

Citrus Learning Academy

Parent & Family Handbook

“Where Learning Takes Flight”

Welcome to Citrus Learning Academy

Welcome to Citrus Learning Academy! We are honored to partner with your family in your child’s educational journey. Our goal is to provide a safe, nurturing, academically rich, and inspiring environment where children grow socially, emotionally, physically, and intellectually.

At Citrus Learning Academy, we believe every child deserves to feel valued, supported, challenged, and loved. Through strong family partnerships, engaging instruction, and a positive school culture, we strive to help students become confident lifelong learners.

We are excited to have your family as part of our school community!

Mission Statement

Citrus Learning Academy mission statement: Is to inspire young minds with a desire for learning, to live with integrity and make a difference in the lives of others. “Thus, our motto is “Where Learning Take Flight.”

Philosophy

We believe children learn best when they:

- Feel safe and emotionally supported
- Are actively engaged in meaningful learning experiences
- Learn through exploration, creativity, and collaboration
- Build positive relationships with peers and educators
- Are encouraged to become independent thinkers and problem-solvers
- Experience consistent partnerships between school and home

School Information

School Hours

Program	Hours
Before Care	7:00 AM – 8:15 AM
School Day	8:30 AM – 3:00 PM
After Care	3:00 PM – 6:00 PM

Students should arrive on time each day prepared to study.

Arrival & Dismissal Procedures

Arrival

- Children are escorted safely to designated areas, by staff members/employees/teachers.
- Staff members will supervise arrival procedures.

Dismissal

- Only authorized individuals listed on the emergency contact form may pick up students.
- Identification may be required at any time.
- Parents must notify the school in writing regarding any dismissal changes.

Late Pick-Up

Children remaining after closing hours may result in late fees:

\$2.00 per minute per child after closing time.

Repeated late pick-ups may result in further action.

Attendance Policy

Parents are expected to:

- Notify the school of absences
- Provide doctor's notes when required
- Ensure students arrive on time daily

Excessive absences or tardiness may result in parent conferences and additional interventions.

Illness & Health Policies

For the health and safety of all students:

Children should remain home if they have:

- Fever of 100.4°F or higher
- Vomiting or diarrhea within 24 hours
- Contagious illnesses
- Severe coughing or unexplained rashes
- Symptoms preventing participation in daily activities

Children may return when:

- Fever-free for 24 hours without medication
- Symptoms have improved
- Cleared by a physician with Dr. note.

Medication Policy

- Medication must be provided in original packaging.
- Prescription medication must include pharmacy labels.
- Parents must complete medication authorization forms.
- Staff may only administer medication with written consent.
- Only life threatening medications are allowed.

Emergency Procedures

The safety of students and staff is our highest priority.

The school conducts regular:

- Fire drills
- Severe weather drills
- Lockdown drills
- Emergency preparedness training

Parents will be notified promptly during emergencies through school communication systems.

Discipline & Positive Guidance Policy

At Citrus Learning Academy, discipline focuses on teaching, guidance, and positive behavior support.

We use:

- Redirection
- Positive reinforcement
- Problem-solving strategies
- Conflict resolution
- Age-appropriate consequences

We believe children learn best through respectful guidance and consistent expectations.

Student Behavior Expectations

Students are expected to:

- Treat others with kindness and respect
- Follow staff directions

- Use appropriate language
- Keep hands and feet to themselves
- Respect school property
- Participate positively in learning activities

Bullying Policy

Bullying, harassment, intimidation, or threats of any kind are not tolerated.

Reports of bullying will be:

- Investigated promptly
- Addressed appropriately
- Documented thoroughly

Students should immediately report concerns to school staff.

Technology & Electronic Devices

To maintain a focused learning environment:

- NO Cell Phones or Electronics are allowed at CLA or NCPS premises.
- School technology must be used responsibly.
- Inappropriate online behavior may result in disciplinary action.

Dress Code

Students at Citrus Learning Academy are expected to maintain a neat, clean, and school-appropriate appearance that reflects pride in themselves and our school community.

Students should wear:

- Navy blue polo shirts with the official Citrus Learning Academy (CLA) emblem/logo
- Khaki pants
- Khaki shorts
- Khaki skorts
- Khaki overalls
- Sweaters/ Hoodies/ Jackets.

Students should also wear:

- Closed-toe shoes for safety
- Clothing that fits appropriately and allows comfortable participation in school activities

Casual/ Fun Fridays - Parents may be contacted if clothing is unsafe or disruptive.

Meals & Snacks

Families may provide meals/snacks

- Breakfast
- AM Snack
- Lunch
- PM Snack

Please note:

- We are a peanut-aware school.
- Parents must notify the school of allergies.
- Outside food for celebrations must be approved in advance.
- All event food must be purchased from a store or restaurant.

Parent Communication

Strong communication between home and school is essential.

Communication methods may include:

- Parent conferences

- Phone calls
- Email
- Remind App
- Communication apps such as Class DOJO App.
- Newsletters and social media updates

Parents are encouraged to communicate concerns respectfully and promptly.

Parent Involvement

Families are encouraged to participate with a level II background clearance.

- School events
- Volunteer opportunities
- Conferences
- Fundraisers
- Classroom activities

We believe successful education happens through strong family partnerships.

Mandatory Reporting

As required by Florida law, all staff members are mandated reporters.

Any suspected abuse, neglect, or abandonment will be reported immediately to the appropriate authorities.

Florida Abuse Hotline:
1-800-96-ABUSE

Online reporting is available through the Florida Department of Children and Families.

Confidentiality

Student records and family information are confidential.

The school follows applicable privacy laws and maintains confidentiality regarding:

- Academic records
- Medical information
- Family information
- Behavioral records

Tuition & Financial Policies

Tuition

Tuition is due according to the payment agreement signed during enrollment.

Late Payments

Late payments may result in:

- Late fees
- Suspension of services
- Possible withdrawal from the program

Withdrawal Policy

Families are asked to provide:

- A minimum two-week written notice for withdrawal

Outstanding balances must be paid before records are released.

Social Media & Photo Release

Photographs or videos may occasionally be used for:

- Classroom displays

- School marketing
- Social media
- Yearbooks

Parents may opt out by completing a photo release preference form.

Safety & Security

To maintain a secure campus:

- Visitors must check in through the office
- Unauthorized individuals are prohibited on campus
- Exterior doors may remain locked during school hours

Inclement Weather & School Closures

School closures due to severe weather or emergencies will be communicated through:

- Email
- Text alerts
- Social media
- Parent communication apps

Non-Discrimination Statement

Citrus Learning Academy does not discriminate on basis of, race, color, religion, sex, national origin, disability, or any other protected status in accordance with applicable laws.

Disabilities Education Act:

States that “a parentally placed private school student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in public school under the Individuals with Disabilities Education Act.”

Parent Acknowledgement Form

I acknowledge that I have received and reviewed the Citrus Learning Academy Parent Handbook. I understand that policies and procedures may be updated as necessary.

Student Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____