



Parent / Student
Handbook for
Imagine Preschool
2023-2024

9001 Westview Drive
Coral Springs, Florida 33067

Phone: (954) 255-0020

Office Hours: 8:00 a.m. – 2:30 p.m.

Preschool Hours: 8:30 a.m. – 2:30 p.m.

Preschool Director: Hester van Rooyen
954-801-7797
Hester.vanrooyen@imageschoolatbroward.org

Table of Contents

Imagine preschool at Broward Mission StatementE-4

Imagine School's VisionE-4

Statement of servicesE-5

Hours and DaysE-5

State LicensingE-5

Admission requirementsE-5

Admission and withdrawalE-6

Guaranteed start dateE-6

Paperwork, forms and annual renewalE-6

Drop-offE-7

Pick-upE-7

Parking policyE-7

Pick-up permission formE-7

Emergency medical consent formE-8

Information changeE-8

Immunization requirementsE-8

MedicationE-8

AllergiesE-9

Illness and continued healthE-9

Accident reportsE-10

Children requiring special accommodationsE-10

DisciplineE-10

Toilet trainingE-10

ToysE-11

ClothingE-11

Uniform policyE-11

SuppliesE-12

Parent Teacher Organization (PTO)E-13

Pledge of AllegianceE-14

CurriculumE-14

Preschool CurriculumE-14

Daily scheduleE-15

AccreditationE-16

Class divisions and class sizeE-16

Student to teacher ratioE-16

Mixed-age groupingE-16

Transition planE-17

Our staffE-17

Staff and client relationshipsE-17

Written communicationE-18

Verbal communicationE-18
Parental involvementE-18
Policy for parents who cannot participate in special eventsE-19
Children birthdaysE-19
Visiting the centerE-19
ClassificationsE-19
VolunteersE-20
IntrudersE-20
Meals and snacksE-20
Portraits and picturesE-21
Registration and material feesE-21
Monthly tuition feesE-21
Payment policies and proceduresE-21
School closingsE-22
Severe weather informationE-22
RefundsE-22
Receipts and statementsE-23
Late pick-up feesE-23
Vacations, absences and leaving the centerE-23
Quiet timeE-23
Child abuse reporting policyE-24
Transportation policyE-24
Insurance requirementsE-24
Additions and chargesE-25
Before and after school careE-25
Cellular phones / electronic devicesE-25
Parent / student handbook acknowledgementE-26
Parent / guardian school contractE-27-29

**IMAGINE PRESCHOOL AT BROWARD
PARENT'S HANDBOOK**

IMAGINE PRESCHOOL AT BROWARD MISSION STATEMENT:

Our mission is commitment to excellence in academics, character, and spirit, by building, developing and fostering partnerships between our school and external stakeholders that, together, create a community of caring, life-long learners. At Imagine Preschool at Broward we strive to provide students with a safe and nurturing learning environment in conjunction with challenging educational opportunities that prepare them for lives of leadership in a rapidly changing world.

IMAGINE PRESCHOOL AT BROWARD'S VISION:

Imagine Preschool at Broward's vision is for every student to reach his or her full potential and discover the pathways for life-long success. As a national family of non-profit public charter school campuses, Imagine Schools' partners with parents and guardians in the education of their children by providing high quality schools that prepare students for lives of leadership, accomplishment, and exemplary character. Imagine Schools' Shared Values of Justice, Integrity and Fun form the foundation of our educational mission.

Imagine Preschool at Broward educators aspire to live by these values daily and teach them to our students. Justice gives to each person what he or she deserves and what is appropriate. Justice requires doing all in our power to ensure that every Imagine student has access to an outstanding education. Driven by the unique abilities and needs of each student, Imagine Preschool at Broward's educators design instruction to equip all students to become successful learners. We align goals for each student and adult in our schools with what they need and deserve. Integrity means wholeness, or how things fit together. Integrity drives us to live and model consistent ethics inside and outside the school. Integrity requires responsibility and accountability. It means every aspect of what and how we teach is done with rigor and fidelity. We hold ourselves individually and collectively accountable for strong academic outcomes, with each individual fulfilling his or her responsibility so that all students can succeed.

Fun means cultivating a Joy at Work environment in every school we operate. In our schools, each person has the opportunity to use his or her unique talents and experience to make important decisions contributing to the success of the school. Joy at Work combines integrity and justice with accountability for our decisions in order to achieve outstanding results for students and families.

STATEMENT OF SERVICES:

Imagine Preschool at Broward is a 10-month program that offer 3-year class and VPK classes for children ages 3 years to 5 years. Our daily activities and program consist of a flexible schedule that has been created to provide diversity and challenge for children in both age groups. We offer a structured program for children and include a well-developed curriculum.

Our activities include school readiness skills, arts and crafts, games, music, outdoor play and story time. We offer a Full-Time contract for VPK and 3-yr old classes, for children present at the center 6 hours per day, and we offer a Part Time contract, for children present at the center 3 hours per day (part-time VPK).

HOURS AND DAYS:

Imagine School at Broward is open from 7:00 am to 5:55 pm, Monday through Friday. We follow Broward County school calendar. Our Before care is available from 7:00 am – 8:30 am. Our Aftercare program is available from 2:30 pm – 5:55 pm.

STATE LICENSING

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. Imagine Preschool at Broward complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required).

All forms provided to you upon enrollment must be completed before your child may attend Imagine Preschool at Broward. All requested personal information is kept confidential. Parent's are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child.

Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. Imagine Preschool at Broward must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

ADMISSION AND WITHDRAWAL:

Parents wishing to enroll their children in the center are encouraged to set up an appointment with the center office to come and tour the center and meet the Director and their children's Lead Teacher. Tours are scheduled at the parent's convenience. The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child(ren)s average day. At this time, we will give you an electronic copy of the parent's handbook and any forms necessary to enroll your child(ren) in the center.

All children shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn according to the procedure outlined in the section "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE CENTER" on page E-24

GUARANTEED START DATE:

Imagine Preschool at Broward works on a "Guaranteed Start Date" and a "Waiting List". Upon deciding that Imagine Preschool at Broward is the place for your child(ren), you will be asked to fill out a "Guaranteed Start Date Agreement" and pay a non-refundable deposit.

This deposit consists of registration fee, and the annual mat fee which are due each year. At this time, you and the center will agree, upon the date your child(ren) will start. Prior to your first day you must bring your child's(ren's) enrollment packet(s) (one for each child) along with the following for verification: Birth certificate, and shot records.

Parents are required to notify the center prior to their child(ren) withdrawing including withdrawing from being on the guaranteed start list. For more information see the "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE CENTER" section on page E-16 for more details.

PAPERWORK, FORMS AND ANNUAL RENEWAL:

We are required by the state to have current and updated information on each child in our center. This is also for your safety. We require all forms to be filled out on each child prior to their initial attendance at Imagine Preschool at Broward. Also, each year in June we will have you update all your paper work and all forms. There will be a deadline given for compliance to this requirement and a fine may be charged if the new paperwork is not turned in on time.

Failure to update paperwork does not constitute withdrawal from the program and fees will continue to accrue according to the newest published rates, including all late payment convenience fees and all other fees due. Annual registration fees and annual material fees will also be added each year at this same time.

If Imagine Preschool at Broward is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

DROP-OFF:

Parents will drop off children in car line on the North side (back) of school. Children will not be permitted in the building prior to opening hours. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

PICK-UP:

All children must be picked up in carline by an adult and/or person approved by the parent and the center. Anyone, including all parents, who are to be allowed to pick the child up, must be listed on the Pick-up Permission form or be approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual. However, this is strongly discouraged.

The center reserves the right to not allow any individual onto Imagine Preschool at Broward property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is updated annually.

PARKING POLICY:

Imagine Preschool at Broward has a drop-off area by the doors to each building. Due to the limit of the number of vehicles that may be in this area, please park in one of the parking spaces if you anticipate you will be in the building longer than 5-10 minutes. We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child(ren). Imagine Preschool at Broward is not responsible for items lost or stolen from cars or from the parking lot or facility.

PICK-UP PERMISSION FORM:

All persons authorized to pick a child up from the center must be listed on the PICK-UP PERMISSION FORM. To avoid confusion, it is the responsibility of the parent signing the child into our center to properly fill out all forms. In a custody situation the parent signing the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the PICK-UP PERMISSION FORM. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up.

The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

EMERGENCY MEDICAL CONSENT FORM:

This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts all be listed on your Pick-up Permission form. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or non-food allergy forms. All of these forms will be updated annually.

Immunization cards need to be presented on or before the first day the child attends the center. A photo copy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photo copy of it so that we can up-date your file. Whenever any information on this card changes **– it is your responsibility to notify us and up-date or re-do this form.**

INFORMATION CHANGE

Parents are to notify the center of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. The center requires that someone listed on the Pick-Up Permission form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that Imagine Preschool at Broward has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.

IMMUNIZATION REQUIREMENTS:

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations.

Parent's wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. If Imagine Preschool at Broward is penalized or fined for non-compliance of immunization cards due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

MEDICATION:

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine including scripted and un-scripted medications must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medication must have that child's name on the script. All non-

prescription medicine must have a permanent sticker with the child's name and the date the medication was left at the center. A "Permission to give Medication" form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the "Permission to give Medication" form (Filled out).

Imagine Preschool at Broward reserves the right not to give medicines if the dosage is questionable or not according to the label. Imagine preschool at Broward reserves the right to request a doctor's consent via hand written prescription for any non-prescription medications. A copy of the "Authorization to Give Medication" form (example on page Z-23) along with the medication bottle and any remaining medication will be given returned to the parent upon completion of the course of medication.

ALLERGIES:

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to fill out an "Allergy/Food Exemption Medical Statement" (form on page Z-21). This allows us to alert all of our staff to be on guard of their allergy.

The Allergy/Food Exemption Statement must be turned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies you will need to fill out a "Non-Food Allergy Medical Statement" (form on page Z-22) which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually. You will also need to fill out a "Authorization to give Medication" form (Example on page Z-23) if your child requires an Epi-pen or other emergency treatment.

ILLNESS AND CONTINUED HEALTH:

These guidelines are for the welfare of all of our children. In order to provide a safe and healthy environment we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 101 degrees or above should be kept at home.

All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 101 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease.

In the event you are called to come pick up an ill child, you must pick your child up within 30 minutes, or overtime rates will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. If no one is available by contact after 30 minutes the overtime rate will apply.

The center reserves the right to request the child to see a physician or have a physician's note prior to returning. For further clarification refer to the F-Section of this manual for our full "First Aid/Medication Policy" and our "Guidelines: When A Child Can Return."

ACCIDENT REPORTS:

Safety is a top priority of Imagine Preschool at Broward. Yet, there are times when a child will have an accident/ incident between your child and another child. If the accident/incident requires "more than a hug and a kiss", our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the Director's office. We ask that you sign the copy provided to you and return it to the Director's office to confirm that you were notified of your child's injury.

This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

Imagine Preschool at Broward complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

DISCIPLINE:

At Imagine Preschool at Broward the staff are trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system which we call our Behavior Intervention Policy. Violent threats and actions to peers or staff will not be tolerated and result in immediate expulsion. The safety of our students, families and staff are our number one priority. These policies begin on page E-18.

TOILET TRAINING

At Imagine Preschool at Broward we **do not** provide this service. All children should be fully independent using the bathroom facilities with no help from teachers. Teachers are not allowed to assist children.

TOYS:

Imagine Preschool at Broward has a wide variety of toys, games and other resources to offer children during center time. Preschool classes will have show and tell related to the week's lesson. Personal toys are ***not permitted*** in the center, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. Imagine Preschool at Broward is not responsible for stolen, lost or broken toys or clothing.

Do not bring toy guns, war toys or other toys of destruction.

CLOTHING:

We encourage the children to dress for play and comfort as the seasons change. We are a uniform school, please see attached flyer regarding where to purchase uniforms. Khaki or navy bottoms are allowed and Navy blue sweater or jacket for colder days. Girls have to wear shorts underneath dresses or skirts. Because our program is based on play and exploration your child WILL get dirty!! Children will have opportunities for outdoor play twice a day weather permitting. Children will go outside if the temperature is above 32 degrees or below 100 degrees with the wind chill and heat index taken in to consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in center clothes, please wash the clothes and return them within one week. **It is strongly suggested that all clothing brought or worn to the center have the child's name on it.**

UNIFORM POLICY:

In order to create a consistent and safe environment free of distractions, the school has developed a Dress Code and supporting Uniform Policy. It is the belief of the school administration and staff that students who come to school dressed properly will achieve higher academically and conduct themselves more appropriately while at school. This belief is supported by extensive research on the positive effect of school uniforms on student learning and behavior and is also stated in our approved charter.

Therefore, ISAB enforces a mandatory uniform policy for all students. The school allows reasonable accommodations based on student's religion, disability, or medical condition. The elementary grades (K-5th) uniform consists of the following:

- ISAB collared shirts.
- Uniform quality khaki or navy bottoms, including pants, shorts, capris, skorts or polo dress.
- Closed-toe shoes and sneakers only (excluding knee high sneakers and boots).
- Navy or white leggings permitted under pants or skirts only.
- Only navy-blue jackets or sweaters are permitted. No logos permitted other than the Imagine
- Embroidered logo.
- Elementary grade students may wear long sleeve shirts under their ISAB uniform top. Long
- sleeve shirts must be the same color as approved uniform tops or plain white only. The

- undershirt cannot be patterned or sparkly. In addition, students' hairstyles must be appropriate and not cause a distraction. On cold weather days the uniform policy is still in effect. Cold weather uniforms are available from In Unison School Apparel including long pants, long sleeve shirts, jackets and sweatshirts. Colored leggings are not a part of the dress code. School spirit shirts and PE uniforms are available for purchase at Meet and Greet and through the front office.

Blue jeans are not a part of the school uniform. However, on designated JIF Club Days, students enrolled in the program may wear jeans or navy athletic shorts/pants with their uniform shirt or spirit shirt. Jeans must be dark blue and not have rips or holes. Students who are not enrolled in the JIF Day Club are expected to be in uniform.

To ensure continuity of uniforms, all uniform tops must be purchased through the school's authorized provider:

In Unison School Apparel
2085 N. University Drive
Sunrise, Florida 33322

954-749-3340/954-718-7060(fax) or visit their website www.inunisonkids.com

Bottoms, such as shorts, skorts, or pants, may be purchased through In Unison or at other local retailers. However, retail store bought bottoms must look like those offered by In Unison and be of uniform quality.

Outerwear and Jackets

Only Imagine School outerwear or solid, navy colored jackets, sweaters, and sweatshirts without brand name, logos or designs are permitted to be worn. Students may only wear heavy coats and other outerwear during cold days outside on the field.

SUPPLIES:

Each child will be provided with all the instructional supplies necessary here at Imagine Preschool at Broward. An annual mat fee will be added each June. No pro-rations will be given on any fees. ***Please mark all items clearly with your child's name. A supply list will be provided to all parents per class***

Additional personal items which are needed include:

- 1) A small blanket for rest time
- 2) A crib sized fitted sheet
- 3) A plastic shoe box with latching handles to store blanket and sheet in
- 4) Gallon sized Ziploc bag, labeled with your child's name, with an extra set of clothes, socks and shoes in backpack at all times
- 5) Lunchbox: please provide lunch, snack and water bottle for full time students, and only snack and water bottle for part time students

PARENT TEACHER ORGANIZATION (PTO)

ISAB has a very active Parent Teacher Organization (PTO). This organization actively supports the school's instructional programs and enhances community school relationships. The PTO sponsors a wide variety of family-oriented activities and events throughout the school year. All parents are encouraged to join as well as attend general meetings. Prior notice of PTO General Meetings is given via email or flyers/newsletters sent home with students. Please remember PTO meetings are not the forum to voice complaints about staff or school issues. The PTO board will not permit these questions or comments. If you have a concern, please follow the procedures for grievance located in this handbook.

The PTO sponsors fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase materials, extended learning opportunities, and equipment for the students and/or school. PTO board meetings will be held regularly and are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general PTO meetings. The PTO may be contacted at imaginebrowardpto@gmail.com.

Who are the members of the PTO? Participating parents and teachers/staff of ISAB are members of the PTO.

What is the purpose of the PTO? The PTO works to support the school, enhance learning experience for all children, and strengthen the community bond. The PTO will sponsor many fun events throughout the year. These are social functions that bring the community together. Some fundraising is done to offset the cost of running these events for students and families.

Why should I join the PTO? ISAB is an involved and close-knit community. The PTO will strive to continue to enhance and enrich the children's educational experience and make a difference in our families' lives.

Why does the PTO conduct fundraisers and how is the money spent? The PTO needs to raise funds to support the school. Events such as Box Tops for Education, Fall Festival, Family Night, Educational Speakers and Programs are examples of fundraising opportunities. They also bring in funds to award grants to teachers and departments for enhancements they otherwise may not have in their classroom, as well as the school to help supplement their needs and make improvements.

What can I do for the PTO? The programs and events are organized, funded, and run by the PTO members. We invite you to participate through membership dues and volunteering. A great variety of volunteer opportunities are available. They have everything from leadership roles to simple set up/clean-up of events. Your hours are also counted toward the school volunteer hours. The more volunteers the easier the task.

PLEDGE OF ALLEGIANCE:

Students are not required to participate in reciting the pledge of allegiance. Students may only be excused from standing, placing their right hand over their heart, and reciting the pledge of allegiance upon written request by their parent.

CURRICULUM:

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children each the room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each class's lesson plans and your child's class flexible schedule are posted on the parent's board in your child's room.

We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principals:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

PRESCHOOL CURRICULUM:

The preschool curriculum will cover the following areas:

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory Skills/
- Following directions
- Task persistence and completion

Language

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics

- Patterns and classifications
- Geometry
- Measurement
- Numbers and numbers sense
- Basic Addition and subtraction
- Money

Orientation in time and space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)

- Actual and represented space
- Simple maps
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts

- Attend to visual detail
- Creating art
- Looking at and talking about art

DAILY SCHEDULE:

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Meal Time: Staff sits with children while they are eating, encouraging and participating in quiet conversation.

Rest Time: Children are given the opportunity to nap or rest each day (*only full-time students*)

Specific activities vary based on age, all are posted weekly in each room.

ACCREDITATION:

Imagine Preschool at Broward has distinguished itself as one of the top child care centers in the City of Coral Springs.

CLASS DIVISIONS AND CLASS SIZE:

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based upon three issues. These are: the individual developmental needs of each child, state set student to teacher ratios, and the overall enrolment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

STUDENT TO TEACHER RATIOS:

Student to teacher ratios are based upon guidelines set by STATE law. The following chart shows the maximum ratios that we observe.

Age of children	Number of Students	Per teacher	Group Max
3-Year-Olds	15	1	15
4-Year-Olds	17	2	17

In addition to the teacher to child ratios each group also has a group maximum. We meet these ratios and minimums at all times.

MIXED-AGE GROUPING

Our program encourages times for mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are allowed on the playground together as well as in aftercare and before care. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

TRANSITION PLAN

Imagine Preschool at Broward will create an individualized TRANSITION PLAN to help children are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility in order for us to best meet the needs of each child. Each child's individual need is different therefore the TRANSITION PLAN may vary quite a bit from child to child. Your child's teacher or the Director will provide more details about transitioning when your child will move to another classroom.

OUR STAFF:

At Imagine Preschool at Broward we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff are an integral part of providing this environment.

Our current staff has had

- A detailed interview and screening process.
- Approval by the state of Florida through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to ensure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled
- All lead teachers have their Child Development Associates and assistants have their required training to work in childcare

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

STAFF AND CLIENT RELATIONSHIPS:

Imagine Preschool at Broward considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Imagine preschool at Broward. All employees have signed a statement saying that they will not engage in "care for hire" or any employment by or for any past or current client family of Imagine Preschool at Broward while currently employed by Imagine Preschool at Broward or for eighteen (18) months after their last day of employment.

An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any type of work. Clients who violate this policy may be subject to termination of services.

WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Monthly parent newsletters to keep you informed as to the overall program.
- Parent Board – updated with current information about Imagine Preschool at Broward and curriculum
- Daily written communication in the form of “Daily Report” forms, “Incident/ouch” forms, and classroom memos will be placed in the child’s “cubby” from time to time.
- Parent/Teacher meetings twice each year
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child’s development.

VERBAL COMMUNICATION:

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. This is due to the fact that many children spend around 6 hrs. a day at the center and most of our employees only work 6-8 hours. We suggest that you go to your child’s “lead” or “primary” teacher to obtain detailed information on your child’s general growth and development. You can schedule a conference to see how your child’s day is going or to speak to your child’s teacher for more detailed conversation. The best form of communication with the teacher will be via email. There is always a member of management available for you to talk to in person or on the phone. You can always contact the Director on 954-801-7797 or email the teacher or message the teacher via Remind

PARENTAL INVOLVEMENT:

We believe that parental participation is key to any successful child care program. Children should be raised by parents. At Imagine Preschool at Broward, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. Any parent wishing to be involved in another area is strongly encouraged to contact Imagine Preschool at Broward office with their suggestion.

1. Parent Meetings (Usually 2-3 times per year)
2. Fall Festival
3. 2 individual conferences/year
4. Programs and Special activities, such as the Christmas Program

5. Special parent's involvement activities such as THANKSGIVING FEAST
6. Party Day Volunteer
7. Send special treats for snack or meals (please notify the teacher a day or two in advance)
8. Help with center Fund Raiser
9. Participation in a parent's group

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

POLICY FOR PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS:

In the event that a parent feels like they would like to be more involved in the center but cannot due to their work schedule, or due to other conflicts, we will help them find a project or area which they can do on their own time. A member of the leadership staff will meet with the parent to find their area of interest. We will offer suggestions to them based on their interests and time. For example, if the parent likes to sew, we may offer to have them make doll clothes or repair mat sheets.

CHILDREN'S BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child's birthday at Imagine preschool at Broward, please make early arrangements with your child's teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk. (All food has to be store bought in store sealed containers)

VISITING THE CENTER:

We do ask that you check in with the office or sign-in desk when visiting the school at all times. It is the responsibility of each employee to make sure any visitor for a child or employee has checked in with the office. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Extended family members such as grand parents and aunts are also welcome to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the management team if you wish to set up a "visit" from an extended family member.

CLASSIFICATIONS:

Due to strict licensing guidelines and safety issues we require that all individuals on our property be categorized as one of the following:

- 1) A scheduled employee during the regular course of their work day
- 2) A Child who is in our care (all paperwork has been filled-out)
- 3) Parents or others during the course of regular drop-off or pick-up (This to be approximately fifteen (15) minutes)

- 4) Delivery personnel – From a regular or expected company delivering items to the center (should be in eye sight of an employee at all times and arriving at an expected time)
- 5) Visitor's – Must be approved by the office and should be accompanied by an employee at all times not to exceed once per month and limited to a maximum of 2 hours
- 6) Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a "visitor" for more than once a month or for over 2 hours.
- 7) An Intruder – Action will be taken by the staff to notify the proper authorities

Therefore, anyone who is in the building or on the property for an extended period of time must be considered either a "visitor" a "volunteer" or an "intruder" including parents and employees who are off the clock.

VOLUNTEERS:

Any parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our center. Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any "visitor" who spends extended periods of time in the center will be considered a volunteer and be required to go through the screening and training listed above.

INTRUDERS:

The safety of the children is our first concern. We have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning "Visitors" and "Volunteers" must be considered an intruder and steps will be taken according to the "Intruder" portion of our "Safety and Evacuation" policies.

MEALS AND SNACKS:

We do not provide snacks or drinks. Sufficient healthy snacks have to come from home as well as a water bottle, daily. Lunch can be provided from home or purchased from the school cafeteria on a daily base by using your child's assigned lunch account number and registering on www.myschoolaccount.com. and depositing funds in advance, lunch cost is \$4-50 daily.

All food served from cafeteria will be nutritious and healthy and menus are posted monthly for the month in advance. Please alert our staff of any food allergies or food restrictions as we want to accommodate and respect individual preferences.

PORTRAITS AND PICTURES:

We offer school pictures two times a year, in the spring and fall. The fall photos usually include two sittings per child and should be delivered in time for use as holiday gifts. The spring portraits include one sitting and a complete class portrait. You will receive proofs before purchasing. In addition, we may take pictures of the children playing or for use on their cubbies or for use with a project or we may need pictures of children for promotional use. There is a "Photo Release form" (page Z-14) with your paperwork giving us permission to take your child's picture or include them in short video footage.

REGISTRATION AND MATERIALS FEES:

As stated in the *Guaranteed Start Date* section of this policy, there is a registration fee and mat fee that are due prior to the child's first day at Imagine Preschool at Broward. These fees are due upon initial enrollment annually each year. These fees shall suffice for that "School Year's" mat fee provided the child remains continuously enrolled in the program. Children who pull out of the program for a specified or un-specified length of time will be required to pay a re-registration fee as well as an additional materials fee upon returning. The exception to this will be children who physically pull out of the program but whose parents continue to pay their full weekly fees in order to retain the spot in our program.

MONTHLY TUITION FEES:

It is our philosophy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a set weekly or monthly fee that is due regardless of the attendance habits of the child who has the spot. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the parent's upon enrolling the child(ren) in the program. These contracts may be adjusted from time to time as needed with 30-day notice of intent to change services. This to be allowed at the discretion of the management based on space availability. Contracts are re-done annually prior to the first of June. Since the weekly set fees remain the same, no bill will be given to remind you of these fees. Payment is usually due prior to the 10th of each month. Add on fees may occur such as late pick up fees.

PAYMENT POLICIES AND PROCEDURES:

Monthly fees are due in advance before the 10th of the month. There will be a **\$25.00** late payment convenience fee added if the account is not paid by the close of business on the 10th. An additional **\$5** maintenance and collection fee will be added each day the account is not paid in full. Failure to pay on time may result in termination of services.

No account will ever be allowed to carry a balance unless arrangements have been approved by the Director. There will be a **\$35.00** fee added on all returned checks and declined credit cards. After two NSF checks or declined cards are received by the center, payment will be required by cashiers check or money order. Fees for two weeks will be added if a two-week written notice is not given prior to your

child leaving the center. Clients may pay by automated payment via master card or Visa, cashier's check, or Money Order. All payments will be **payable to: ISAB.**

Payments may be given directly to the Director or may be placed in the payment box located outside the office. No Cash payments will be accepted. All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges, including the two weeks notice.

All clients will pay the last weeks fees in advance. This will also be adjusted annually or as the contracted rates change. See the REFUNDS policy below. Registration fees are non-refundable. **Imagine Preschool at Broward** may seek collection of fees due and clients may be required to pay a two-week termination fee, and any collection costs and attorney's fees incurred by **Imagine Preschool at Broward** to collect this amount. If **Imagine Preschool at Broward** elects, it may immediately terminate all services provided by it including but not limited to the immediate dismissal of the children from its facility.

SCHOOL CLOSINGS

In the event of a campus emergency, weather emergency, or other unusual event that would necessitate the closing of school, the process and updates will be made available on the Imagine School at Broward website, REMIND App, and by Parent Updates as long as electrical power is available. In order for the email system to be effective, it requires that we have an accurate database with current parent contact information. Please notify the front office anytime you change phone or email contact information.

Please follow Broward County Public School District's Closings alerts carefully.

SEVERE WEATHER INFORMATION:

Imagine School at Broward will follow the same instructions as Broward County Public Schools in case of severe weather emergencies. Parents should watch the local news for information regarding school closings. The campus is equipped with early warning devices. In the case of extreme weather conditions, students will not be dismissed until the weather clears.

REFUNDS:

We do not issue refunds. In the event you have over-paid the credit will be applied to your next week's tuition. In the event you have a balance after your child's last day, all applicable fees including the two weeks notice required will be subtracted from any balance prior to a final refund being issued. Checks for this are cut monthly and will be mailed according to our monthly bill payment schedule.

RECEIPTS AND STATEMENTS:

Receipts are available upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance.

LATE PICK-UP FEE:

There will be a \$1.00 per minute fee added if pick-up takes place after regular dismissal time. This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late. Parents notified that a child is ill and needs to leave the center for the day a "reasonable period of time" to pick-up the child or the above "Late Pick-up Fee" will also apply. If no parent or emergency contact can be located within 30 minutes of trying to contact the parent, the "Late Pick-up Fee" will also apply. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing. Children left at the center later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed.

VACATIONS, ABSENCES AND LEAVING THE CENTER:

Vacations and illnesses will be charged at the regular weekly rate. We request that all absences be reported to the **Imagine Preschool at Broward** office prior to or the day of the absence. We require a two-week written notice prior to your child leaving the center or a change in your child's contract. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. Failure to notify the center will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added. This handbook includes a form to use when giving a two-week written notice of leaving the center (page Z-27). The center reserves the right to require the dis-enrollment of a child according to our "Discipline Policy" and or the "Behavior Intervention Policy". The center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the center or who has developed and un-cooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies or its staff.

QUIET TIME:

It is our philosophy that children under 5 years of age need adequate quiet time and or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on mats after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. According to "American Baby" the following chart is a guideline as to the sleep needs of children under 15 years of age:

Age	Suggested Hours of Sleep	Number of Naps Suggested
Three Years	12.00 hours	1
Four Years	11.50 hours	0-1
Five to Nine Years	10-11 hours	0
Ten to Fifteen Years	9-10 hours	0

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children Kindergarten and younger. All children from 1 year of age through pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

CHILD ABUSE REPORTING POLICY:

The State of Florida requires that **Imagine Preschool at Broward** and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At **Imagine Preschool at Broward** our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

TRANSPORTATION POLICY:

Parents are responsible for their child's transportation to the center and for arranging their own car pools. **Imagine Preschool at Broward** will not provide transportation for school aged children to and from school at the locations that this service is offered. **Imagine Preschool at Broward** will not provide transportation for field trips as the opportunities arise. Parents will be notified about field trips in advance and written permission will be obtained.

INSURANCE REQUIREMENTS:

Imagine Preschool at Broward complies with the minimum insurance coverage as suggested by our independent agent.

For more information concerning policies and liability see management.

ADDITIONS AND CHANGES:

Imagine Preschool at Broward reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.

BEFORE AND AFTER SCHOOL CARE

The after-school program is operated by Imagine Preschool at Broward. They offer care on school days until 5:55 p.m. except on Early release days there is no aftercare This program provides students with a structured, safe, and positive environment for after school hours. Students are supervised by experienced counselors who provide age-appropriate activities and learning opportunities. Please visit the before and after care link on our webpage at www.imagineschoolatbroward.org for more information.

CELLULAR PHONES/ELECTRONIC DEVICES

The use of electronic devices by a student when school is in session is not allowed. Handheld games, and the like should not be brought to school. If any of these items are brought to school, and then lost or stolen, the school is not responsible for the loss.

According to the Broward County Public School Board's Code of Conduct, "Any unauthorized use of cellular phones and other wireless communication devices during the instructional school day, while on school-sponsored transportation, or at such times as not authorized by the school principal or designee, is prohibited as it disrupts the instructional program or distracts from the educational environment" (SB policy 5.183) If a student possesses a cellular telephone, it should be turned off and kept out of sight in a book bag. Cellphones may not be used until out of the school building.

PARENT STUDENT HANDBOOK ACKNOWLEDGEMENT

The Parent/Student Handbook describes important information about Imagine Preschool at Broward and I understand that it is my responsibility to read, understand, and abide by the rules and expectations. I should consult with a school representative regarding any questions not answered in the handbook. Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received access to the handbook and understand it is my responsibility to read and comply with the policies contained herein and any revisions that may follow.

Parent's Name (Printed): _____

Parent's Signature: _____

Date: _____

Student's Name (Printed): _____

Date: _____

PARENT/GUARDIAN SCHOOL CONTRACT

2023-2024 School Year

This Contract between the Parent(s) and/or Guardian(s) of below-named Imagine Preschool at Broward student and Imagine Preschool at Broward stipulates the commitments required of all Imagine Preschool at Broward families. At Imagine Preschool at Broward, we believe a safe and orderly environment is a vital component of our instructional program. Providing such an environment while developing appropriate skills, attitudes and personal responsibility is embedded in every staff member and student. Each parent and/or guardian must take an active role in supporting this plan. In order for students to learn to be responsible citizens, parents, guardians, and school staff must work together to create the proper learning environment and set an example with positive actions and behaviors. Therefore, all Imagine Broward students are required to have their Parent(s) and/or Guardian(s) enter into this contract which establishes the requirements of all Imagine Broward families. Failure to sign this contract is not exemption from the policy.

1. Contractual and Financial Matters

- a. This Contract must be signed by the Parent(s) and/or Guardian of each Imagine Broward student each school year and is part of the registration requirement.
- b. All financial obligations for all prior school year(s) must be met by May 31 of the current calendar year. Recommitment for subsequent school year is conditioned upon satisfaction of this provision.
- c. The timely payment of all invoices for balances due to Imagine Broward (e.g., for outstanding lunch balance, late pickup fees, returned check fees) is a contractual duty on the part of the family of each student. Therefore, I/we agree that I/we will make such payments by the designated due dates.
- d. I/we expressly agree that my child will not be allowed to participate in any extracurricular activities (e.g., field trips, dances, sports) if there is an outstanding balance due to Imagine Broward on my child's account.

2. Academic Matters

- a. I/we agree to stay informed about my child's education and be responsible for my child's academic progress. I/we agree to maintain communications with the school by promptly reading all notices from the school received by my child whether through hand-carry by my child, mail, or email. I/we also agree to respond to such communications as appropriate.
- b. I/we agree to monitor my child's academic progress, and through other school-home communications (e.g., teacher conferences, teacher websites, and weekly folders). I/we will communicate with the teachers regarding my child's academic progress as needed, or as directed by the school.

Parent/Guardian Initials

3. Attendance and Transportation

- a. I/we will ensure that my child arrives at school on time, completes a full day of school, and is not absent without a justifiable cause. I/we will monitor my child's attendance and tardies to ensure compliance with state attendance requirements.
- b. I/we will provide transportation to and from school for my child.
- c. I/we shall drop off my child in the location and manner designated by the school. My child shall be dropped off in a timely manner to allow him/her to arrive in his/her classroom at the start of homeroom.

Specifically: (Parent/Guardian must initial each item)

I/we shall not drop off my/our child before the scheduled time appropriate for grade level, as determined by school policy.

Parent/Guardian: _____

I/we will not arrive for pickup prior to scheduled time appropriate for grade level, as determined by school policy (e.g. no early stacking down the street)

Parent/Guardian: _____

I/we will have our car sign visible the entire time on campus during dismissal. The car sign will be the correct color and will indicate my child's name, grade level, and code.

Parent/Guardian: _____

I/we understand that using a mobile phone in car line during drop-off or dismissal is prohibited because it is a safety issue that puts parents, staff and students in danger.

Parent/Guardian: _____

Parent/Guardian: _____

4. Code of Conduct

- a. The undersigned agree to adhere to school operations guidelines (e.g., drop off and pick-up rules and procedures, early dismissal, dress code requirements).
- b. The undersigned agree to purchase required school uniforms for registered student from the specified vendor and ensure student(s) are dressed in the required school uniform every day (including appropriate shoes, hair, and outerwear).
- c. The undersigned agree to provide lunch or purchase lunch from the school-approved service provider for my child each day.
- d. The undersigned is aware that committing any of the following infractions may result in the dismissal of registered student from Imagine School at Broward and/or future registration for said student:

5. School Program

- a. The undersigned agree that their child will abide by NOT
 - Posing disruptive behavior or actions posing any threat or danger to him/herself or anyone else;
 - Defacing or destroying school property;
 - Carrying any weapon or threatening a person with a weapon (whether or not the weapon is actually carried by the student).

