



Student Handbook

Located inside Discovery Kidz
3901 Spencer Hwy. Suite 150
Pasadena, TX 77504

www.kyleacademy.com

Welcome to Kyle Academy for Autism

Our school was created to provide special needs children with an educational environment like no other: a homeschool academy that encourages fun, curriculum that challenges, and a staff that welcomes students into a safe, accepting, and loving setting daily.

Kyle Academy offers full academic curriculum combined with Applied Behavior Analysis principles. Students receive an individualized education that truly nurtures the whole child through reading, writing, math, science, and social studies. We then pair those lessons with valuable activities that foster language, fine motor, gross motor, and social skills. Other benefits of our school include:

- Low student to teacher ratios (3:1)
- Christian Homeschool Environment
- Auxiliary Therapy Services Available
- Aligned with State Educational TEKS
- Security is a top priority, security cameras in our classrooms & fingerprinting for all visitors

Thank you for taking the time to explore the best option for your child!

Sincerely,

Jackie Scott

Founder & Executive Director

Mission Statement

The mission of Kyle Academy for Autism is to provide a meaningful Christian education, while embracing each child's unique talents in a positive homeschool environment.

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Enrollment

Enrollment for the 2017-2018 school year will be limited to ages 4-11 years old (Pre-K to Fifth Grade). We do have plans to increase age groups and class grades gradually given enrollment and curriculum. Children are enrolled on a first come, first serve basis. Others are placed on a waiting list and enrolled when space becomes available.

Kyle Academy will assess each applicant to determine if our school fits your child's needs.

In order to be admitted to Kyle Academy, the following items must be in our office by the first day your child is to be with us:

- 1) Tuition including registration and supply fees
- 2) Completed enrollment forms
- 3) Up-to-date immunization records
- 4) Emergency Medical Care Authorization Form
- 5) Physician statement

Kyle Academy for Autism Tuition

Fee Schedule:

Annual Registration Fee: \$100

School supply list will be provided at the beginning of the school year

Supply fee (January): \$50

Full time Tuition

Monday – Friday

9:00 am – 3:00 pm

\$1,100/month, prorated to \$550 in August and December

Part time Tuition

Monday/Wednesday or Tuesday/Thursday

9:00 am – 3:00 pm

\$500/month, prorated to \$250 in August and December

**Part time tuition rate and days may be adjusted based on student needs

Discovery Kidz Childcare

Before School Care

6:30am – 9:00am: \$30/week

After School Care

3:00pm – 6:00pm: \$60/week

Before and After School Care

\$85/week

Fees

Late payments made after the 5th of the month will have an additional \$25 fee.

Returned checks will result in a \$25 minimum charge. After receiving two returned checks, only money orders or cashier's checks will be accepted.

Children that are picked up late will incur a fee of \$1 per minute accrued after 3:00pm dismissal. These fees must be paid in cash at pickup.

Kyle Academy for Autism reserves the right to refuse admittance to any child whose financial account is not current. All fees are nonrefundable, nontransferable, including sick days.

Snacks & Lunches

Hot lunches are provided by Discovery Kidz Childcare free of charge. Menus are posted on the bulletin board in each classroom. Children may also bring a lunch from home. Students will also have a snack time during their day. Please provide a small snack and drink for your child daily.

Birthdays

Each child's birthday calls for a special celebration! Parties are held during snack time and parents are encouraged to attend the festivities. Please speak with your child's teacher to make arrangements.

Events

Classes will have parties and themed days throughout the year. We will send out notices in advance so that you may make arrangements to attend some of our celebrations. Parents and family members are welcome and encouraged to participate.

Arrival & Dismissal Schedule

Kyle Academy Hours

Monday -Friday

Arrival: 9:00 am

Dismissal: 3:00pm

*Early Release: 12:00 pm

Discovery Kidz Hours

Monday – Friday

6:30 am- 6:00 pm

2017-2018 Academic Calendar

First Day of School: August 22nd

Last Day of School: May 30th

Student Holidays

Labor Day: September 4th

Student Holiday: October 6th

Columbus Day: October 9th

Early Release: November 3rd

Thanksgiving Break: November 20th – 24th

Early Release: December 22nd

Christmas Break: December 25th – January 9th

Martin Luther King Jr Day: January 15th

Student Holiday: February 16th

President's Day: February 19th

Spring Break: March 12th – 16th

Good Friday: March 30th

Early Release: April 13th

Memorial Day: May 28th

Our school calendar is based on the Pasadena ISD School Calendar. Calendar can be found on their website at: http://www1.pasadenaisd.org/UserFiles/Servers/Server_80688/File/Calendars/2017-18_PasadenaDistrictCalendar_3-21-17.pdf

An additional calendar of activities and special days will be shared with each family and posted in the classroom on a monthly basis.

Weather

In case of severe weather, we will follow the Pasadena school closing schedule.

Academics

Kyle Academy for Autism's curriculum includes: language arts, mathematics, science, social studies, Bible, art, music and physical education. Our educators combine creativity, differentiation, and ABA principles to facilitate maximum student learning. We believe in using a variety of teaching methods to reach all learning types, especially our kinesthetic learners, through many hands-on activities.

9:00 - 9:15	Arrival
9:15 - 9:45	Morning Greeting/Calendar
9:45 - 10:15	Language Arts
10:15 - 10:35	Break/Restroom Break
10:35 - 10:55	Language Arts
10:55 - 11:10	Peer Interaction
11:10 - 11:45	Math
11:45 - 12:00	Break/Lunch Preparations
12:00 - 12:45	Lunch and Restroom Break
12:45 - 1:10	Recess
1:10 - 1:25	Story Time
1:25 - 1:40	Music/Art
1:40 - 1:55	PE
1:55 - 2:10	Snack/Restroom
2:10 - 2:15	Reading
2:15 - 2:30	Science/Social Studies
2:30 - 2:45	Writing
2:45 - 2:55	Technology
2:55 - 3:00	Clean Up/Closing Circle

Dress Code

Clothing Basics:

- Appropriate fit
- Clean, free from holes, tears, or rips
- The following are prohibited:
 - Exposed undergarments
 - Bared midriff
 - Offensive images or wording

Bottoms:

- Shorts must be mid thigh length or longer

Shirts/Dresses:

- Bloomers or shorts are required underneath dresses

Shoes:

- Any color
- Closed toe and heel (no sandals, flip-flops, or clogs)
- No skate shoes (including Heelies)
- Rubber soles

Socks/Hosiery:

- Worn at all times
- Leggings/tights may be worn as hosiery under skirts, tunics, dresses (mid thigh or longer)

Hair:

- Clean, neatly groomed

Grades and Progress Reports

There will be a no formal report card as no grades will be awarded. A quarterly progress report will be sent home to show progress towards grade level goals. It is our policy to keep our parents informed as to how their students are doing through regular oral and written communication.

Your student will have a folder that will go home at the end of each day. It will have the work they have accomplished along with any extra communication. Please return the folder daily.

Parent / Teacher Conference

Conferences are always available. A minimum of a 24 hour notice is appreciated for scheduling.

We will have a formal open house once per semester to speak with your student's teacher about his/her progress. For any additional conferences with your teacher or Kyle Academy, please contact the director to make an appointment.

If you have any questions about or concerns about policies and procedures, the director is available by appointment. We have also posted in the lobby and classrooms how to contact the local licensing office, DFPS child abuse hotline and all necessary emergency contact phone numbers.

Discipline Policy

When a student misbehaves:

1. Repeat the instructions and redirect.

If the student does not comply:

2. Repeat the instruction with the consequence

If the student still does not comply:

3. Administer consequence.

If behavior is still disruptive after #1 – 3:

1. Bring student to sit with the Academy Director / designee.
2. The parent will be called for further instructions or to pick up their child.

Consequences:

1. Time-out (Sit on a chair separated from the activity of the students in the classroom.)
2. During a “fun” activity or field trip time, the student will watch and not participate for a designated period of time: 5 – 15 minutes based on age (or social age).
3. Any additional consequences may be added to your student’s behavior plan after a discussion with the student’s teacher or the school director.

Parental Involvement, Volunteers and Adult Visitors

Visits at our school, checking out our facility and observing your student is always available. Visits can be scheduled with Kyle Academy for Autism through the directors. Whenever possible, a 24 hour notice is much appreciated. When you do visit, please ask the director or teacher to show you our teaching methods so you can

Field trips and special activities are important points of memory for you and your family. Please come and enjoy our fun. When filming or taking pictures, we ask that you do not publish or post them if they include other children. We would like you to share them with us so we can share them with our students and use them appropriately on our website and at our open houses.

We love volunteers. All are required to have a background check and a simple orientation of our classroom procedures and expectations of our special needs children.

Immunizations

We adhere to the Texas Department of Health Immunization Requirements for our students, including exemptions of immunization for reason of conscience. A copy of your child shot records or exemption forms need to be on file for your student to attend Kyle Academy for Autism.

<http://www.dshs.state.tx.us/immunize/school/>

Health Checks

The health of your children is paramount. We regularly observe your children for obvious changes in behavior and how they are feeling. We will specifically watch for breathing difficulties, severe coughing, discharge from the nose or eyes, changes in skin color, bruising or swelling, cuts, sores or rashes and fevers.

We will record our findings and speak with you about any concerns. Please inform us of any changes of sleep, eating, drinking, toileting habits, mood and behaviors at home.

The school maintains first aid supplies in the office and each classroom for minor injuries. When the school cannot safely handle a student's illness, parents / guardians are contacted immediately. Student records must be kept up-to-date with current telephone numbers for home, work places, physicians and other emergency numbers.

Parents / guardians, please notify Kyle Academy of any changes that occur throughout the year.

Medication Procedures

All medication should be given, whenever possible, by the parent at home. Kyle Academy will not provide over the counter medication.

If medication must be given at school, it must be furnished by the parent in its original bottle and kept by a Kyle Academy Director or designee. All students who require medication to be administered by Kyle Academy will have a permission and instruction form on file.

Students may not carry medication, including non-prescription medicines, with them or administer it to themselves or others.

It is the parent's responsibility to deliver and pick up all medications from the school.

Only authorized employees may administer medication to a student:

1. Medication authorization form is required for all medication, prescription and non-prescription.
2. Prescription medication, in the original, properly labeled container is provided by the parent.
3. Non-prescription medication, in the original, properly labeled container is provided by the parent.
4. Regular injections WILL NOT be given at school.

Medical Emergencies

If your child has a medical emergency while at our facility we will first call an ambulance and then call you, the parent. If you cannot be reached we will send your child to the hospital you specified in your child's enrollment packet.

Other Emergencies

In case of need for evacuation Kyle Academy will take children to New Horizons Child Care Center at 5151 E Sam Houston Pkwy., Pasadena, TX 77505 281-991-0415. It is imperative that you keep your contact information up to date. We will take your child's enrollment information with us when we evacuate the building.

Safety and Emergency Preparedness

A wide range of emergencies may occur including weather related events, such as a hurricane or tornado, as well as gas/chemical leaks, bomb threats or explosions, and hostile situations, such as an intruder with a gun or hostage situation.

Considering each situation, we, at Kyle Academy for Autism, have developed procedures for each threat. The detailed plan can be found in a binder in the school classroom.

Our first point of safety is our building. Both doors that lead to the classrooms and the door that leads into the center from the playground are secured at all times. You will be issued a code to enter into the numeric keypad on the main door in order to reach your child's classroom.

All students will be signed in and out at the beginning and end of each day. Only persons authorized in writing will be allowed to pick up your student and ID will need to be presented.

Fire Drills

Fire drills will be conducted a minimum of once per month. They are monitored by the local fire department. Due to the nature of some of our students, we will practice some "planned" drills to get the children accustomed to the expectations before an "unexpected" drill is performed.