

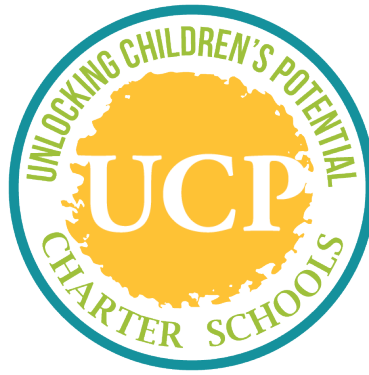
2024-2025



PARENT HANDBOOK

SUPPORT | EDUCATION | THERAPY

Bailes | Seminole | Osceola | West Orange | Downtown/BETA | TLA | Pine Hills



We are very excited to welcome you to the UCP of Central Florida education program for the 2024-2025 school year!

It is essential that we are all familiar with each other's expectations. The Parent Handbook has been compiled to explain the UCP education program philosophy, guidelines, and expectations of parents and families.

Please read this handbook and feel free to contact your principal with any questions.

UCP Charter Schools are committed to unlocking children's potential and helping every child live to their fullest potential. We believe all students should have access to a diverse and challenging academic and social curriculum that is customized and responsive to their needs. Our schools are committed to inclusion – removing barriers to student's participation and learning, acknowledging individual student needs and potential, and developing a sense of community for all students.

Our team members strive to meet your child's needs with careful planning and individualized attention. Every campus has an experienced, diverse staff team looking forward to getting to know your child. We welcome feedback and suggestions for a successful school year.

Warm regards,

Dr. Ilene E. Wilkins
Superintendent

UCP Education Program – Summer and School Year Sessions

UCP operates a school year and summer education program. These are two unique programs. The school year approximately follows the County School District calendar. There are various summer options during the majority of the summer.

When is the first day of School?

August 12, 2024 – All UCP Charter Schools.

What dates are UCP Charter Schools closed during the School Year?

UCP follows the respective School District calendar for school closings.

UCP is closed for **all services** on all major holidays, a part of Winter Break, Spring Break and before school begins for staff training/classroom setup.

Updates are available in the following ways:

- Campus calendar for specific dates (available at ucpcharter.org)
- Reminders in your child's bag.
- Reminders and notifications on Brightwheel

What are the school hours?

The school day begins between 8:00 AM – 9:00 AM depending on the grade level and ends between 2:00 PM – 3:30 PM. Wednesday is early dismissal (1 Hour earlier). Also the first Friday of each month, school will be dismissed at noon to allow teacher/classroom support planning and training. There will not be aftercare on those days.

Each Campus offers a before/after camp program. Times vary by location and an additional fee applies. On the first Friday of each month, UCP Charter Schools will be dismissing at noon to allow for additional professional learning and planning for our education team.

Before/Aftercare and Camp Days

UCP provides an after-school program for students aged 3 and above. The program is committed to providing a safe, positive and enriching environment for all children in our program. The After School Enrichment Program will provide a combination of academic support, fitness and fun, arts/music and STEM activities. The staff ratio will be 1 adult for 6 children.

Students must be able to follow the following expectations of appropriate behavior to participate in the after-school program. Please note after school is not a required charter school program and there will be different expectations/criteria.

At UCP West Orange Charter School, UCP BCA Charter School, UCP Downtown/BETA Charter School and UCP Pine Hills Charter School, we offer a free after school program for eligible students (K-5th grade) called 21st Century Community Learning Centers. These are academic and enrichment activities with a STEAM focus.

Registration Process – Summer and School Year

In January each year, parents of currently enrolled students will receive a link to pre-register for the Summer Enrichment Program as well as a web link to complete an Intent to Return for the next school year. If forms are completed by the deadline, current UCP students have first priority for these spaces and will begin the contract process. After the deadline has passed, current students are placed into the lottery with any potential new enrollees.

Summer Enrichment Program/Extended School Year (ESY)

UCP operates various summer programs based on the enrollment including a free 21st CCLC Program at UCP BCA, UCP Pine Hills, and UCP Downtown/BETA.

Additionally, for students who are eligible based on IEP procedures, UCP offers an Extended School Year/Summer School program. This program is usually a half-day program for three weeks or a summer home program. ESY must be documented on the students' Individual Education Plan (IEP).

FTE Week (October and February)

There are two FTE Weeks throughout the school year. FTE week is the time that each Charter School student is “counted” for funding and enrollment purposes. Please assist UCP in ensuring that we receive funding for your student and that your student is formally enrolled to receive their Individual Education Plan (IEP)/Individual Family Support Plan services and future Family Empowerment Scholarships eligibility (if applicable).

Students must have all paperwork/transfer meetings, complete and attend at least one day during this period to be considered officially enrolled and for UCP to receive funding for the semester.

Fall FTE Week - October 7-11, 2024 || Spring FTE Week - February 3-7, 2025

Communication

UCP has several ways that we communicate essential information with our parents. You can help ensure effective communication. UCP Charter Schools will be using Brightwheel as its primary communication system. Please ensure you accept the invitation and set up a Brightwheel account.

- Please check your child's folder/backpack daily.
- Please read the signage that is posted on various campus doors about upcoming deadlines and important dates.
- Sign up for our monthly e-mail news at **ucpcharter.org** and our text communication system, **UCP TEXTEDLY**.
- You are responsible for notifying us immediately if you have a change of address/phone number/e-mail address. This can be done via Brightwheel.
- UCP is on Facebook and Twitter! Twitter at: UCPofCFL and Facebook at: UCPofcentralflorida

Illness or Absence

Please inform the campus via e-mail by 8:00 a.m. if your child is going to be late or absent.

Security in the Parking Lot and at School

To ensure that all our students and families are in the safest environment possible we need everyone to practice the following:

In the car:

- Drive with caution in the parking lot (driving max of 5 mph.)
- Double parking or standing in fire lanes is prohibited.
- Cell phones are distracting and should be turned off when you enter the UCP parking lot and in the school building.
- Look behind you and to both sides before pulling out of a parking spot.
- Keep all children in car seats and seat belts until the car is at a full stop.
- Follow designated drive patterns.
- Do not leave children unattended in your car. It is against the law to leave children in cars unattended.

Follow Campus Procedures at all times.

In the school:

- Provide UCP with a pick-up list for your student on Brightwheel and keep it updated.
- If you are on campus longer than drop off/pick up or if you bring a visitor with you - **all must sign in at the front desk and wear a visitor badge while on campus**
- If you are volunteering in the classroom or chaperoning trips - **you must be cleared through the district volunteer system and wear a volunteer badge while on campus.**

Arrival and Drop-off

If not enrolled in before care, please plan to drop your child off at school between 15-20 minutes before the start of school so they are there for the beginning of the day's instruction.

For PreK and below, or if you have School Readiness/4C or Voluntary PreK (VPK), you must sign your child in when you arrive and out when you pick-up. This can be done electronically through Brightwheel. If your child will be delayed or not attending, please call the Front Desk.

Dismissal and Pick-up

If not enrolled in after care, students need to be picked up by the end of school day by you or a person authorized by you on the Emergency Card. If no one is available to pick up the student - they will be taken to the late arrival location.

Please notify the front desk in writing if the student is to be picked up early or by someone different than usual. Also, please be sure to notify that person that they will be asked to present photo identification to a UCP staff member for confirmation of their identity. We are unable to allow any child to leave school with anyone not authorized to pick up the child unless specified by the parents. You must sign your child out when you pick up your child.

What if I am going to be late to pick up my child?

Parents must pick up their children no later than the end of school unless enrolled in after care. If the parent is unable to pick up the child by the end of school, the parent should notify the individual designated for emergency pick up.

Parents will be charged \$1 a minute for every minute beyond their scheduled time. When you are late, our staff needs to stay with your child, and they need to be paid extra for their additional time.

DCF is required to be notified for parents who fail to pick up their student within 30 minutes of the school closing time and have made no contact with the school.

Private Pay Programs

Each student enrolled in one of our Early Childhood private pay programs or before/after school programs are required to pay a \$35 non-refundable registration fee.

Weekly fees are due on Monday for the current week. There is a \$10 charge per day for each day you are late. Checks are made payable to UCP of Central Florida. Cash is not accepted. Personal checks are not accepted if a check has been returned to us unpaid in the past.

You can also pay online through Brightwheel. UCP accepts Visa, MasterCard and American Express as well as the ability to do ACH/checking account withdrawal. You can complete a form for automatic payments and receive a discount.

Each tuition payment is non-refundable and based on scheduled attendance regardless of the number of days the child attends school. Checks returned due to insufficient funds will carry a \$35 charge.

Please save your canceled checks/receipts for tax purposes or you can pull a report from Brightwheel. **The UCP Tax ID# is: 59-0799925.**

Supply Fee - School Programs

All students (except for VPK) are asked to pay a \$35 supply fee each year. This offsets the costs of various classroom supplies. Teachers may also request parents to bring in some limited specific materials for their students.

Attendance Policy

Good attendance and being on time allows your child to fully benefit from our education programs. UCP requires a minimum of 75% attendance for its PreK and Below Program. If your child is unable to maintain this, they may be dismissed.

For students in kindergarten and above, regular attendance is compulsory as provided in Section 1003.21, Florida Statutes. If your kindergarten and above student has a pattern of non-attendance, we are required to file the truancy process with the court as provided in Section 1003.27, Florida Statutes.

Open Door Policy

Parents are welcome to visit or observe the program. As visitors come into our classrooms, please be respectful of what is happening and keep your conversations with the staff at a minimum. Be aware of your child's needs and ability to separate from you. Please let your principal know 24 hours in advance if you would like to spend time in your child's classroom. Also remember **if you are in the classroom you need to be screened through the District volunteer screening program** (which is a multi-step process) **and wear a volunteer badge while on campus.**

Smoke Free Policy

UCP Campuses are smoke and vape free. This includes the parking lot and other outdoor areas. No smoking or vaping is allowed in any of these areas as well as any area inside the building.

Classroom Notes/Progress Reports and Report Cards

Students in the PreK and below program will receive a short weekly note about their activities of the day in Brightwheel as well as quarterly progress reports. Students in K-12th grade will receive quarterly progress reports and report cards. Students receiving special education services receive a quarterly ESE progress report

Parent conferences are scheduled twice a year to review your child's progress.

Curriculum

UCP utilizes a number of different curriculums for our education programs. These include:

Infants - PreK	Frog Street Curriculum, Zoo Phonics, Heggerty phonic Awareness
K - 5th Grade	HMH Star Renaissance Unique Learning System FL Standards
Middle/High School	Reveal Math HMH Unique Learning System Attainment FL Standards STAR Renaissance

Class Size and Staff/Student Ratio

Age/Grade	Staff Ratio	Group Size
*Infants/Toddlers	1 adult per 4 students	8-12 students
*Pre-School/PreK	1 adult per 5/6 students	14-18 students
K-5th Grade (BCA K-8th)	1 adult per 6-12 students	16-24 students
6th-12th Grade (TLA)	1 adult per 3-14 students	9-18 students

**Class Size/Capacity for Infants to PreK is determined by DCF Capacity Requirements*

Therapy – Physical, Speech and Occupational Therapy

Individual and group Speech, Occupational and Physical therapies are offered at all campuses for students when part of a child's Individual Family Support Plan or Individual Education Plan (educationally relevant services). UCP LEA (for Orange County Schools) and the School District (Osceola and Seminole County Schools) is responsible for evaluating and making recommendations for services/ frequencies as needed for SPED..

Additional therapy services are also available by utilizing your medical insurance or self-pay option. Please contact your campus Therapy Practice Office Manager for information regarding an evaluation for your child for medical therapy.

Therapists will provide monthly progress reports for each student. Charter School Only therapy notes are provided as part of the 9-week report card. If you would like to schedule a time to speak with your child's therapist, please speak with the Therapy Practice Office Manager to schedule a time that is convenient for you and the therapist.

Behavior Support Services

UCP Charter Schools do not specialize in students with significant behavior needs. However, there are times when students may need additional support at school. UCP has a team of behavior specialists and a behavior coach at each campus to support students and staff. Social Skills training is also infused in all classes to focus on social emotional development through the holistic approach to teaching and learning.

UCP Charter Schools also offers services such as counseling using a multi-tiered approach based on student needs.

UCP of Central Florida has a new behavior support program - Unlocking Positive Behavior - that will offer ABA behavior therapy and a private behavior school. For more information, visit the agency website: ucpcf.org/abaclinic

Assessment and Testing

UCP conducts different assessments to assist teachers in identifying appropriate learning goals for each student, to monitor progress and to meet State Department of Education Requirements. Some of these assessments include:

Battelle (BDI3) Screening: PreK and Below | *On-Going*

Florida Assessment of Student Thinking (FAST): PreK - 10th Grade | *Beginning, Middle, and End of the Year (PM1, PM2, PM3)*

Next Generation Sunshine State Standards (NGSSS): US History, Civics, and Biology

Next Generation Sunshine State Standards (NGSSS): 5th - 8th Grade Science

Math EOC: Algebra 1, Geometry, and Algebra 1 Retakes

Florida Standards Alternate Assessment (FSAA): 3rd - 12th Grade ESE Students as determined by IEP team based on state protocols of eligibility -- TBD.

Access for English Language Learners 2.0 (ELL's): For all students in the English Language Learners Program (ELLs)

UCP Team Members

Each campus has a minimum of two administrators on campus: **Principal** and **Therapy Practice Office Manager** (TPOM). The principal is responsible for the classrooms/education program. The TPOM is responsible for the medical therapy program operations of the campus. Some campuses also have an Assistant Principal.

Based on full enrollment, each classroom is staffed with a Teacher, a Paraprofessional or Lead Teacher Assistant, and a Teacher Assistant (in our Prek - 8th Grade.) Some of our elementary schools utilize a co-teacher model and some classes have more supports based on student IEP's. The minimum qualifications are below (most of our staff exceeds these qualifications):

Teacher - (except Infant Room) - Highly qualified - BA or higher with certification in either Birth to PreK, PreK -3rd Grade or Elementary Education and Exceptional Education. Secondary staff also have certification in the subject area they teach.

Paraprofessional/ Lead Teacher Assistant - Associate Degree/ (Equivalent college credits with Education credits), Child Development Associate (CDA) or for K-12th grade paraprofessional - passing the Parapro test.

Teacher Assistant - High School Diploma with a minimum of 1 years' experience working with children.

All staff go through state mandated background checks and are fingerprinted and pass a Level II background check, as well as have reference checks, drug test, agency orientation and on-going professional learning requirements.

UCP Volunteers/Foster Grandparents/Workforce Interns

UCP has several types of volunteers who participate and assist in our program.

Foster Grandparents are retired individuals who lend a loving hand in some of our units/classrooms.

Workforce Interns are young people, ages 16-21 years, who are here to learn skills and gain experience, while providing additional support within the agency.

General UCP volunteers including parents, college, and high school students. Additionally, we may have high school or college students completing observations, research or doing projects for classes.

All on-going volunteers/interns/foster grandparents are required to pass a background screening, attend a volunteer orientation, and are not allowed to be alone with any of our children.

For more information & to submit a volunteer application: ucpcf.org/volunteer

Charter School Board of Directors

As a tuition-free public Charter School, UCP of Central Florida is required to have an all-volunteer Board of Directors.

UCP's volunteer Charter School Board of Directors provides feedback and suggestions to assist in the success of the Charter School programs of UCP of Central Florida. Some of the basic responsibilities include:

- School Improvement
 - Health and Safety | Facilities | Curriculum | Staffing | Related Service (nursing, therapy)
- Charter School Finances
- Public Awareness/Marketing of School
- Parent Involvement/Volunteering
- Legislative Education
- Special Projects

The Charter School board seeks to represent the diverse Charter Schools it serves with representation from parents from each of the UCP Charter School campuses. Additionally, members of the community with education and programmatic expertise are invited to participate. If you are interested in becoming a member, please let your Principal know. Charter School Board of Directors meetings are open to the public and dates are posted on campus as well as on our website.

Local Education Agency/ Accreditation

UCP Orange County Campuses are its own LEA (Local Education Agency). UCP Charter Schools are nationally accredited through Cognia (formerly AdvancED/ SACS) as a system of schools.

Parent Teacher Association (PTA)/Parent Teacher Organization (PTO)

UCP Schools have or are in the process of forming a Parent Teacher Association (PTA) or Parent Teacher Organization (PTO). The PTA/PTO is collaborative partnership between the administration, teachers, and parents. They plan special programs, fundraising events, and help guide the direction of each individual school. If you are interested in becoming involved, please contact your principal.

Just 10 – Parent Volunteer Program

Studies show that children are more successful when their parents are involved in their child's educational pursuits. At UCP of Central Florida, we value the role parents play in the development of our students. We are a team working together to help your child grow developmentally, academically, emotionally and physically.

That's why we have developed a program called Just 10 that requires parents to dedicate ten hours a year to volunteering time at UCP. There are endless opportunities to contribute time to your child's classroom, school or UCP in general.

Volunteer opportunities can include helping in the classroom, preparing materials for the teacher, assisting with office work, helping with fundraising events or being a member of the PTA/PTO or the Charter School Board of Directors.

On-going on Campus volunteers need to be cleared through the district volunteer program which is a multi-step process. Please discuss the Just 10 program with your Principal/Teacher for more info.

For more information & to submit a volunteer application: ucpcf.org/volunteer

Lunch and Snack

UCP Schools participate in the free and reduced lunch program for students who are in the VPK and Charter School programs. All students are currently eligible to receive free breakfast and lunch (and snack if in after-school programs.)

Please note that packed lunches from home cannot be refrigerated or heated while at school, so please pack your child's lunch accordingly. Please list any known food allergies on the Emergency Card and in Brightwheel.

Every UCP Campus is a NUT FREE school. Items containing nuts or nut ingredients will not be served and students are not allowed to bring items containing these ingredients. If you do send lunches/snacks – please keep it healthy! Bite-sized pieces of fruit, graham crackers, goldfish, celery sticks all work well for snacks. Candy, cookies, cakes, and soda are strongly discouraged because of their high sugar content.

Field Trips/Program Events

UCP Charter Schools has Special Program Events such as on-campus field trips at each campus throughout the year. This could be a puppet show, a special science demonstration, or a dance performance.

For our K-12th grade students (and some PreK classes), there may be off-campus field trips. These field trips will allow students to experience many different activities outside of school. Children are usually transported by bus and are closely supervised by school staff. The costs of the field trip and transportation are additional. Every effort has been made to keep these costs as low as possible and some grants fund field trips. Information will be provided on the field trip schedule and costs.

A parent must sign a permission slip for each field trip for your child to participate. If you do not want your child to participate on a field trip, they can remain on site and participate in on-campus activities.

UCP Agency Fundraising

As a non-profit agency operating a Charter School, UCP receives less funding than traditional public schools. To make up the difference as well as enhance our programs, we do various kinds of fundraising including grant writing, individual and corporate donations, and special events. Our special events include:

“The Faces Behind the Miracles Breakfast” – Our annual fundraising Breakfast. This is a one-hour free Breakfast event and will be held on Friday, October 18, 2024 at First Baptist Church of Orlando. Individuals are asked to host a table - inviting 8-10 friends/colleagues to learn more about UCP and have the opportunity to make a donation.

“Annual Evening Gala” – Our big Gala Event – This is an upscale event held each year. We present three awards (Corporate, Individual and Legislative Award) as well as conduct a silent auction. The event is usually hosted by actress Cheryl Hines (whose nephew attended one of our campuses). The 2025 Gala will be held on Saturday, April 5, 2025, at the Caribe Royale Orlando.

“Casino Royale Poker Tournament” – A fun evening filled with casino table games and a celebrity Texas Hold ‘em Poker Tournament held the night before our annual Gala Event (Friday, April 4, 2025). Individual tickets and sponsorships available.

We welcome and encourage your support of these events! Please contact our Development department at development@ucpcf.org to learn how to get involved.

Lost & Found

We try to ensure that each student goes home with all of their own possessions and only theirs! If your child returns home and you find you are missing something or have something which does not belong to them, please return it to the school. Please check the campus lost and found as needed. We cannot be responsible for any items that get lost or broken at school. Items will be discarded after 30 days.

School Uniforms

All K-5 students (K-8th at BCA/West Orange) at our campuses require a UCP Charter School logo polo as part of the school uniform. The polos are navy or hunter green and are to be worn with khaki or navy slacks/shorts or skirts. **No hats, bandanas, or hoodies on heads are permitted. UCP TLA follows the district dress code standards.**

UCP Charter School logo polos are available to purchase at the front desk at the beginning of the school year and online year-round at the campus web store at ucpcharter.org/uniforms.

What to Bring/Wear to School

- Your child should be dressed comfortably to play, learn, and have fun! Please send your child in closed toe shoes/sneakers and shorts/T-shirts (uniform if K and above.)
- If your child is PreK age and below, please send a sheet and blanket for nap time. If your child is not completely potty trained, please send a supply of diapers and wipes.
- Children enrolled in the infant/toddler program may have additional supply needs (i.e. bibs, formula, etc.).
- All children should have at least one complete change of clothes in case they get dirty or have an accident.

Please always label your child’s belongings with their first and last names.

What not to Bring

Please do not bring the following items to school:

- Jewelry
- Gum
- Weapons including toy weapons
- Electronic Games
- Cell Phones, CD players, iPods, etc. Cellphones must follow the UCP cellphone policy (must remain in students backpack during the school day)
- Other toys from home unless requested by teacher/therapist
- Any item which could be used to inflict harm on another person or intimidate any person. Some examples include, but are not limited to, weapons of any kind, replicas, pocket knives, common household tools, razor blades, box cutters, utility knives, other pointed instruments, etc.

Possession of a dangerous object, regardless of intent, is subject to discipline proceedings per the student code of conduct.

If any of these items are brought to school against our policy and are lost or broken, we cannot be responsible for reimbursement.

Discipline Policy

UCP follows the School District discipline policy and procedures/Cod of Conduct. A complete copy is available on the website at ucpcharter.org. In the case of serious disciplinary problems, a child may be removed immediately by parents from premises for the remainder of the day. A serious disciplinary problem exists when a child inflicts significant physical harm on themselves or other children, or physically abuses staff.

Other serious incidents including emotional harm, disrespect to other people's property or otherwise refuses or proves unable to abide by the rules and guidelines of the school which will result in a conference with parents.

Positive behavioral support will be put in place to always ensure the safety and well-being of children. If a child has a chronic behavior problem, the staff will work with the child and the parents using positive methods of discipline that encourage self-control, self-esteem and cooperation.

We reserve the right to suspend and/or withdraw any child who is unable to consistently conform to the rules and guidelines of the program and interrupts the ability of other children to learn in accordance with discipline policies.

PreK and below students – PreK and below Expulsion Policy is available for Parents to Review upon request and as needed. PreK and below Discipline Policy is posted at all the schools in the main parent information bulletin board and available upon request.

What may cause my child's enrollment to be terminated?

A child's enrollment may be terminated if:

- Their behavior is chronically disruptive or poses a danger to themselves, to others or to the school.
- They are picked up after their scheduled pick-up time more than once a month or do not meet our attendance guidelines.
- Their tuition is not paid (for students in fee-based programs.)

If our school is not able to meet your child's needs, their enrollment will be terminated after meeting with the child's parents to discuss other program options that might better meet the child's individual needs.

Medical Forms – Physical/Immunization

Section 65C-22.00(2), F.A.C, requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of your child's enrollment (start date). Students may have a religious exception for immunization as allowed under Florida Statute 1003.22.

Immunizations must be updated yearly or by expiration date or child will not be able to attend school until updated. This is a DCF and State law and requirement.

If immunization records are not available, or expired, we must have a doctor's appointment note on file with the date of appointment.

Under what conditions should I keep my child home?

Parents may not send a child to the program if they have the following symptoms:

- Flu-like Symptoms
- Shortness of breath or difficulty breathing
- Cough
- Fever
- Chills
- Muscle pain
- Headache
- Sore throat
- Diarrhea (24 hours free to return)
- Fever of 100 degree F oral, temporal, or axillary (24 hours free to return = 1 full school day) (without the use of fever reducing medicine)
- Vomiting (24 hours free to return without use of medication)

A written physician note may be required for re-admission to school depending upon illness.

Illness Policy

Please keep your child at home when any of the signs/symptoms listed above are noted and seek medical attention as needed. A written Physicians note will be required to return to school and/or if the child is absent 3 or more consecutive days from school.

Parents of a child in school with any of the above symptoms will be notified. The child should be removed from the school as soon as possible (ASAP) Occasionally there will be times when parents/guardians won't be able to leave work immediately. Therefore, a 60 minute pick up limitation will be allowed, dependent upon the severity of the child. In the event of an emergency, 9-1-1 will be called and your child will be transported to the nearest hospital.

A written Physician's note may be required for re-admission to school depending upon illness and length of absences from school (Remember- 3 or more consecutive absences and post hospitalization absentees, require a doctor's note). Make sure the note includes the date student may return to school, limitations or restrictions, and if normal activities and therapy may resume.

Medication

- A licensed health care provider and parent permission is required before prescription medication will be administered.
- Parents may choose to administer medication to their child.
- Prescription medication must be in the original pharmacy labeled container and must include the student's name, the name of the medication, dose and the time that is to be administered.
- Over-the-counter medications can only be accepted in a **new and sealed container AND** only administered by trained staff, with a physician's order. The container must be labeled with the student's name, age/weight/specific dose, the date of receipt, and signed by classroom staff.
- Over-the-counter medications cannot be given for more than **three consecutive days**, unless otherwise prescribed for an extended period by a physician.
- Each medication must be documented on a separate **Medication Authorization Form** (required before medication administration).
- A new authorization form **must be completed** at the beginning of each school year or enrichment program.
- Topical medications require a **written physician's order**.
- Herbal and vitamin therapy require a **written physician's order**.

The first dose of any new medication must be administered at home first, in the event the student has an allergic reaction.

Please let UCP know immediately if your child has any allergies and be sure to note it in Brightwheel.

How will an accident or medical emergency be handled if it occurs?

If an accident or medical emergency occurs staff in charge will: Administer the necessary first aid immediately, call an ambulance if needed, call the parent or emergency contact (if the parent cannot be reached.)

An Incident Report will be completed within 24 hours. UCP Charter Schools does have student accident insurance - please contact the front desk for information.

Should there be any changes to your emergency contact numbers, please update in Brightwheel immediately.

Parent's Authorization

On the "Acknowledgements and Authorizations" form, parents must sign the parent authorization. This permits us to secure appropriate medical treatment for your child should this be needed, and we are unable to contact you immediately.

Pet Friendly

UCP has pet-friendly campuses with service/ therapy and support animals. All pets are required to be up to date in their shots and have proper documentation in place.

Fire and Emergency Drills

UCP conducts monthly fire and/or emergency drills. These are state mandated and are documented. We are required to have them at different times (even during lunch and nap) to prepare for all kinds of safety needs and emergencies.

Emergency Closures

If a UCP Campus needs to close due to an emergency (i.e. hurricane), we will post the information on our website, use our Textedly system and voicemail if possible. **Please make sure we have your updated contact information in Brightwheel at all times.**

Reporting to Department of Children and Families

To ensure the well-being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse to the Department of Children and Families and to cooperate in any investigation.

All UCP staff are mandated reporters by law and may be subject to criminal penalties if we fail to report such possible harm. UCP team members are required by law to report any suspected abuse or neglect of children in their care to DCF.

Concerns/Grievances

UCP believes that a basic principle of sound relations provides a clear and open channel for the expression of grievances by clients/parents/guardians. You should attempt to resolve all concerns by following the code of civility:

- First with the teacher or therapist
- Then the Principal, Therapy Program Office Manager, or designer.
- **If a concern has not been resolved satisfactorily, the following steps will be made:**
- The student /parent/guardian should express their complaint to the Chief Operations Officer (COO.)
- If no action has been taken within 72 hours or the action taken is not satisfactory, the complaint should be submitted, in writing, to the CEO.
- The CEO will review the complaint and attempt to resolve the issue within 10 days.
- If a satisfactory solution has not been found the client/parent/guardian may make an appointment to meet with the CEO and the Chairman of the Charter School Board of Directors who will arbitrate the matter and make the final decision.

As a reminder, UCP is a School of Choice. Additionally, in general, the respective school district does not get involved in the day-to-day operations of the school and concerns/grievances should be addressed at the school/agency level.

Code of Civility

The education and care of a child happens only through partnership, and among partners must be the child, the agency and staff, the parent(s) or guardian(s), and the community. Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation.

When people who are working together agree, the partnership runs smoothly. But no two people will always agree and that can make partnership difficult. The partnership is most powerful – as children are educated to reach their potential – when we agree on how to disagree. We must be civil in our discourse.

Code of Civility Continued:

Civility is often described by its absence. We hear of harmful actions such as road rage, physical confrontation, ethnic stereotypes, and slurs. But civility is not just an absence of harm. It is the affirmation of what is best about each of us individually and collectively. It is more than saying “please” and “thank you.”

It reflects our respect for others in our behavior, regardless of whether we know or like them. It also is not simply being politically correct and is not to be used to stifle criticism or comments. It is being truthful and kind and is each of us taking responsibility for our own actions rather than blaming others.

As we communicate with each other, we need to remember that we are working together to benefit the children of this community.

UCP of Central Florida requires that as we communicate, students, UCP faculty and staff, parents, guardians, and all other members of the community shall:

1) Treat each other with courtesy and respect at all times. This means:

- A) We listen carefully and respectfully as others express opinions that may be different from ours.
- B) We share our opinions and concerns without loud or offensive language, gestures or profanity.

2) Treat each other with kindness. This means that:

- A) We treat each other as we would like to be treated.
- B) We do not threaten or cause physical or bodily harm to another.
- C) We do not threaten or cause damage to the property of another.
- D) We do not bully, belittle, or tease one another and we do not allow others to do so in our presence.
- E) We do not demean and are not abusive or obscene in any of our communications.

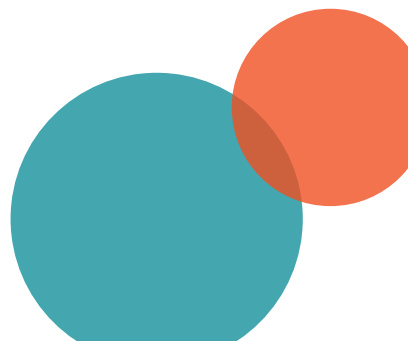
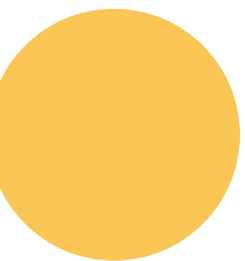
3) Take responsibility for our own actions. This means that:

- A) We share information honestly.
- B) We refrain from displays of temper.
- C) We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school facility.

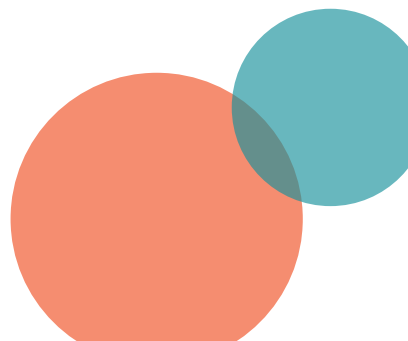
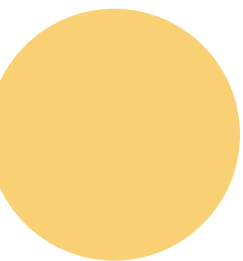
4) Cooperate with one another. This means that:

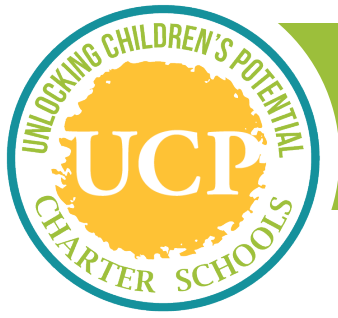
- A) We obey school rules for access and visitation.
- B) We respect the legitimate obligations and time constraints we each face.
- C) We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student’s work or events in the community that might impact the school.
- D) We respond when asked for assistance.
- E) We understand that we do not always get our way.

NOTES:



NOTES:





Our Locations

Bailes Early Childhood Academy

(East Orlando Location 1 - Infants through PreK)

12702 Science Drive, Orlando, FL 32826 | **407-904-0133**

Bailes Community Academy

(East Orlando Location 2 - Kindergarten through 8th)

4780 Data Court, Orlando, FL 32817 | **407-904-0131**

UCP Downtown/ BETA Charter School

4680 Lake Underhill Road, Orlando, FL 32807 | **407-904-0137**

UCP Osceola Charter School

(Kissimmee Location)

1820 Armstrong Blvd., Kissimmee, FL 34741 | **407-904-0136**

UCP Pine Hills Charter School

5800 Golf Club Pkwy., Orlando, FL 32808 | **407-904-0134**

UCP Seminole Charter School

(Lake Mary Location)

756 N. Sun Drive, Lake Mary, FL 32746 | **407-904-0132**

UCP TLA Middle/ High School

3305 South Orange Ave., Orlando, FL 32806 | **407-904-0138**

UCP West Orange Charter School

(Winter Garden Location)

1441 Winter Garden Vineland Rd., Suite 110
Winter Garden, FL 34787 | **407-904-0135**

ucpcf.org • ucpcharter.org

Follow UCP of Central Florida on:

