme when the school has received the signed enrollment agreement, all relevant documents and fees, and the acceptance letter has been issued. Enrollment in all programmes is binding. Parents / guardians are responsible for tuition each term of the academic year. For students attending less than two full academic years please contact the office for "Short Term" student rates.

**14. Classroom Ages**

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

## 15. Maximum Classroom Sizes

- i. **Montessori Classroom #1** : 25 students 3-4+yrs with 2 head teachers + 1 assistant
- ii. **Montessori Classroom #2**: 25 students 4-5+yrs with 1 head teacher + 1 assistant
- iii. **Montessori Classroom #3**: 25 students 5-6+yrs with 1 head teacher + 1 assistant
- iv. **Infants B**: 25 students with 1 teacher
- v. **J1**: 25 students with 1 teacher
- vi. **J2**: 25 students with 1 teacher
- vii. **J3** : 25 students with 1 teacher
- viii. **J4**: 25 students with 1 teacher

## 16. Discipline Policies

### I. Discipline Actions

Corporal punishment, withholding or using food is prohibited. Staff members only, may administer discipline in the school setting and or on school grounds. For excessively disruptive or challenging behaviour every effort will be made to bring the student, family, and staff together to achieve a solution. Parents are asked 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 whether on or off school property once under the care of the school or faculty.

#### 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. If behaviour continues, 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.

#### iii. Primary Students

Zero Tolerance Policy for serious or severe violations, including, but not limited to, or bullying, sexual harassment, racial slurs, physical or sexual assault or violence of any kind towards of another Student or employee of the School, cheating, theft, serious dishonesty, endangerment of another Student or Staff, bringing a weapon to school, as well as violation of any Law of Barbados, may result in immediate termination of this Agreement and without refund.

- a) For a first minor violation of any school policy or rule set out in the policy handbook, the Student will be liable to receive a warning, whether verbal or written which may be reflected on the Student's school file.
- b) For a second minor violation of any school policy or rule set out in the policy handbook, the Student will be liable to receive a written warning, being addressed by the Principal, be placed on behavioural probation with the requisite booklet, awarded a suspension, all of which may be reflected on the Student's school file. Notwithstanding the foregoing, the School reserves the right to terminate this Agreement following the issuance of a second warning.
- c) A third minor violation of any school policy or rule set out in the policy handbook by the Student, or failure to pass Behavioural Probation in the time allotted will result in termination of the contract with immediate effect and without refund. Such termination will be reflected on the Student's school file.

- d) Violence, Sexual Harassment, Sexual Assault, bullying, abuse or use of insulting or racially inappropriate language including profanity, by the Parent toward a Student, member of Staff, or school-appointed guardian or breach of any of the Laws of Barbados by the Parent, whether on School property or elsewhere may result in immediate termination of this Agreement and the School shall forfeit any sums paid hereunder. Creation of a breach of the peace or disturbance on School Grounds by the Parent may also result in termination of this Agreement and will result in forfeiture of the sums paid hereunder.
- e) Any disciplinary action such as suspensions or expulsion is exclusively at the discretion of the school.

### 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. An exclusive Montessori programme is offered to students 3 years to 6 plus years or once enrolled in the “Montessori Class”.
- ii. For the Primary Department which spans from Infants B to Class J4, that is 6 plus years to 11 plus years respectively, the school offers the Ministry of Education’s curriculum. This curriculum is complemented with Montessori and enrichment subjects.
- iii. The School is not and shall not be responsible for providing textbooks, school-issued notebooks, art supplies, stationery, or individual devices such as a tablet, laptop, or personal computer (‘PC’).
- iv. The following handheld devices are not permitted by the School to be used for the purposes of online learning: mobile phones, smart watches, mini-tablets, and/or iTouches.
- v. The Parent shall ensure that the device(s) provided by the Parent for the Student’s tutelage shall be enabled with all requisite software, applications, and/or programmes required for the student to function efficiently. The loss of tutelage due to provision of an inadequate, incompatible, or inappropriate device is the sole responsibility of the Parent.
- vi. Any device that is not capable of enabling all requisite software, applications, and/or programmes required for the Student to function efficiently shall be deemed to be disallowed by the School.

### 19. Homework

- vii. 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. Class 4 students may have additional homework as may be needed on a case-by-case scenario in preparation for the BSSEE.

## 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 copying or using crib sheets or notes on any quizzes and or exams will receive an automatic failing grade of " F" or "0" 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 will be 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** in each academic term to be eligible for promotion, taking into consideration extenuating circumstances. Please note students arriving after 8:45 a.m. will be 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 and by extension a student may be moved back a year should they not be working at a specific year level.

### 22. 1 Barbados Secondary School Entrance Exam

- i. It is expected that all students enrolled in the Primary Class J4 will sit the Barbados Secondary School Entrance Examination (BSSEE) at the age of 11+ years or complete whatever assessments and or exams are in place by the Ministry of Education and or the school for placement of students after 11+ years.
- ii. There are circumstances whereby a student may take the exam before they turn eleven (11) years old. Special permission needs to be granted by the Ministry of Education to facilitate these "early sitters".
- iii. During Easter Vacation, once the exam is in May of the same year, all J4 students who are taking the exam are to attend Easter Vacation classes to prepare for the exam.
- iv. Deferrals will have to be granted by the Ministry of Education and in the event a student is not promoted to J4 by the age 11yrs because of repeating a class leading up to J4. All requisite paperwork will be submitted by the school assisting the student with this deferral.
- v. Any J4 student who is deferring from sitting the BSSEE at 11 years for whatever reason will not be included in Easter Classes and shall be reinstated to Class J3 for Term 3 with the intention to repeat J4 the following academic year if they are returning to St Luke's Academy.
- vi. Any student who is enrolled in Class J4 and is not sitting the BSSEE due to deferral, due to educational or developmental challenges may be allocated to a more suitable class level suited to their specific needs. This will be ascertained by the school on a case-by-case scenario. These students are automatically granted a deferral from the Ministry of Education.

- vii. Students who repeat a year, and are in class 3 and are aged 11 years, once they are 11 years by August 31<sup>st</sup> of the exam year, they may defer and take the exam once in class 4. No deferral form is required to sit the following year. Alternatively, if the student turn 12 years before August 31<sup>st</sup>, the year of the exam, the Ministry of Education will not excuse them from taking the exam and they must sit the exam in class 3, if it is the parents decision to place the student in a Government school.
- viii. For a student to graduate from our programme they must complete the BSSEE exam as a student of St. Luke's Academy and or whatever end of year programme is in place for Class 4 students.
- ix. For a student to attend the final Graduation Ceremony / School Prize Giving they must have a minimum of 85% attendance in each term, Term1, Term 2 and Term 3

## **22. 2 Elective Deferral from Sitting BSSEE**

- i. Students who are in class 4 and are 11 years or will be 11 years by August 31<sup>st</sup> of the year of the BSSEE exam who are electing to not sit the exam, and are not repeating J4 the following year must have guaranteed placement for the following school year, whether they are moving on to a local Private Secondary school / educational facility and or are relocating to another country where the BSSEE is not a requirement.
- ii. The choice not to sit the exam is exclusively at the parent's discretion.
- iii. It must be stressed that it is the Ministry of Education's preference that all students sit the exam even if they just tick private on the choice of school form.
- iv. However, if parents are adamant, the student will not take the exam, these students should not be listed on the Nominal roll which has to be submitted to the Ministry of Education in the first term of J4.
- v. The school is to be notified of the choice to not take the exam by the end of September once the student is in Class J4.
- vi. These students who are not sitting the BSSEE, must be performing at an academic pass level for all core subjects in J4 to remain in J4 for all of Term 1 and Term 2.
- vii. Students performing below the academic level may be placed in J3 for Term 1 and 2, at the school's discretion. Taking into consideration what is best for the student and the class as whole.
- viii. Students not taking BSSE do not attend Easter vacation class, this time is all geared to students taking the exam exclusively.
- ix. The student opting not to sit the BSSEE will be placed to J3 from the beginning of Term 3 until the J4 students return from their break after the BSSEE.
- x. When J4 returns from post BSSEE break, at this time the student may rejoin their classmates in J4 and remaining with them until the end of the Academic Year, as they prepare for secondary school together.
- xi. Students who do not sit the BSSEE will not officially graduate. They will receive a certificate of completion of the primary program, not a graduation certificate. They will be acknowledged for academic and or other areas of excellence within the ceremony.
- xii. These students may wear the graduation cap and gown for the prize giving & graduation ceremony and may participate in all photographs and performances on the program with their J4 classmates.

### 23. 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. There will also be an end of term report issued for all 3 terms.
- iii. **Primary Department:** 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 as they are sent home. There are also mid term reports in Terms 1 & 2 and end of term reports in all 3 Terms.
- iv. **Contact emails for teachers are as follows:**
  - a) [montessori@stlukesacademy.com](mailto:montessori@stlukesacademy.com)
  - b) [infantsb@stlukesacademy.com](mailto:infantsb@stlukesacademy.com)
  - c) [J1@stlukesacademy.com](mailto:J1@stlukesacademy.com)
  - d) [J2@stlukesacademy.com](mailto:J2@stlukesacademy.com)
  - e) [J3@stlukesacademy.com](mailto:J3@stlukesacademy.com)
  - f) [J4@stlukesacademy.com](mailto:J4@stlukesacademy.com)
  - g) [PE@stlukesacademy.com](mailto:PE@stlukesacademy.com)
  - h) [music@stlukesacademy.com](mailto:music@stlukesacademy.com)
  - i) [geography@stlukesacademy.com](mailto:geography@stlukesacademy.com)
  - j) [Stem@stlukesacademy.com](mailto:Stem@stlukesacademy.com)
  - k) [Choir@stlukesacademy.com](mailto:Choir@stlukesacademy.com)
  - l) [art@stlukesacademy.com](mailto:art@stlukesacademy.com)
  - m) [library@stlukesacademy.com](mailto:library@stlukesacademy.com)

### 24. Admin Communication

- i. Our school information, policies, dates, events can be found online on either our calendar or the forecast [www.stlukesacademy.com](http://www.stlukesacademy.com)

**Office-** for general queries or updates on notices: [office@stlukesacademy.com](mailto:office@stlukesacademy.com)

**Admissions** – for all admissions related correspondence: [admissions@stlukesacademy.com](mailto:admissions@stlukesacademy.com)

**Accounts-** for school fees queries, payments etc. : [accounts@stlukesacademy.com](mailto:accounts@stlukesacademy.com)

**Principal & Administration** – regarding policies and operations: [angelique.edwards@stlukesacademy.com](mailto:angelique.edwards@stlukesacademy.com)

- ii. Office hours: We are open to parents; during school term while students are at school Monday – Friday 7:30am -3:45pm. Emails and phone calls will not be addressed outside of these designated times. For vacation hours please see updates on our social media pages.

### 25. Enrollment Forms & Files

- i. We require that the following information be kept on file for each child enrolled in the program, which may be shared with the Ministry of Education, Childcare Board or a court of law if ordered to do so:
    - a) Application Form
    - b) Enrollment Agreement
    - c) Medical report/immunization records / screening test/ all medical reports or assessments.
    - d) Emergency medical treatment & transportation release consent form
    - e) List of authorized persons permitted to pick child up from school with password.
    - f) Medicine administration form
    - g) Photography permission and release form
    - h) 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.

### 26. Student Screening

- i. We carry out in-house screening at the beginning and throughout the school year to observe all students progress and development. Should a student be flagged, we will then reach out to the respective parents and present our policy for students with challenges.
- ii. In the event the Student at any time whether before or after enrollment displays any deficits whether they be behavioural, academic, emotional or developmental the Parents undertake to follow all the requirements and guidelines as requested by the school. Including but not limited to; assessments by the relevant professionals, implementation of an Individual Educational Programme, therapy, professional intervention and or providing a personal aide for the Student.
- iii. The Parent will be expected to undertake covering all financial obligations pertaining to and associated with all assessments, therapies, programmes, student aide etc.

### 27. Remedial Students

- i. Accurate and complete disclosure of all the pages pertaining to all documentation of any assessments, reports including, but not limited to, academic, educational, remedial, psychological, medical, developmental, behavioural, or any report required by a Court of Law, relating to a student shall be provided to the School whether or not specifically requested by the School. Failure to follow full disclosure policy can result in termination of contract.
- ii. 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. The school also reserves the right to adjust the class level at any point within the school year.

## 28. 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. Failure to share any assessments or pre-existing knowledge of challenges and or diagnosis will result in immediate termination of contract.
- ii. For cases where students are flagged for any challenges whether they be physical, developmental, behavioural or academic after enrolment, the school has the right to request any applicable assessment and or a one-on-one aide; the student may only continue to attend school 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 as may be required. It is the Board of management's right to implement measures to maintain the cohesive and holistic running of the classroom and provide our all our students with an optimal learning experience. **We reserve the right to promote, demote or terminate enrollment of a student as we deem necessary for the smooth and holistic running of the school, the individual class or the students need as we deem necessary.**

### iii. Our Team

We have a variety of Specialists 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 in writing 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 all additional therapists. All sessions can 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, be assigned an aide 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. **Student Aide** Any student requiring a full time one on one aide shall only be permitted to attend school with the aide. 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. 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.

- vii. 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.

### 29. 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. CARICOM students do not require a student visa.

### 30. Privacy Policy

- i. **Student 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. During the school day the staff will check emails, receive messages when you call. If it is an emergency, please call the office and the teacher will be called to the office immediately.

### 31. Tuition Policy

- i. Tuition may be received as outlined in the terms and agreement of the enrolment agreement.
- ii. In the event there is a 3<sup>rd</sup> party covering tuition payments, this entity, whether it be family member or employer will be required to complete the MOU / Tuition agreement with the school.
- iii. Enrolled students whose Parents have failed to tender all School Fees due and or late fees as may be applicable, or to make satisfactory arrangements with respect to such sums by the end of the outlined deadlines, may not attend school and all records, and reports will be withheld until all tuition fees inclusive any interest or penalty fees owed to the school are received in full. Parents who pay late are classified to be in breach of contract. In the event of repeat offences, the student's contract can be terminated with immediate effect with late or non-payment at the discretion of the school.
- iv. School Fees may be amended, including by way of an increase, or alteration of structure, at the sole discretion of the School but shall take effect only upon the School giving Notice at the end of the academic year preceding the increase, i.e. a minimum of 6 weeks' notice informing the Parent in writing by January of the year preceding the increase, unless there are circumstances beyond the control of the School.

- v. School Fees are reviewed annually and the School reserves the right to increase School Fees to accommodate any increases relating to, among other things, the national cost of living and/or incidentals added to the School and/or for enhancement to the curriculum and/or to ensure the efficient operation of the School which the School deems necessary.
- vi. School reserves the right to terminate with immediate effect for cause including, but not limited to, failure to pay any and all fees as and when due.
- vii. Students enrolled for 5 consecutive academic terms or less are classified as “Short Term Students” and there is a different fee structure, these are available upon request.

### 32. Building Levy Fee

- i. There is “Capital Level Fee” referred to as our “Building Levy Fee” is required of each student entering our school and is due upon acceptance of a place. The Building Levy Fee is a non-refundable contribution that is required of every student entering the school and is due on acceptance of the offered place. There are no reductions offered on this fee.
- ii. This is an essential component of the financial structure of the school, as levy fees are dedicated to the continued development of the school's facilities, the maintenance of the existing buildings as well as, reaching our goal of constructing a new Auditorium and possibly extending our student capacity.
- iii. Any student currently enrolled who has an existing Caution Fee is exempt from the Building Levy Fee.

### 33. Re-enrolment

- i. It is assumed that all students are returning unless the requisite notice is given as outlined in the enrolment contract.
- ii. 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 including the status of their immunizations. These may not be issued more than 10 days prior to start date. These forms are found on the website.

### 34. Withdrawal

- i. All terms and conditions of the enrolment contract must be followed and take precedent. It is assumed that all students are returning unless the requisite **written notice** is given as outlined in the enrolment contract. All withdrawals and absences are at the discretion of the Parent.
- ii. Extended absences are to be paid in full in order for the student to return to school. Failure to pay will result in the termination of enrolment and owing 1 term's tuition in lieu of notice. In cases where a student is absent for any period over 3 weeks, the full tuition will be due to save their place. Absence without payment for three (3) weeks or more will be counted as a withdrawal and will be required to reapply in order to return. There is no guaranteed placement for extended absences which are not paid.
- ii. Should a family initiate withdrawal of a student the following schedule must be adhered to in order to not forfeit pre-paid tuition as well as result in the parents owing one term's tuition in lieu of notice as is applicable as well as forfeit all prepaid tuition and or caution fee as applicable. The official “date of notice” shall be deemed to be the date on which written notice is received. Withdrawal notice must be received in writing as follows below to avoid being in breach of contract and owing the school the

penalty fee of 1 term's tuition in lieu of notice, which is due immediately upon giving written notice of withdrawal. The penalty fee is due in addition to regular tuition payment schedule.

- a) **Term 1** : withdrawal notice is to be received on or before **March 1<sup>st</sup>** of the same calendar year.
- b) **Term 2** : withdrawal notice is to be received on or before **August 1<sup>st</sup>** of the calendar year before.
- c) **Term 3**! : withdrawal notice is to be received on or before **November 1<sup>st</sup>** of the calendar year before.

- iii. If the school receives notice after the deadlines listed above, the parents/guardians will be considered to be in breach of contract.
- iv. Once in breach of contract, all outstanding balances owed to the school for tuition, amenities or payments will need to be settled immediately. Any Parent who gives notice in accordance with this policy but fails to satisfy the timeline as stated in 34ii are not entitled to a refund for any prepaid tuition , either in part or in whole and owe a penalty fee of 1 term's tuition in lieu of notice. Failure to pay may result in the student not being permitted to attend school until the account is current.
- v. In the event the withdrawal changes the student's status to a short-term student, i.e. attended 5 academic terms or less, the parents will be required to settle the difference owed for the entire time of enrollment.
- vi. All outstanding invoices and or any penalty fees immediately fall due and payable and shall be satisfied by way of a single payment. In the event there are no outstanding balances, inclusive of penalty fee, etc the student may withdraw without prejudice.
- vii. In the event there are no outstanding invoices to the school, one term's tuition in lieu of notice will be due forthwith.
- viii. If the school terminates the enrolment contract, any credit whether it be from tuition shall be reimbursed at the discretion of the school and the parents / guardians will be relieved of any further financial responsibility to the school.

### **35. Tuition Credit & Refunds**

- 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 for whatever reason. The School plans its academic and financial year on the basis of fees paid or pledged to be paid. Such planning is undertaken in the best interests of **all** students.
- ii. It is not the school's policy to offer refunds of any kind. All refunds are solely at the discretion of the school and on a case-by-case basis and at the discretion of the school.

### **36. 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. There is a different fee structure for short term students, which is available upon request.
- ii. We accept local cheques made out to St. Luke's Montessori Ltd., direct payment to our local CIBC FCIB 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. For repeated tardy payments of tuition,( more than 2 instances) the school reserves the right to terminate the contract.
- iv. Payment Schedule is as per the following schedule:

**Annual Tuition:** due upon signing of contract or by September 1st for newly enrolled students. For currently enrolled students this will be due July 1<sup>st</sup>. This is a one-time payment covering three term's tuition.

#### **Termly**

- a. **Term 1:** Starting September, due on or before May 20<sup>th</sup> of the same calendar year.
- a. **Term 2:** Starting January, due on or before September 7<sup>th</sup> of the calendar year preceding.
- b. **Term 3:** Starting April, due on or before January 20<sup>th</sup> of the same calendar year.

❖ There is a late fee of \$200.00BDS per student for tuition received after the deadline as stated on the invoice has passed. Additionally, in the event a student's fees are delinquent over 14 days, we reserve the right to refuse the student until they are financial and or terminate the enrolment contract at our discretion.

❖ We do not offer monthly instalment payments.

#### **37. 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 two (2) returned cheques, we will only accept direct debit or credit card payments.

#### **38. Uniforms**

- i. All students must have the requisite school uniforms, corresponding to the student's category of enrollment. including but not limited to Physical Education ("P.E.") uniforms and school outing uniforms and personal protective apparel as required.
- ii. The Parent shall keep the student up to date with the uniform requirements as the student's uniform requirements change depending on the department.
- iii. 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- ordered via the office:** 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 laced or Velcro sneakers (boys and girls) or matte black soft soled flats, such as Mary Janes for the girls.
  - c) **Bottoms:** khaki shorts, khaki long pants or khaki scooters (full skirts with shorts underneath) only may be worn.
  - d) **PE Uniforms- ordered via the office** one House Colours Shirt in either red or Blue which can be worn with black shorts. Effective September 2023, All students will be required to have the school-issued Neon Green PE uniform shirt The Neon Green shirt is to be worn for PE Classes and when representing the school at events and or competitions. The house colours shirts (red & blue) are to be worn on swimming days and for interhouse sports hosted by the school.

**PE Footwear:** students are permitted to wear running shoes and ankle socks of any colour or style. On the days of PE classes students are to come to school in their Neon Green PE uniform. The shirt does not have to be tucked into the shorts.

- e) **Primary Swimming** – Girls wear a plain black whole piece swimsuit and boys wear all black jammers. All students are required to wear a swim cap. Goggles are optional. Students will also need a pair of rubber flip flops or slides along with a towel for swim classes. These are all sourced and purchased independently by parents.
- f) **Masks** – masks are not mandatory and are not enforced by teachers. Masks are to be only solid coloured. For those who prefer disposable masks, only solid-coloured disposable masks may be worn.
- g) **Face Shields** - face shields may be worn as desired; however, these are not a requirement and may be worn with the mask. For special circumstances these may be worn in place of a mask and a supporting doctor's note.
- h) **Watches:** a functional analog wristwatch may be worn. Digital and smart watches are not permitted. No other wrist adornments are permitted. Nail polish is not permitted. Nails should be short and well kept.
- i) **Earrings:** 1 pair of Small studs or sleepers without adornment may be worn. 1 earring in each earlobe.
- j) **Hair:** hair passed shoulder length should be pulled back and tied neatly. No excessively overdone 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 or ribbons 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. There are no limitations to the hair styles as long as hair colour, extensions, colour, length etc. are not a cause for distraction to the student or others.

### 39. 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 or PE uniform shirts and sneakers for co-curricular activities! No distressed clothing.
- ii. **Sweaters or hoodies may be black, navy blue, white or dark green. No pull strings around the hood and no offensive wording or wordings other than a brand name or location. No images of hemp leaves.**
- iii. **Boys:**
  - a) Shirts with sleeves must be always worn.
  - b) Shirts that have buttons must be buttoned up normally. No writing on the shirt and logo may not be larger than 2"x2"
  - c) Jeans or shorts as is required may be worn within guidelines provided.
- iv. **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 on the thigh. Shorts which are not part of the school issued uniform need to be approved prior to the event.
  - 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 a
- d) No skirts or dresses without explicit exception. (Namely Halloween & Character day)
- e) No bare midriffs, bare backs, sheer clothing, visible undergarments, or low necklines. Spaghetti straps, cold shoulder/ single shoulder, halter necks, off the shoulder , camisoles or tube tops are also not allowed.
- f) Leggings are not acceptable as pants unless they have a long skirt over them. The wearing of "skinny jeans" (that fit like trousers) are permitted , but leggings (that fit like stockings) as if they are pants is not acceptable.
- g) If clothes are questionable, do not wear them. Offenders will be given something alternative to wear.

#### 40. Food

- i. We have 2 scheduled breaks, one for snack and one for lunch. And filtered water coolers on property. Parents are urged to pack healthy food and snack options.

#### 41. Cooking At School

- i. We may have cooking activities as part of our curriculum from time to time. 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 or brought to school by other students, 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.

#### 42. 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.

#### 43. 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 clearance certificate note stating fit to return, lice/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.

#### 44. Illness Exclusion Policy

<b>Students may not attend school if:</b>	<b>Students may only attend school when:</b>
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"> <li>● Severe cold with yellow-green nasal discharge</li> <li>● Cough</li> <li>● Sore throat</li> <li>● Sneezing</li> <li>● Swollen glands</li> <li>● Skin rash</li> </ul>	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
Diarrhoea (2+ loose watery stools /day)	Diarrhoea 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
In the event a student is ill, they will not be at school or if they become ill while at school, they will be asked to be collected. However, in the event in the ill student in question has a sibling at school, once the sibling is feeling well and are not presenting any symptoms they may attend or remain at school and will not be expected to remain home.	

#### **45. Medication Policy**

- i. Medication outside of emergency medication which must be administered on a regular regime will require a doctor's prescription in the student's name 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 or on their person.
- iv. The school cannot administer non-prescribed medications such as vitamins, probiotics, antihistamines cough drops, eye drops, topical creams, and other over-the-counter items.
- v. All non-prescription medication must be accompanied by a written letter by the parent/guardian or doctor outlining the purpose and use of the medication. This is subject to approval by the school.
- vi. When possible, medication should be administered at home, by a parent or guardian.
- vii. 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.
- viii. For students requiring topical medicine to be applied to private areas, which cannot be self-administered by the student, this should be done by parents. Parents/guardians may come to school to reapply as needed.

#### 46. Medical Apparatus

- i. Any student requiring having a medical device or apparatus of any kind to be used at school during the school day or attached to their person must always have an extra apparatus in the office and one on their person or in their school bag to accompany them to sports and swimming and all activities and events off campus.
- ii. Parents/ guardians will be asked to provide the following information from their regular attending Paediatrician / Physician:
  - a) **Diagnosis:** Outlining the student's condition, clarifying the reason for needing the device at school with the supporting documentation.
  - 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.

#### 47. 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 ½ years | 2nd Booster DPT & Oral/IM Polio                      |
| viii. | 5 years   | B.C.G  |
| ix.   | 11 years  | 3rd booster DT & Oral/IM Polio/ HPV inoculation      |

#### 48. Drop Off Time for in-house School

- i. Drop off for all students is between **7:30a.m – 7:55a.m.** All classes start at 8 a.m. sharp. We cannot accept liability or monitor students dropped before 7:30 am. Please do not bring students to school before 7:30am without clearance to do so.

#### 49. Collection Times for in-house School

- I. Montessori Students 3-6 years: 2:00p.m. to 3:30p.m. Subject to change as required.
- II. Primary Students 7-11 years: 2:30p.m. to 3:45p.m. Subject to change as required.  
Any Parent / guardian dropping off after **8:05a.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.

#### 50. 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 8:03am 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 3<sup>rd</sup> 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. 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 switching off ignition, even in electric cars for health and safety.
- viii. Please do not come to school outside of the pick-up times. We are striving to always keep the numbers on persons on property as low as possible.
- ix. Adults please do not disembark from vehicles unless to escort a Montessori student.

### **51. 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. Where possible for Primary students, onsite classes will be replaced with remote core classes and or virtual learning as is realistically possible.
- iii. In the event of fire, tsunami, or similar warnings we will ask parents to collect students immediately or 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 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 and 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.

### 52. Late Collection and Fee

- i. There is a late fee of **\$30 for students collected after the designated late time. This is applied on the 3<sup>rd</sup> offence and thereafter in any given term.** However, the fee is applied for the first-time offence in the event a student is collected more than 45 minutes past the collection time. Should this be a repeated offence from the 5<sup>th</sup> late collection per term, the late fee may be increased at the school's discretion to \$50. 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.

### 53. Punctuality Logbook

- i. When filling in the logbook for a student who is dropped late after 8am, collected early or collected late. Parents / guardians are asked to fill in the book completely and accurately. Any discrepancies could result in immediate termination of contract.

### 54. Attendance

- i. Once classes are in session, students are expected to attend school. 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 to the Ministry of Education along with our attendance report every other week.

- iii. In the event a student is ill, either absent or becomes ill while at school, they will not be at school, or be asked to be collected. However, in the event the student in question has a sibling at school, once sibling(s) are feeling well and are not presenting any symptoms they may attend or remain at school and will not be expected to remain home. All students who are absent due to illness are required to bring a doctor's note to return.

#### 55. After Care

- i. Teachers will be on property until 3:30pm
- ii. After care teachers will be on site until 4:00pm
- iii. Our office closes at 3:45pm.
- iv. We have complimentary after care and sports-oriented activities and free play for all students.
- v. We have additional afterschool activities daily with a further cost as 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. The days times and costs of these activities will be shared and updated term to term.
- vii. All students are 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 contact the office for the full list.
- viii. If any parents / guardians are interested in teaching an afterschool activity, please let us know.
- ix. 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 with engine switched off until the student is dismissed.

#### 56. Swimming Classes

- i. Provisions have been made for swimming classes for our Primary Students at a nearby saltwater pool in St. Lucy. All fees associated with regular swimming classes including transportation are included in the school fees. 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.
- iii. To be permitted to swim, students must wear their P.E uniforms and change into appropriate swimwear before heading out to the pool. To swim, students are also required to have flip-flops, swim caps, a towel. Goggles are optional. Students wear their team colour PE shirt in either red or blue.
- iv. In the event it is needed, on our website there is an excuse note for incorrect uniform as well as the excuse from activities forms to be completed when a student is attending school but is excused from swimming.
- v. Students who are not swimming are to remain at school under the supervision of another teacher.

### 57. Physical Education Classes

- vi. Physical Education classes have also been scheduled on the timetable for all students and they are not optional. There is a school- issued Neon Green PE uniform which is to be worn on days when students have PE with their black shorts. 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. Students will only be permitted to participate in full PE uniform, students will not be permitted to participate in hard-soled shoes or barefoot.
- vii. In the event it is needed, on our website there is an excuse note for incorrect uniform as well as the excuse from activities forms to be completed when a student is attending school but is excused from PE.
- viii. 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

### 58. S.T.E.M./ Robotics/ IT

- i. All primary students are required to have a personal laptop which is brought into school for our in-house I.T. classes. Infant B students have the option of having a tablet, but all students from J1-J4 are required to have a laptop. There is an additional annual subscription fee for the software programme used. Once paid, it is the property of the student and may
- ii. be used at any time.
- iii. Parents are to ensure students don't have social media accounts found deemed to be inappropriate or abusive in content and or which the school deems defamatory or inappropriate against the school, present or past students and or any of the present or past employees or associations.
- iv. Parents are to ensure students do not have unrestricted or unsupervised access to the internet or to internet enabled devices whether during or outside of school times.
- v. If a student uses the internet or any social media account in a manner which the School deems harmful to that Student, to other students or to the School, the School reserves the right to take the action deemed necessary, which can result in immediate termination and or loss of all moneys paid to the school.

### 59.Extra-Curricular Activities

- i. There are a wide variety of activities available during and after school. Sign-up is done via the school's website. The form has the activities list, days, times, and costs. One sign up sheet per student and registration is subject to availability.
- ii. For activities without a specific uniform assigned (e.g., a Gi for Martial Arts, or a leotard and skirt for ballet) students may only wear their full school or PE uniform. For sports club students may only wear their 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.

- iii. All communication, payments etc. are to be handled by the external instructor directly and not by the school office. 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 pedestrian gate in a sealed envelope with the student's name, class, the activity, and instructor's name clearly written on the envelope.
- iv. In the event the instructor cancels a session within the term, 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 and cancels registration after the start of the class or is absent for any period of time , unfortunately a refund will not be possible.

#### 60. Field Trips and School Outings

- i. During 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.
- v. In the event there is a student aide accompanying a student, all costs associated with them going to the event or outing will be undertaken by the parents of the student.

#### 61. Forget me not

- i. Other than food, water bottles and medication 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 dismissal or on weekends to collect forgotten items. We are striving for our students to become responsible citizens.

## 62. Personal Items at School

- i. Each primary student should have a laptop for school.
- ii. Items such as smart watches, radios, toys, electronic games, 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. We do not accept liability for any such items, even if permission is granted. Cell phones are strictly prohibited. No pets allowed on school premises, except in special circumstances and with approval.
- iii. 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.

## 63. 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.

## 64. 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 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.
- iii. Anyone who is not financially up to date with tuition. will not receive school reports.

## 65. Grievances

- i. Should there be something which needs to be discussed. Please address all grievances with your class teacher, Co- 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.

- ii. Parents have an obligation to resolve all concerns, queries, and complaints directly with the school and to communicate the same in a respectful manner.

### 66. Incident Reports

It is the policy of St. Luke's Academy to record all incidences. Following the infraction, an email will be sent to the parents / guardians.

#### **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.

#### **Matters related to repeated issues –**

- a) Repeated tardiness
- b) Repeatedly forgetting items needed for school.
- c) Damage to school property
- d) Behavioural Challenges
- e) Repeated breaking of school policies

### 67. 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.

### 68. Sun Exposure

- i. Any parent / guardian of a student wishing to have sunscreen applied at school are required to provide sunscreen sticks with their name to remain at school and apply independently. Every time before they go outside, despite the weather conditions or time 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.

### 69. 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 if they are not a source of distraction to the student or others around them. Mosquito repellent is optional.

#### 70. 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”.

#### 71. 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 can 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.

#### 72. Religion

- i. St. Luke’s Academy is a non-denominational 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.

#### 73. Naps for Students

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

#### 74. 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. No diapers or pull ups are permitted.

#### 75. Water Coolers

- i. Hydration is important! We have filtered water coolers shared between the classrooms and all students are welcomed and encouraged to fill up their water bottles as needed.

#### 76. 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.
- ii. We have a fully functioning library and literature programme for all ages.

#### 77. 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.

#### 78. CCTV

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

#### 79. Security

- i. We have a security guard on property throughout the school day. Please always comply with all requests of the school security guard. 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 logbook once they are on school grounds.

#### 80. School Transportation

- i. The school coordinated transportation will be available once there is sufficient interest expressed.

#### 81. Student 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.

## **82. Events Fundraising Committee**

**Main Objective: Hosting Events & Bringing Community Together Helping strengthen the networking relationship between our Parents / guardians and teachers while offsetting costs to ensure our student have the best experiences while at school.**

- i. 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.
- ii. The volunteer list on this committee is made up of Parents, Guardians, Teachers, the Principal, Vice Principal
- iii. Each Class is asked to have at least one parent representative.
- iv. Our events committee is a very active organisation in our School community. This funding aids with events, prize giving, graduation, transportation of teams for school representation, team uniforms etc.
- v. 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!
- vi. 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.
- vii. 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.
- viii. Assist with coordinating and organising hold social events.
- ix.** For our larger events, when applicable, we donate a portion of the proceeds to charity.

## **83. School Culture**

- i. 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 our Administrative Team 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.

## **84. 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 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.
- ii. It is strongly recommended that students do not have personal social media accounts. For those who do, the parents will be held responsible for monitoring all activities, posts etc.
- iii. Parents agree not to disparage and/or denigrate the school orally or in writing and that neither the Parent nor anyone acting on their behalf shall publish, post or otherwise release any material in writing on social media. Any posts deemed to abuse, demean, criticize, disparage, insult, or malign the

school or any of its employees, students, or other parents in any way. Breach of this undertaking may result in the immediate termination enrollment and forfeiture of all sums paid.

- iv. Even if online or in-person conduct or acts are not specifically prohibited under a school policy or regulation or under the Laws of Barbados, the School reserves the right to terminate the contract should it be considered that either a student or parent has acted in a manner which is harmful to the operation of the School, or its reputation, or its ability to provide an education to and a safe learning environment for all its students and staff.

### **85. 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 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 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. All policies outlined in this Handbook are linked to the enrolment agreement, and in the event a parent does not agree to any newly implemented policies you may give notice as outlined in the Enrolment Agreement.
- iii. Parents and students are expected to comply with all the school's policies and regulations. It is the responsibility of parents to stay up to date with any changes to the school's policies and regulations. Continuous violations or flouting of the School's policies and regulations whether the act or acts or omission of whether by the student or the parent shall warrant immediate termination.

### **86. Contracts and Agreements**

- i. Once a student has started school, we reserve the right to assume that in the absence of a signature on a contract, means you have read and agree to comply with all documents and school policies as they are revised and amended throughout your child's time with us.
- ii. 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 all fees paid to the school.
- iii. All terms and conditions in The Policy Handbook, which may be amended from time to time, have been read by the Parent and are both understood and accepted to be a binding part of this Agreement. Violations of the Policy Handbook may constitute breaches of this Agreement.

- iv. The Parents understand that they have an obligation to comply with the requirements of this Agreement and also to cooperate with the School generally. The Parents undertake to discharge that obligation to the best of their ability. Parents agree that such obligations will be discharged in the best interests of their child, the School, and all students attending the School.
- v. The School and Parents recognize their relationship must include mutual trust and confidence.
- vi. All decisions made with respect to placement, promotion, disciplinary punishment or termination shall be made by the School's administrators and are deemed to be final. There is no right of appeal in respect of any decision made by the School's Board of Directors.
- vii. The School reserves the right to terminate this Agreement effective immediately for just cause and without refund.
- viii. If the School terminates this Agreement without notice and for a reason other than a breach of this Agreement by the Parent, the School will refund any Fees paid by the Parent, including Tuition and School Fees, on a pro-rata basis.
- ix. Notwithstanding any other provision or right herein, if the School determines that the relationship of mutual trust, respect, and confidence between the Parents and School has broken down to the extent that the School considers it is no longer feasible or possible to continue the relationship, the School reserves the right to unilaterally terminate this Agreement with immediate effect. If the School terminates this Agreement in accordance with this section, it shall immediately tender the unused portion of the School Fees paid hereunder to the Parent

### 87. Infractions

- x. All terms and conditions in The Policy Handbook, which may be amended from time to time, have been read by the Parent and are both understood and accepted to be a binding part of this Agreement. Violations of the Policy Handbook may constitute breaches of this Agreement.
- xi. The Parents understand that they have an obligation to comply with the requirements of this Agreement and also to cooperate with the School generally. The Parents undertake to discharge that obligation to the best of their ability. Parents agree that such obligations will be discharged in the best interests of their child, the School, and all students attending the School.
- xii. The School and Parents recognize their relationship must include mutual trust and confidence.
- xiii. All decisions made with respect to placement, promotion, disciplinary punishment or termination shall be made by the School's administrators and are deemed to be final. There is no right of appeal in respect of any decision made by the School's Board of Directors.
- xiv. The School reserves the right to terminate this Agreement effective immediately for just cause and without refund.
- xv. If the School terminates this Agreement without notice and for a reason other than a breach of this Agreement by the Parent, the School will refund any Fees paid by the Parent, including Tuition and School Fees, on a pro-rata basis.
- xvi. Notwithstanding any other provision or right herein, if the School determines that the relationship of mutual trust, respect, and confidence between the Parents and School has broken down to the extent that the School considers it is no longer feasible or possible to continue the relationship, the School reserves the right to unilaterally terminate this Agreement with immediate effect. If the School terminates this Agreement in accordance with this section, it shall immediately tender the unused portion of the School Fees paid hereunder to the Parent

### **88. Disclaimer**

- i. Violations of this School Handbook constitute breaches of agreement.
- ii. 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 all amendments which are being applied. Should a parent / guardian disagree to any revised policies they may terminate their contract within the notice period to avoid incurring any monetary penalties.
- iii. The Board of the school is strictly an advisory Board. The members do not get involved with the day-to-day administrative decisions and running of the school and are not available to be contacted by parent & guardians.
- iv. The terms and conditions of this Policy Handbook constitute the full and complete agreement between the parties. No other verbal or written agreement shall, in any way, vary or alter any provision to terms of enrollment.