



The Victory Center
FOR AUTISM AND RELATED DISABILITIES

Parent Manual 2021-2022

Until such time as the risk of infection by Covid-19 is significantly reduced, some topics in this manual have been changed or cancelled, temporarily. Covid-19 safety Protocols and Procedures will be provided as part of this package of materials and will control until rescinded based upon community conditions.

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Table of Contents

Introduction	3
Parent Welcome	3
Mission Statement	3
Confidentiality.....	3
Cameras and Recording.....	4
Classroom Assignment.....	4
Forms	4
Arrival and Dismissal	5
Absences/ Illnesses	7
Attendance Policy	9
Individualized Education Plans.....	9
School Supplies	10
Dress Code	10
Emergencies	11
Field Trips & Community Based Instruction	11
Hours of Operation	11
Lunch Program.....	11
Peanut/Nut Free Policy.....	12
Medications/supplements/dietary restrictions	13
Dispensing of Medication Policy.....	13
Hospitalization.....	14
Weather Related Emergencies	15
Classroom Observation	15
Parent Training.....	15
Speech Language Pathology, Occupational Therapy and Physical Therapy.....	16
Communication and Cooperation.....	16
Conflict of Interests/Outside Services by TVC Teachers.....	17
Professional Crisis Management	17
Vacations and Sick days	18
Tuition/Collection Policy	18
Code of Conduct	18
Non-Discriminatory Policy.....	19
Mandatory Reporting of Child Abuse and Neglect.....	19

Introduction

The Parent Manual outlines the school's policies and procedures relating to all areas of our operation. This manual will be updated as needed. Parents are expected to be familiar with its contents and to retain the manual as a ready source of reference for the future.

Parent Welcome

It is a great pleasure to welcome your family to The Victory Center. Our school offers a safe, nurturing, developmentally appropriate educational environment for children with autism and related disabilities. The Victory Center offers low student/teacher ratios allowing for intensive learning and facilitated social interactions. We encourage parents to become an active part of their child's education. Parent trainings are scheduled on a regular basis and parents are encouraged to participate in these trainings so that educational programs can be generalized into the home environment. Developing a strong educational partnership is essential to each child's development. Parents are encouraged to observe their child during the day and to attend training sessions with their child and child's teacher, in the classroom. We thank you for entrusting us with your child's educational and emotional growth. With this in mind, we welcome you to The Victory Center family!

Mission of The Victory Center

The mission of The Victory Center, a Florida not-for-profit corporation, is to provide outstanding evidence based educational services to individuals with autism and related disabilities in a caring and nurturing environment to help them achieve their fullest potential. The Victory Center provides school-aged individuals with intensive therapy based upon the principles of Applied Behavior Analysis, in particular with those associated with B.F. Skinner's (1957) Analysis of Verbal Behavior. This form of therapy is typically provided to children with autism in home-based programs or clinics. The Victory Center provides this therapy with low student/teacher ratio in a classroom setting, thereby combining this highly effective intensive training with frequent opportunities for facilitated social interactions. Generalization of skills developed within the school setting is addressed through regular community outings. Physical activity is also encouraged and directed within our Physical Education program.

Confidentiality

It is important for your family to feel secure that your child's information is kept confidential. All oral and written reports are kept in the strictest confidence. Each child's progress is documented and maintained in a file kept on school property. These files are open to each parent to be reviewed and discussed as needed. It is also important that you be aware of and respectful of other families and children you may observe when you come to view your child's progress. We will not discuss your child with any other parent, and we will not discuss any other child with

you. We ask that you also refrain from discussing your observations of children other than your own with other parents, as a simple courtesy.

Cameras and Video Recording

The Victory Center uses video & audio cameras across our entire campus in instructional spaces and entrance ways. We always strive to ensure teacher and student privacy are maintained. Recordings are meant to support appropriate student behaviors by allowing teachers, supervisors and/or parents to discuss appropriate behavior interventions and identify behaviors that need to improve/change. In addition, recordings improve collection of behavior data and improve fidelity of treatment implementation as teachers and supervisors can review the recordings. Most importantly, recordings add a layer of protection for teachers and students to see what “actually” happened. The Victory Center does not release recordings as they are for internal purposes and viewing only.

Classroom Assignment

Classroom assignments are based on the clinical judgment of the educational and behavioral teams at the primary level and according to priority goals and levels of functioning at the secondary level. Parents cannot choose which classroom their child is assigned to or which teacher they work with.

Forms

Prior to your child’s first day of school, the following forms / tests must be completed:

- ❖ Annual enrollment agreement
- ❖ Tuition agreement
- ❖ Emergency Information Form
- ❖ Emergency Medical Authorization Form
- ❖ Permission and Waiver to Dispense Medication *–If Applicable*
- ❖ Current Medication Form
- ❖ Authorization for Photography/Video
- ❖ Child Pick Up Authorization Form
- ❖ Pizza Lunch Permission Form
- ❖ Lunch Program Form
- ❖ Parent Manual Acknowledgement Form
- ❖ Student Application and Intake information
- ❖ Confidentiality Agreement-
- ❖ Sick Student Policy--
- ❖ Return to School after Hospitalization Policy--
- ❖ Peanut-Nut Free School Policy--

- ❖ Behavior Management Plan--
- ❖ Transportation Authorization Form--
- ❖ JCC Parking Permit--
- ❖ Immunization forms – HRS form #680 (blue form)-
- ❖ HRS form #3040 (yellow form)-
- ❖ Pertinent medical records-)-
- ❖ Copy of Student’s prior IEP or Equivalent- ***New Students***
- ❖ Insurance Card (If applicable)-
- ❖ Diagnostic Reports of autism or related disability from Healthcare Provider - ***New Students If Applicable***
- ❖ Photo (passport size) of your child for ID badge-
- ❖ Personal Device Policy-
- ❖ Swimming permission form (full day students)-
- ❖ Copy of STS membership card – *if applicable*
- ❖ Outside Services Form- *If applicable*
- ❖ Community-Based Instruction Permission Form-
- ❖ ***Parent signature on the Protocols and Procedures manual***
- ❖ ***Parent signature on the Waiver of liability agreement***

Of all the above forms, none is more important than the medical information. We must be aware of all allergies, medication or supplements your child is taking so that, in the unlikely event of an accident or emergency, we can provide accurate information to rescue, emergency personnel or medical providers.

Please update this information in writing with any changes that occur throughout the year and leave it with the Front Office/Student Affairs.

Arrival and Dismissal

Arrival/Dismissal: Unless you have been given permission by front office please do **not** take your child to the classroom if he or she is late as this can be very disruptive to the other children. Office staff cannot come out to the parking lot to pick up children who arrive late; please do not call from your car to request this unless there is an emergency or behavioral crisis. Please note that under no circumstance is any student allowed to walk from the parking lot to the office without the company of a parent. **Arriving late (i.e., after students have left for the trip) on a scheduled field trip day will also result in missing the entire day.** If you arrive early, it is required you remain with your child until the teachers arrive to take your child into our care. A violation of this policy will result in further disciplinary action. **If arriving late, please keep in mind that the latest time you can drop off your child is 12:00 PM.**

Until such time as the risk of infection by Covid-19 is significantly reduced, no field trips are being scheduled.

Primary Drop-off - To make it convenient for parents, teachers will be available from 8:20 am to 8:30 am to monitor students walking to their classrooms. If you arrive after 8:30 am, you must park your car in the parking lot, bring your child to the school office, sign them in, and wait in the office until a teacher can come from the classroom to pick up your child.

THE VICTORY CENTER PARENT MANUAL

Primary Pick-up Part-Time Program – Part-Time Primary students will be brought to the carpool line by 12:30 pm for pick up and will remain until 12:40 pm. If you arrive after 12:40 pm, you must park your car and walk to the administration office to pick up your child. **We strongly urge all parents to be on time in the morning and for afternoon pick up. If you foresee being late, please call the office. Your child will be in the classroom waiting and therefore, avoid any unnecessary confusion related to returning to class after leaving.**

Primary Pick-up Full Day Program – Primary students will be brought to the carpool line by 2:30 pm for pick up and will remain until 2:40 pm. If you arrive after 2:45 pm, you will have to park your car and walk to the administration office to pick up your child. **We strongly urge all parents to be on time in the morning and for afternoon pick up. If you foresee being late, please call the office. Your child will be in the classroom waiting and therefore, avoid any unnecessary confusion related to returning to class after leaving.**

Secondary Drop-off - To make it convenient for parents, teachers will be available from 8:05 am to 8:15 am to monitor students walking to their classrooms. If you arrive after 8:15 am you will have to call the front desk (305-466-1142) so a teacher can come from the classroom to pick up your child.

Secondary Pick-up – Secondary students will be brought to the carpool line by 2:45pm for pick up and will remain until 2:55 pm. If you arrive after 3:00 pm you will have to park your car and walk to the administration office to pick up your child. **We strongly urge all parents to be on time in the morning and for afternoon pick up. If you foresee being late, please call the office. Your child will be in the classroom waiting and therefore, avoid any unnecessary confusion related to returning to class after leaving.**

Security - Only individuals listed on your Child Pickup Authorization Form will be permitted to take your child home. If a substitute is going to pick up your child, a written letter of consent signed by the parent must be provided to the Front Office/Student Affairs prior to the child being picked up. In addition, the new person picking up must provide the Front Office/Student Affairs a government state ID (e.g. driver's license) to be copied and kept in your child's file.

Early pick-up – If you would like to pick up your child prior to carpool times, you must call the Front Desk so we can notify the Teacher and bring your child to your car.

Late pick-up – It can be upsetting to your child to stay in the classroom and watch while everyone else goes home or, even worse, to go out to the carpool line and wait, only to return to the classroom. Please help us avoid this situation by arriving on time for pick-up. If you arrive after 2:50 pm (Primary) and 3:05 pm (secondary) Monday through Friday, a \$30 charge will be applied, and an additional \$30 charge for every 15 minutes thereafter. Please be mindful that the staff uses the time after the children leave to review the daily data, meet with their co-teachers and with the Education Supervisors as well as plan the next day's program. Teachers cannot supervise your child and do their work. It is very important that all our families understand this and act accordingly. Consistent tardiness will be considered a serious violation of school policy. Frequent or extensive tardiness in pick-up may result in fines, loss of scholarship, and/or dismissal from The Victory Center.

Carpool area conduct - With the distractions of the children and the presence of other parents, the carpool line is not the appropriate place for in depth discussions regarding program suggestions or concerns you may have. If you would like to address discuss your child's program in depth, please schedule an appointment to speak with the lead teacher and Education Supervisors with the Front Office/Student Affairs.

See Safety Protocols and Procedures manual for current rules regarding drop off and pick up.

Absences / Illnesses

Occasionally, your child may become ill and unable to attend school. Please phone the Front Office/Student Affairs at 305-466-1142 to notify The Victory Center that your child will be out for the day. This allows the Education Supervisors to more efficiently schedule teacher staffing and modify class schedules for that day.

We understand that it is difficult for working parents to stay at home with a sick child. To control illness amongst other children, teachers, and possible pregnant or nursing staff members/teachers, in conjunction with the State of Florida Department of Children and Family Services, as well as the Center for Disease Control (CDC), **please do not send your child to school with the following symptoms:**

Any symptom(s) of Covid-19, as described in the Safety Protocols and Procedures manual and the following:

- Communicable diseases, such as measles, mumps, chicken pox, scarlet fever, whooping cough, etc.
- Head Lice (Child must be free of lice and nits before returning to school)
- Symptoms of pink eye (watery eyes, discharge, pink/redness) or any type of skin rash
- Swollen glands with runny nose, runny nose with green or yellow mucus discharge, deep coughs (especially when spitting up phlegm), redness around ears (possible ear infection), vomiting, fever of 100 degrees Fahrenheit or more
- Bloody nose or any open skin lesions
- Diarrhea. If your child has more than one loose stool, he or she will be sent home
- Seizures: *Please note if your child shows symptoms or has a seizure at school, he or she must be sent home unless other arrangements have been made with the Education Supervisors prior to its occurrence. This policy for seizures is due to The Victory Center not having a nurse or medical staff on premise*
- Vomiting

If your child becomes ill during the day and is found to have any of the above-mentioned symptoms which may result in infecting another child or staff member, we will notify you immediately and you are expected to pick up your child within **ONE** hour after being notified. If we cannot reach you, we will call your emergency contact person. Failure to comply with these procedures will be considered a violation of school policy. The CDC recommends that people with influenza-like illness remain at home until at least 24 hours after they are free of fever of 99.5 F or signs of a fever without the use of fever-reducing medications.

Sick individuals should avoid contact with others. Keeping those with a fever at home may reduce the number of people who get infected, since elevated temperature is associated with increased shedding of influenza virus. CDC recommends this exclusion period of 24 hours regardless of whether antiviral medications are used. People on antiviral treatment may shed influenza viruses that are resistant to antiviral medications.

Many people with influenza illness will continue shedding influenza virus 24 hours after their fevers go away, but at lower levels than during their fever. Shedding of influenza virus, as detected by RT-PCR, can be detected for 10 days or more in some cases. Therefore, when people who have had influenza-like illness return to work, school, or other community settings they should continue to practice good respiratory etiquette and hand hygiene and avoid close contact with people they know to be at increased risk of influenza-related complications. Because some people may shed influenza virus before they feel ill, and because some people with influenza will not have a fever, it is important to take all safety precautions. To lessen the chance of spreading influenza viruses that are resistant to antiviral medications, adhering to the exclusion period is very important for the health and safety of others.

Returning to School

If you can present a doctor's note stating that the specific symptoms your child was sent home with are not contagious, except if the symptoms were diarrhea and/or a fever, your child may return the same day **BEFORE NOON**. Otherwise, due to our classroom schedules, afternoon activities, and staff assignments for the remainder of the day, the child may return **the following day**. Please Note: Children without a doctor's clearance are to remain out of school the following school day and are only to return when symptoms are no longer present. The child must remain out for at least one full day, not including the day they were sent home. A physician's note may be required for your child to return at the discretion of administration even if they were out of school the following day, depending on the seriousness of the illness and any symptoms present when they are dropped off at carpool.

Doctor's Note

For your convenience, we have a form to be filled out by the physician to ensure the clearance which clearly states the symptoms being assessed and whether they are or are not contagious. A copy of this form is available from the Front Office/Student Affairs at parent's request. Please note that if the child is returned the following day with a doctor's note, it is up to the school's discretion to determine if the child appears well enough to be present, as per the CDC recommendations outlined above.

Emergency Contacts

If a parent cannot be reached, the Front Office/Student Affairs will contact those persons on your child's emergency list. Please be prepared for such situations and make arrangements ahead of time. Please keep all emergency and work numbers current. We would greatly appreciate your cooperation in keeping all of our students and teachers healthy and safe. This will enable our teachers to be more productive with the children.

Covid-19 safety Protocols and Procedures will be provided as part of this package of materials and will control until rescinded based upon community conditions.

Attendance Policy

Private schools are required to keep and prepare certain attendance records for compulsory attendance purposes. Excessive unexcused absences could be cause for a student's withdrawal from a Victory Center day program. For students receiving tuition assistance provided through The Victory Center, excessive

unexcused absences could be cause for forfeiture of tuition assistance funds at the discretion of the Scholarship Committee.

Five unexcused absences (i.e., without medical documentation or specific arrangements made with the Administration) in one month will result in a meeting with your child's Education Supervisor and Controller of Administration to discuss the child's attendance.

If the child has an additional five unexcused absences following verbal feedback in a 30-day period (i.e., without medical documentation or specific arrangements made with the Administration and Education representatives a written warning will be issued.

Individualized Education Plan

Individualized Education Plan (IEP) meetings are scheduled on a biannual basis. Meetings range from 1 to 2 hours in length and are held at The Victory Center. Frequent missed meeting appointments may result in forfeiting opportunity to participate in goal development. We encourage parents to prepare for these meetings by identifying functional goals that they would like to see incorporated along with addressing any questions they have about their child's education plan. In addition, parents are encouraged to invite outside providers who are participating regularly in the child's intervention (e.g., Speech Language Pathologists). If you prefer a meeting to be conducted in Spanish, please communicate this request when scheduling. The Victory Center staff will try to accommodate this language request. For children living in multiple households, both parents/legal guardians should be present at the meeting to ensure a collaborative and team approach across households. Scheduling separate meetings is not feasible or recommended.

In light of the risks of transmission of Covid-19, we are only permitting 1 outside therapists or other professionals per day in the therapy rooms at this time. Parents will be allowed to observe in the observation room for up to 30 minutes (only 1 family allowed in room at a time). Conferences will be conducted by Zoom or other electronic meeting application.

School Supplies

Please send the following in with your child:

(Please mark child's name on every item sent in.)

- Water bottle, preferably clear
- A backpack
- An extra change of clothing (to be kept at school) in a bag with his or her name (socks, shoes, pants / shorts, shirt)

- Lunch if you choose not to order school lunches
- Potential Reinforcers (toys, candies, leisure device, etc.), if applicable
- Bathroom Wipes, if applicable
- Box of Tissues
- Towel
- Communication device (e.g., iPad) in a protective case with carrying strap (e.g., Lifelock), if applicable
- Communication device charger (if applicable)
- Sunblock and sunglasses/hat, especially during summer months (extra water bottles will also help then)
- Basic or scientific calculator (Academy students)
- School Approved Wallet with the following contents:
 - STS membership card in wallet (Vocational students)
 - Exact change for public transportation trips or STS vouchers on applicable days
 - Florida identification card/Wallet ID card
 - Bank card or cash

Dress Code

Students are required to dress in a simple uniform. All students must wear the navy Victory Center Logo Polo shirts and any khaki or navy shorts / skirt providing that these are not low-rise pants. **Wearing basketball shorts is strongly discouraged outside of physical education and are not part of the regular uniform.** Purple t-shirts with the school logo are required on school-wide field trip days. **In addition, students are required to bring in extra workout clothes (T-shirt and comfortable shorts) for physical education activities.** (Once again, please be sure to label all shirt tags with your child's name.) For safety, children are required to wear sneakers with their uniform and water shoes/sandals (e.g., Crocs or sandals) for swimming days. On swimming days, students must bring a towel and bathing suit attire. We do not keep extra towels or bathing suits at school.

We strongly discourage wearing jewelry to school as it may break or get lost. Students are not permitted to wearing hanging earrings, only study earrings are permitted.

Emergencies

Should your child become injured while in our care, he / she will receive Basic First Aid for immediate care and the Education Supervisors will be notified. If necessary, ice will be applied, or further medical assistance will be sought. However, if a child is seriously injured and unable to be moved, the teacher will immediately notify the office for assistance and parents will be notified. Teachers will fill out an Accident Report immediately and it will be sent home with a copy for the parents to keep. Please sign and return the original report for placement in the file. Medication will not be administered without prior arrangements, including a physician's note.

Field Trips and Community-Based Instruction

During the year, each class will be going on several field trips. While there is a blanket permission slip that parents sign at the beginning of the year, they will also be asked to sign a permission slip for each trip. All students are required to wear their purple Victory School t-shirt for each school-wide field trip unless otherwise instructed. This allows students to be more easily identified. **During Community-Based Instruction (e.g., visits to job sites, library, Publix, etc.), students should wear their regular uniform.**

Students who are not dropped off before the departure time will not be able to attend the trip as it can be challenging to coordinate individual meeting locations. If the student misses the departure of the bus, it is the parent's responsibility to arrange care for the day. Community Based Instruction may be cancelled due to circumstances beyond our control. If a trip is cancelled, parents will be notified, and efforts will be made to reschedule at a later date.

Until such time as the risk of infection by Covid-19 is significantly reduced, no field trips are being scheduled.

Hours of Operation

- School hours on Monday through Friday for The Victory Center Primary School are 8:30 am - 2:30 pm, and for Secondary School, the hours are 8:15 am – 2:45 pm.
- The Administration Office is open from 8 a.m. until 4 p.m. Monday through Friday.
- Meetings are scheduled between the hours of 9:00 am -3:00 pm.
- Please check this year's school calendar for early closures and holidays.

Lunch Program

There is a café at the JCC that offers a lunch program for children attending The Victory Center. Each lunch tray consists of an entrée (chicken nuggets, pizza, hot dog, etc.), vegetable, fruit, and/or cookie. The cost is \$70.00 per month and is billed along with the tuition. A lunch menu will be sent home with your child each month. Lunches must be paid in full monthly by check to The Victory Center. You also may send in your child's lunch and snacks or money for your child to purchase lunch on campus. Please be aware we cannot be responsible for cooking or warming up lunches. Lunches will be refrigerated.

Until such time as the risk of infection by Covid-19 is significantly reduced, The Victory Center is not offering Lunch Program.

Peanut/Nut Policy

The Victory Center Peanut/Nut Policy is designed to help provide a safe learning environment for children diagnosed with life-threatening peanut/nut allergies. The Victory Center needs to make sure that there is little opportunity for a child to be exposed to what could harm them.

We ask that no foods from the list below be brought into our school. Accommodations will be made for health reasons. Foods sent in for lunch, snack, or any class event should be carefully checked to make sure they are nut free. This extends to field trips, school events, and the Aftercare program.

A serious allergic reaction can occur from contact with even a microscopic amount of the offending food. For example, a knife used to cut walnut brownies, wiped off and then used to cut fruit, can cause a reaction in a child who eats that fruit due to the residue left on the utensil. Simple contact with an allergen can also produce the same reaction. For example, if the child with the allergy was to touch a trace amount, say on a table, a reaction could be triggered.

1. General Allergy Policy

- a. Parents of students with allergies will meet with classroom teacher(s) and the Education Supervisors to review their child's history and treatment for allergic reactions. If deemed necessary by their parents and physician:
 - Prescription Epi-pens and Benadryl for each student will be kept in the Administrative Office.
 - Prescription Epi-pens can be housed in the classroom.
- b. Students, parents, faculty, and administrative staff will be educated about the nature of peanut/nut allergies, the signs of anaphylactic shock and how to administer an Epi-pen (if necessary).
- c. Information regarding students with allergies and their treatment will be available in their respective classrooms.
- d. Parents are requested to try their best to eliminate peanut/nut residue from their hands, mouth and personal articles prior to coming to school.

2. Food Policy

- a. We are a Peanut/Nut Free School. No peanut butter will be served during snacks. No nuts or peanut oil will be used in food preparation by any Victory Center staff.
- b. Families can help ensure that our school stays nut restricted by reading the labels on food packages.

Examples of Restricted Foods:

- Peanut butter or other nut butters including Nutella
- Nuts in salads
- Candy or cookies with nuts
- Trail mixes with nuts, granola bars with nuts, or dried fruit with nuts
- Cereal with nuts
- Biscuits containing nuts
- Loose nuts of any kind (peanuts, cashews, hazelnuts, walnuts, mixed nuts, etc.)

3. Classroom Policy

- a. Letters will be sent home to parents explaining "peanut/nut" policy in student folders.
- b. In addition, to protect all our children allergic to foods, children are not allowed to share their food or beverages with one another.

Medications, Supplements and Dietary Changes

It is vitally important that the Education Supervisors, teachers and Administration staff are aware of any medications, supplements, allergies or dietary restrictions your child may have or is taking. We understand that these may change throughout the year. **It is your responsibility to keep us fully informed of changes in written form for your child's safety and success.** If you are trying out a new medicine or supplement and would prefer that teachers not know so that any behavioral changes can be noted without predisposition, communicate this to the Front Office who will inform the Education Supervisors. This will allow us to monitor your child for any behavioral changes. The medical file must be updated with the Front Office/Student Affairs when any changes are made and will remain confidential.

Dispensing of Medication Policy

It is The Victory Center's policy that the dispensing of medication is discouraged unless necessary to allow a child or patron to participate in a Victory Center program, or in the event of an emergency. When possible, it is preferred that all medication be delivered prior to the individual's arrival on campus. The Victory Center's medical dispensing program should only be used when it's absolutely necessary to administer medication or allow self-administration of medication by the student during program hours. The guidelines set out below will better prepare Victory Center staff to safely dispense medication or monitor self-administration:

The parent/guardian must request the following forms from the Administration Office:

- a. Complete and sign the following forms:
 1. Permission to Dispense/Self-Administer Medication
 2. Waiver and Release
 3. Medication Dispensing Information
- b. Where appropriate, provide a *Self-Administration* form from the medication prescriber.
- c. Deliver all medication to the Victory Center Front Office. The Victory Center shall retain possession of the medication in a locked drawer unless a note from the prescriber authorizes otherwise.
- d. Where appropriate, parents shall count out the number of pills/tablets delivered to The Victory Center in the presence of Victory Center staff.
- e. Prescription medication shall be in the original prescription bottle with label intact. Non-prescription medication shall be in the original unopened bottle, includes the person's name, medication, dosage, and time of day medication is to be given.
- f. In cases of field trips, the parent/guardian must provide an adequate storage device for the medication, i.e., insulated bag/cooler for insulin.
- g. Where appropriate, parents must also communicate with Victory Center staff regarding specific instructions for medication including self-administration.

Hospitalization

If a student is absent due to hospitalization or placement as noted below, the following procedures must be followed PRIOR to the student being allowed to return to school. Such hospitalizations may include, but not limited to:

- Hospitalization in a psychiatric facility
- Commitment to a substance-abuse facility
- Court commitment to a residential/hospital facility
- Residential commitment by state agencies such as the Department of Children and Family (DCF)
- Long-term hospitalization for serious illnesses or injury
- Other long-term placements

Students will not be permitted to return to school after a hospitalization until ALL the following requirements are fulfilled:

1. Prior to a student returning to school, the guardian (s) of the student must notify The Victory Center forty-eight (48) hours in advance to ensure proper planning and a smooth transition back to school.

2. The guardian(s) of the student must meet with the student's educational Leader within 24 hours prior to planned return of the student in order to discuss treatment planning, educational goals, and any other pertinent information necessary to ensure a smooth and successful transition.
3. A treatment summary from the treating facility/physician must be provided 24 hours prior to the student returning, to ensure recommendations and special accommodations can be accommodated and implemented.

Weather Related Emergencies

In the event of a weather-related emergency such as a hurricane or tornado, the Administration will make a decision regarding school closure based on the procedures set out by the Miami-Dade County Public Schools. Check the radio and TV for announcements. If Miami-Dade County Schools are closed, we will be closed as well.

In the event of a tornado warning / watch while we are in school, students will be moved into an area, like a hallway or bathroom, where there are no windows or glass. Students and teachers will remain there until further instructions by the Administration.

Classroom Observation

Parents are welcome to use our observation stations, anytime they are available, to observe your own child. Please limit your time at a station to **thirty-minute sessions** unless prior arrangements are made. No food or drinks are allowed, and please maintain quiet to avoid distracting others. You are welcome to bring anyone with you for your observations, but you may not send someone in to observe without you, unless prior arrangements have been made. For security and accountability, we require that all visitors (including parents) stop by the reception first to sign in and get a visitor's ID badge. Badge must be returned before leaving the school. Should you have suggestions, questions or concerns after you have observed your child, please share them with the Education Supervisors or lead teacher at an appropriate time. It is also important that you be aware of and respectful of other families and children you may observe when you come to view your child's progress. We will not discuss your child with any other parent, and we will not discuss any other child with you. As a simple courtesy, we ask that you also refrain from discussing your observations of children other than your own with other parents. In addition, please refrain from any type of recording or cell phone use of any kind during the observation.

Only 1 family allowed in observation room for a maximum of 30 minutes daily.

Parent Training

Parent trainings are an essential component of our overall program. These trainings give us an opportunity to share what progress your child has made and what new programs are being implemented. This is also a time when you can share concerns you may have about your child's education or behavior. Individual trainings are scheduled with the Education Supervisors and will take place during school hours at The Victory Center. Group parent trainings are offered remotely online or on The Victory Center campus. Parents are encouraged to attend these trainings when a topic is relevant to their child.

Please be mindful that, occasionally, trainings might have to be rescheduled due to circumstances beyond our control. We also ask that you refrain from bringing siblings or other small children to maximize the effectiveness of training, and to avoid distracting other students and teachers.

Until such time as the risk of infection by Covid-19 is significantly reduced all parent training, individual and group, will be by virtual meeting sessions.

Speech and Language Pathology, Occupational Therapy, and Physical Therapy

The Victory Center does not employ physical therapists, occupational therapists or speech and language pathologists. We recognize that caregivers may elect to have their child participate in these therapies in addition to Applied Behavior Analysis. The Victory Center encourages a collaborative approach when multiple therapies are in place at one time, to ensure consistency of the intervention. Caregivers are encouraged to schedule other therapies during school hours at least once per week, to provide opportunities for overlap between teachers and outside therapists. Classroom space will be made available if sessions are not disruptive to the classroom environment and/or other students. All outside therapists must undergo a background check at the expense of the outside provider prior to initiating services at The Victory Center. Outside therapy must be scheduled and approved by the Education Supervisors to ensure it does not conflict with intensive programming at The Victory Center.

Until such time as the risk of infection by Covid-19 is significantly reduced all speech language pathology, occupational therapy and physical therapy sessions held at the school will only be limited to 1 therapist allowed per day.

Communication and Cooperation

The Victory Center is committed to helping our students reach their full potential. Parent involvement is a key part of this plan for success since learning is most rapid when the teaching techniques are applied consistently throughout the day and evening, within the school and the home; therefore, training sessions discussed above are essential. Outside of these training sessions, parents who wish to discuss their child's progress must schedule an appointment with the student's education supervisor.

Phone numbers and extensions:

- The Victory Center: 305-466-1142, press 1 for directory
- Controller/Administrator, Ext. 623
- Human Resources/Administrator, Ext. 625
- Front Office/Student Affairs Coordinator, Ext. 601
- Student Activities Coordinator, Ext. 627
 - Please contact with any questions regarding school lunches, student badges, or field trips, and for purchasing T-shirts/school uniforms.
- Aftercare Program after 2:45 pm, 786-654-6667

Catalyst Portal- Every student enrolled in The Victory Center Vocational Program has a Catalyst login account that is shared with parents/legal guardians. Parents/legal guardians are responsible for logging in regularly and protecting their individualized password. We recommend that parents log in to the system on a daily to weekly basis to view their child's progress on individualized education goals and behavior reduction goals. Should a parent have any difficulties logging in or have questions about the information, please speak with your child's lead teacher. Should you wish to share your Catalyst login with other personnel or team members working with your child, you may do so at your discretion.

Lead Emails- In addition, lead teachers are accessible for communication via their lead teacher email. We encourage you to use this method of correspondence as needed when you are unable to speak with lead teachers outside of carpool pickup and drop off. You should use emailed correspondence to notify your teachers of any concerns, suggestions or changes in home situations. The teachers review these emails daily and discuss content with their Lead Teachers and with Education Supervisor, as needed.

Conflict of Interest: Outside Services by TVC Teachers

We understand our families have a need for qualified and reliable babysitting services outside of school hours. Unfortunately, due to a conflict of interest and potential dual relationship, **The Victory Center teachers and staff should not be asked to offer services to your child outside of The Victory Center.**

Professional Crisis Management

Select individuals from The Victory Center staff are trained to use interventions from Professional Crisis Management (PCM) in specific situations when a student's behavior has become harmful or highly disruptive to the student or to others. If PCM is warranted, a formal report will be sent home within 24 hours documenting the nature of the incident such as the rationale for use, type of PCM procedure used, staff involved, etc.

The Professional Crisis Management Association (PCMA) is a private organization that provides training in crisis management and regulates the certification of the crisis management system called Professional Crisis Management. PCM training includes separate, state-of-the-art procedures for children, adolescents, and adults and ongoing competency-based training and certification of Instructors and Practitioners to ensure standardized application. The PCMA, its Instructors, and its Practitioners are guided by a set of ethical principles emphasizing the importance of individual choice and basic human rights.

Vacation and Sick Days

Please notify the Front Office/Student Affairs as soon as possible if your child will be missing school days due to vacation. If your child will be absent due to illness, please call as early as possible and notify the Front Office/Student Affairs or leave a message on the school's answering machine (Refer to the Absences / Illnesses section).

Please see the school calendar for National and religious holidays, teacher workdays, early-release days and vacation periods when the school is closed.

Tuition & Collection Policy

Tuition is due in monthly payments on the first of each month. There is a grace period until the 10th, whereby no late fee will be applied. However, any tuition payments **made after the 10th** of the month will accrue a **\$100.00 late fee**. Those making late payments who have made arrangements will be given a total of five extra grace days to extend the tuition due date till the 15th of the month. **Please remember that if we do not receive your payment or you do not make arrangements, your child will not be allowed to attend class or participate in any school activity commencing on the first day following (15) days of**

delinquency of tuition. There are no exceptions! A student will not be allowed to register for the following school year if, at the time of registration, their account is delinquent. A **\$50.00 fee** will also be charged for checks with **non-sufficient funds**.

Tuition payments are made out to The Victory Center and can be mailed, or hand delivered to the Human Resources/Administrator. Parents should not send checks with child's belongings.

Code of Conduct

We believe in treating all our children and their families with the utmost respect. In turn, we ask that the families treat our teachers and administrative staff the same way. We do understand how strongly each of you feel about your child and how committed you are to help him or her do well. We fully share that commitment. We also understand that the diagnosis of Autism or other developmental disorder can be overwhelming, and the stress associated with caring for your child and your family. If you are concerned about your child's program or progress, the first step is to notify your lead teacher. If the concerns are unresolved or you would like to also speak with the Education Supervisor, please call or schedule a meeting with the Education Supervisor. If you feel your concerns are still not being addressed by the Education Department, please schedule a meeting with the Controller/Administrator.

Non-Discriminatory Policy

The Victory Center does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Mandatory Reporting of Child Abuse or Neglect

The Victory Center staff are mandatory reporters of child abuse or neglect. If you, as parents, suspect or have concerns that a child is being abused and/or neglected, you should also report it immediately! Florida law requires that **ANY** person in Florida who knows or has reasonable cause to suspect that a child under the age of 18 is being abused, neglected, or abandoned by a parent, legal custodian, caregiver or other person responsible for the child's welfare **MUST** immediately report that knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families. The penalty for failing to report is a felony of the third degree. There are also financial penalties for failing to report known or suspected child abuse or neglect.

How to Make A Report:

Telephone: 1-(800) 96-ABUSE (1-800-962-2873). This toll-free number is available 24 hours a day, seven days a week with counselors waiting to help you.

THE VICTORY CENTER PARENT MANUAL

TDD: 1-(800) 453-5145

Fax: 1-(800) 914-0004

Online: <https://reportabuse.dcf.state.fl.us/>.

Thank you for entrusting us with the care of your child. We take our responsibility very seriously. Your cooperation with the above policies will help ensure that your time with The Victory Center is enjoyable and successful.

Please sign to indicate that you read and understand the above policies.

Sign: _____

Date: _____