

FAMILY HANDBOOK

A COMPLETE GUIDE FOR FINCH PARENTS

UPDATED JAN 2024

PARENTS
EXPECTING THE
BEST IN
EDUCATION

Welcome to the Family

THE FINCH WAY

IT TAKES A
VILLAGE

And your
village just got
larger

Policies Tuition and Fees * School Supply List*

“

**YOUR GREATEST
INVESTMENT IS IN YOUR
CHILD- NOT JUST IN
EDUCATION, BUT
POURING INTO THEM THE
GREATNESS THEY SHALL
BECOME.**

*-Jaffany Finch
Owner/Director*

”

WHAT WE BELIEVE

It is vital that when educating our children's brains that we do not neglect to educate their hearts.

-Dalai Lama

We at Finch Academy believe that a child's educational environment is critical to the development of a positive, self-confident, and capable learner. Our purpose is to provide a program that celebrates each child's strengths while challenging their areas of weakness.

We understand the challenge of our student expectations and that at times this challenge may feel uncomfortable; but we are committed to both the academic and emotional support of both the student and parent as we strive for greatness.

Finch Academy is a year-round program providing services for Kindergarten through 12th grade students. Curriculum programs are utilized in each age group to encourage the intellectual growth and cognitive development of the children.

Programs are designed with developmental parameters as guidelines to ensure the success of each child. Children learn through experience, therefore, our program will provide children with a large variety of activities that will allow for success and encourage advancement in all areas of development. The facility is designed to provide a comfortable, efficient, secure, and stimulating environment for children.



OUR CURRICULUM

Imagine a school where your child's curriculum takes into consideration their specific needs. A school where the curriculum is not set to create a box or barrier for which students are to conform, yet the curriculum conforms to address the students' levels and style of learning is

THE FINCH WAY

One of the most important parts of our program is the assessment that each child receives shortly after enrollment. Based on this assessment information, our teachers customize their lesson plans to meet the needs of each child enrolled. The assessment also gives us a way to accurately track and communicate your child's developmental progress.

With over 20 years of curriculum development experience, we have developed a system that definitely renders results. A combination of "old school" favorites like phonics and original mathematic algorithms, combined with new age technology, STEM, and project based learning provides a mixture of techniques to capture the attention of each student.

Though the academic success of our students relies heavily on our unique learning system, we attribute one component of learning to our success rate. Creating a space where

CONFIDENCE

grows is our main priority. Sure it's important to build a sound academic foundation with tools and resources; but raising a confident learner is a lesson that grows throughout a lifetime. So pardon us as we constantly remind our students to raise their heads, speak with confidence and always present your best self..... IT'S THE FINCH WAY

Together we can
inspire galaxies of
greatness for
generations to come.
No, the sky is not the
limit. It is only the
beginning.
-Donovan Livingston

**Hey Finch Kid!
You are
destined for
GREATNESS!**



The parent handbook is designed to provide specific information about the Program. It includes a description of policies and procedures, philosophy, role of our team, goals for the children and expectations of parents. We hope you will find this booklet beneficial, informative and helpful in making you more familiar and comfortable with the program. It is essential that we work closely with parents AS A PART OF YOUR VILLAGE to provide the children with the benefit of high quality education.

**We are your
advanced
academic,
student
advocate, and
parent resource
guide.**

We at Finch Academy believe we, along with parents, are a team in providing the best education for your children. Parental involvement is valued and therefore encouraged. As a part of your village, we will make every effort to keep the lines of communication open, and encourage you to do so as well.

NEW TO HOMESCHOOL?

We are a YEAR ROUND - Flex Schedule Program. We believe our year round schedule allows for more flexibility in breaks and lesson planning

A major difference between our Homeschool and traditional school is our focus on

----- *WORK- LIFE BALANCE.* -----.

We feel that students should focus on academics at school and family, leisure and extra-curricular activities in home life.

For this reason, all academics happen with us at school! Students get to complete book work, projects, and assignments with the support of our team.

----- *NO HOMEWORK* -----.

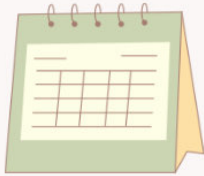
Don't worry parents, you will have daily access to the work completed via our student portfolio app. Here you will receive digital copies of your student's work with notes from our team to communicate the learning process and the occasional video to show your student in action.

We also provide parental support for parents wishing to provide home support with lessons.



YEAR ROUND SCHOOL

GUIDE



Our commitment to a year-round school system is rooted in our belief that **continuous engagement fosters superior academic outcomes**. By maintaining a consistent learning rhythm, we mitigate the "summer slide" and provide flexibility for deeper exploration of subjects. This approach prepares students for real-world demands, offering **opportunities for targeted support and enrichment while promoting balanced work-life integration**. Through a structured yet adaptable calendar, we aim to empower students with essential skills for lifelong learning and success in a rapidly evolving world.



In addition to our year-round academic schedule, we incorporate what we call **"Zen Weeks,"** providing designated periods for students to **enjoy each other's company, engage in social opportunities, and decompress**. These breaks serve as vital intervals for **relaxation, fostering camaraderie, and rejuvenating students' spirits**, ultimately enhancing their overall well-being within our educational environment.



During our **summer schedule**, which is our most flexible time of the year, we prioritize family freedom by **accommodating vacations and extracurricular activities**. During this period, we offer a two-week break typically scheduled for the first two weeks of July. While we maintain our full-week model, students are only required to attend 25 summer days, engaging in academic activities for at least 3-4 hours daily. This balance allows families to enjoy summer activities while ensuring students' continued academic progress and participation in our educational program.

Uniform Policy optional during summer months.



Electives Include *(but are not limited too)*

Art *Music***Drama/Theater***Creative Writing***Coding/Computer Science*****Robotics***Foreign Language *

STEM (Science, Technology, Engineering, and Mathematics)***Gardening/Environmental Studies*****Cooking/Food Science*****Physical Education*****Photography*****Drama Club**

Debate/Public Speaking**Chess*****Yoga/Mindfulness** ***Community Service**

Financial Literacy **Study Skills/Time Management**

Annual Calendar

2024

2025

January 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |

February 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 1 | 2 |

March 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 25 | 26 | 27 | 28 | 29 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

January 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

February 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 1 |

March 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 23 | 24 | 25 | 26 | 27 | 28 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

April 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |

May 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

June 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 25 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |

April 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |

May 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

June 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |

July 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |

August 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

September 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |

July 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |

August 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

September 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |

October 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |

November 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

December 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

October 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

November 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |

December 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |

School Days No School Zen Days (Home or School)

UNIFORM POLICY



DAILY UNIFORM

White, Yellow, Gold or Burgundy Polo or Peter Pan Tops
•Khaki Color Uniform Pants, shorts, skorts, or jumpers



FORMAL UNIFORM

White Button down collared shirt, khaki bottoms, maroon/burgundy cross tie, bow tie, or tie



FIELD TRIP AND FRIDAY UNIFORM

Spirit Ringer Tee with Jeans

Shoes and Socks:

•We do allow students to be more expressive with shoe selection; however, we do ask parents to use proper judgement in disallowing any shoes that could pose as a distraction during class time.

•Light up, Noise making shoes and Sandals are prohibited.

•We spend a lot of time in nature and have discovered CROCS to be the best solution for comfort and handling the dirt that nature brings.

You cannot climb the ladder of success dressed in the costume of failure.

-Zig Ziglar





UNIFORM POLICY

Monday

STANDARD UNIFORM:

- Maroon, White, Yellow, or Gold Polo Collared Shirt
- Khaki Bottoms

Tuesday

STANDARD UNIFORM:

- Maroon, White, Yellow, or Gold Polo Collared Shirt
- Khaki Bottoms

Wednesday

WELLNESS/FITNESS UNIFORM

- Finch Ringer T-Shirt
- Shorts or Joggers

Thursday

**STANDARD UNIFORM:
(KINDER-4TH GRADE)**

- Maroon, White, Yellow, or Gold Polo Collared Shirt
- Khaki Bottoms

5TH GRADE & UP:

- Free Dress

Uniforms are optional on this day for students 5th grade and up. However, appropriate dress code must be followed.

Friday

FRIDAY UNIFORM:

- Finch Academy Ringer
- T-Shirt or Maroon Polo collared shirt
- Choice of Bottom



**FORMAL UNIFORM: PICTURE DAY, FORMAL FIELD TRIPS/SPECIAL OCCASIONS
(PARENTS WILL BE NOTIFIED WHEN STUDENTS SHOULD COME DRESSED FORMALLY)**

- White Collard Shirt, Maroon Tie. Khaki Bottom or Romper

back to
School

REGISTRATION

| | |
|--|-------|
| New Family Registration Fee (per family-due in order to secure space) | \$125 |
| Existing Family Registration (due annually by April 15) | \$75 |
| K-6th Curriculum Fee (Due annually -July 1) | \$75 |
| 7th-8th Curriculum Fee (Due annually -July 1) | \$100 |
| High School Curriculum Fee (Due annually -July 1) | \$150 |
| SAT or ACT Prep Course (11 week evening course) | \$550 |

ANNUAL TUITION (Due August 1)

| | |
|-----------|---------|
| On Campus | \$8,184 |
|-----------|---------|

MONTHLY INSTALLMENTS

(Due the 1st of each month for 12 months)

| | |
|-----------|-------|
| On Campus | \$682 |
|-----------|-------|

BI-MONTHLY INSTALLMENTS

Due on the 1st and the 15th of each month

| | |
|-----------|-------|
| On Campus | \$341 |
|-----------|-------|

MEAL PLAN

| | |
|-------------------------------------|-------|
| Due the last Thursday of each month | \$100 |
|-------------------------------------|-------|

We Accept Zelle payments at
Admin@finchacademy.com.



Payment RULES AND REGULATIONS

A Finch Academy education is an investment in your child's future, and tuition dollars directly support the programming, services, staffing, and facilities that will ensure that your students are provided an exceptional learning experience .

WE COMMIT

to maintain prices that are affordable but will enable us to provide the best in education for our community.

REGISTRATION

is due upon enrollment then annually by April 15. A space in the program is reserved once this payment is processed.

WE ACCEPT

Zelle Payments at admin@finchacademy.com
We do not accept checks, money orders, or cash.

TUITION

schedules are determined based on the financial needs of each family at the beginning of each year. Once your schedule is determined, payments are due by the deadline in order to prevent late charges.

TUITION DEADLINES

vary based on tuition schedule. Annual payments are due Aug. 1 and late after August 3. Monthly payments are due by the 1st of each month and late after the 3rd of each month. Bi-Weekly payments are due the 1st and the 15th of each month.

LATE CHARGES

accrue after missed payment deadlines. A \$50 fee is attached to each late payment.

NO REFUNDS

for prepaid services.

NO DISCOUNTS OR CREDITS

for absences of any kind, vacations, school closings, etc. Tuition fees reserves a space in the program.

*Thank you for
your business.*



School Supply List



2024-2025

- Curriculum Fee Due July 1st (See Fee List for details)

- Tablet with working Headphones (K-3)

- 8 Primary Composition books w/penmanship lines and drawing space (K-2)

- Laptop with working headphones (4th through High School)

- 8 Standards Composition Books (3rd through 7th)

- 8th-12th Grade**
- One Journal per subject for note-taking. Style of your choice, must be durable to maintain throughout the year. (Options: Composition books, binder with divider, ring notebooks, etc)

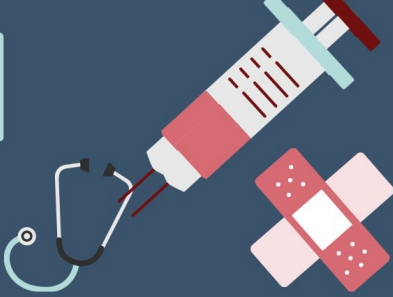
- Middle and High Desk Supplies**

- sharpened pencils
- color pencils
- highlighters
- red pen
- scissors
- pink eraser
- dry erase marker
- dry erase lap board
- flash cards
- protractor
- compass

Classroom Donations

- pencils
- erasers
- child scissors
- Glue Sticks
- Printer Paper

Supplies are to be refreshed annually by July 15



STUDENT SICK POLICY

THE INTENTION OF THIS POLICY IS TO PROVIDE A HEALTHY AND SAFE ENVIRONMENT FOR OUR STUDENTS. SOME ILLNESSES AND SITUATIONS REQUIRE A CHILD TO BE ABSENT FROM SCHOOL TO PREVENT THE SPREAD OF INFECTION TO OTHER CHILDREN AND TO ALLOW THE CHILD TIME TO REST, RECOVER AND BE TREATED FOR THE ILLNESS. IN ORDER TO HELP KEEP OUR CHILDREN HEALTHY, FINCH ACADEMY REQUIRES ADHERENCE TO THE GUIDELINES OF THIS POLICY.



CHILDREN WILL NOT BE ALLOWED TO ATTEND SCHOOL OR SCHOOL RELATED ACTIVITIES IF THEY HAVE ANYTHING CONTAGIOUS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING:

- FEVER: MAY RETURN WHEN FEVER FREE (UNDER 100 DEGREES) FOR 24 HOURS, WITHOUT MEDICATION
- DIARRHEA / VOMITING: MAY RETURN WHEN SYMPTOM FREE FOR 24 HOURS
- STREP THROAT: MAY RETURN AFTER 24 HOURS OF ANTIBIOTIC TREATMENT AND NO FEVER FOR 24 HOURS
- CONJUNCTIVITIS (PINK EYE): MAY RETURN 24 HOURS AFTER TREATMENT BEGINS AND EYES ARE FREE OF DISCHARGE
- HEAD LICE: MAY RETURN AFTER TREATMENT AND REMOVAL OF ALL LIVE LICE AND NITS FROM HAIR
- RING WORM: MAY RETURN AFTER TREATMENT BEGINS; AREA SHOULD BE COVERED WHILE IN SCHOOL FOR FIRST 48 HOURS OF TREATMENT
- IMPETIGO / STAPH / MRSA: MAY RETURN 24 HOURS AFTER TREATMENT STARTS; WOUND MUST BE COVERED WITH DRESSING TAPED ON ALL 4 SIDES
- COMMUNICABLE DISEASES (SUCH AS, BUT NOT LIMITED TO - INFLUENZA, CHICKENPOX, MEASLES, MUMPS, PERTUSSIS, MENINGITIS, MONONUCLEOSIS): MAY RETURN WHEN CLEARED BY THEIR MEDICAL PROVIDER

IF A STUDENT ARRIVES AT SCHOOL WITH SYMPTOMS, OR DURING THE SCHOOL DAY BEGINS TO SHOW SYMPTOMS INDICATIVE OF A CONDITION LISTED ABOVE, A PARENT/GUARDIAN WILL BE CONTACTED AND ASKED TO PICK THE CHILD UP AS SOON AS POSSIBLE. THE PARENT/GUARDIAN NEEDS TO MAINTAIN DIRECT CONTACT WITH THE SCHOOL AND THE STUDENT'S TEACHER IF THE CHILD IS DIAGNOSED WITH ANY COMMUNICABLE DISEASE SO THE SCHOOL CAN TAKE APPROPRIATE STEPS TO PROTECT THE ENTIRE STUDENT POPULATION.

MEDICATION POLICY



The following principles and procedures will be followed when a parent requests that a student be permitted to take medication at school. "Medication" is considered both a physician's prescription or over the counter items such as cough drops, pain relievers, or other nostrums.

1. The administration of medication to students shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it and only when such administration has been requested and approved by the student's parents and physician.
2. Students requiring medications at school shall be identified to the school by parents.
3. All medications (prescriptions and over the counter items) must be delivered to the school office by an adult. All medications for students must be kept in the office. Students may not carry medication on their person or keep it in their desks or backpacks .
4. A written statement shall be required of:
 - o The parent, who shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician.
5. All medications brought to the office to be administered to a student must be in the original, labeled container with the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given.
6. Authorization forms are available in the school office or on our website. Forms must be filled out completely and signed before medication is administered.
7. Any change in the dosage or type of medication given must be authorized in writing by a physician.
8. A list of students needing medication during school hours, including the type of medication, times, and dosage, will be maintained in the office.
9. Under no circumstances are school personnel to provide/administer over the counter medicines or nostrums to students without first obtaining written consent from the parent and physician.
10. At the end of the year parents must claim any medication remaining at school or it will be disposed of by the school.





COVID 19



COVID-19 Symptom and Exposure Check

Has your child had any symptoms listed below ?

- Fever (100.4°F/38°C or higher) or chills
- Cough
- Headache
- Sore throat
- Loss of taste or smell that started in the last 10 days Children may say that food “tastes bad” or “tastes funny”
- Feeling out of breath or having a hard time breathing
- Diarrhea, nausea or vomiting
- Fatigue
- Muscle aches or body aches

1. If your child has any of the symptoms above or has been exposed to someone with COVID 19:

- Have your child tested for COVID-19. PCR test is preferred; however, an antigen test is permissible after Day 2 of onset of symptoms.
- Keep your child at home until you get their test results.

2.If your child receives negative results, an official report including child's name and date of test must be submitted to admin@finchacademy.com in order for student to return to school.

(Please note students with symptoms must be symptom free before returning.)

3.If your child test positive for COVID-19, they may not return to school until the following criteria are met.

- Has been fever free for 24 hours without medication
- AND all symptoms are clear
- AND have received negative results after Day 5 from onset of symptoms
 - Day 5 or later negative results from ANTIGEN test: student must wear mask while attending until after day 10.
 - Day 5 or later negative results from PCR test: student may return as usual (mask indoors and fresh air breaks outdoors)



a warm note to say

THANK
YOU

For trusting us as a part of your
village