

CENTRAL FLORIDA PREPARATORY SCHOOL

STUDENT/PARENT HANDBOOK

At Central Florida Preparatory School, we are committed to providing the best educational environment possible to reach our goal of providing every student with the tools he or she needs to be successful. The following information is for the benefit and protection of all students, parents, and staff members of Central Florida Preparatory School; all members of our staff will enforce these policies. All parents are asked to read this information and help us maintain the standards set forth herein. Thank you in advance for your help in making CFP the best possible learning environment for your children.

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ATTENDANCE

Students attend 180 days of school each school year, with approximately 45 days in each 9-week period. For all grades, the school day runs 8:30 a.m. until 3:00 p.m. Wednesdays are "early release" days and school will be dismissed one hour earlier (2:00 p.m.). Montessori and elementary students who are late should be signed in at the office by a parent and then report to their class. Middle and upper school students should sign in at the school office and receive a tardy slip to be admitted to class. If you know your child will be tardy or absent, please contact the school office.

It is a very important policy, for the safety of all children, that they sign in through the office when arriving at school after 8:30 a.m. This allows us to have an accurate roster of all students in the event of an emergency.

Students should not miss school except when absolutely necessary; however, students should not be sent to school if there are any signs of fever, rash, sore throat, head lice, pink-eye, etc. Please notify the school if your child is absent due to a contagious illness.

If a student needs to leave prior to dismissal, he/she may do so only with parental permission. Non-driving students must be signed out in the office by a parent or by someone specified in writing by the parent or guardian of the student. Students who drive themselves must have written permission from a parent or guardian and must check out in the office before leaving campus. Office personnel will verify this written permission before a student is allowed to leave campus.

Before and After School Program

Central Florida Preparatory School provides an extended day program for the convenience of those parents who need to drop off their children early or pick up their children late. This program is offered at an additional fee of \$3.00 per hour, based on full-hour increments. Before school, students may be dropped off at any time between 7:15 a.m. and 8:15 a.m. This class will be held in Bldg 300 – Rm #314. After school, students may be picked up as late as 6:00 p.m. Any time after 6:00 p.m. will be charged at an additional fee of \$2.00 for the first five minutes and \$1.00 per minute thereafter. Parents are billed on a monthly basis for these services.

Please do not bring your child to his or her classroom before 8:15 a.m. Instead, take your child to before care.

It is the school policy that teachers will bring their students to the pick-up area and wait with them until 15 minutes after the end of school (2:15 on Wednesdays and 3:15 on all other days). At that time, the teacher automatically escorts all remaining students to the after-care location (playground in nice weather; Building 300 - Rm #314 in inclement weather).

Lower School – Absences

Each classroom teacher is responsible for recording daily attendance for his or her class. A student in 1st-5th grade is considered absent if he/she leaves before 11:30 a.m. and is gone for the remainder of the day. If a student needs to leave during the day, the parent should send a note informing the teacher and sign out the student in the school office. Students who are absent may not participate in a school function after school hours such as special events, field trips and athletic events.

Lower School – Tardies

It is very important to the teacher and staff that students arrive at school and put their belongings away in time to start class at 8:30 a.m. A student is considered tardy if he/she arrives after 8:30 a.m. The classroom teacher will handle tardies. If a student has 5 or more tardies in a 9-week period, the principal will request a conference with the parent/guardian.

Upper School – Absences

Each first period teacher will take roll and report first-period absences to the office each morning. In addition, each teacher will take roll at the beginning of each class period; this report is turned into the office at the end of each week. Absences for students in 6th-12th grades will be counted per each class period.

The eleventh (11th) unexcused absence in a semester will result in a 9th-12th grade student failing a course for that semester. Absences will be excused by the office for the following: illness documented by a doctor's excuse, appointments documented by a doctor's excuse or death in the family. All excuses must be presented to the office upon a student's return to school. If the excuse is not presented upon a student's return to school, the absence will be counted as unexcused. **It is the responsibility of the student or parent to bring the excuse to the office within 24 hours of the absence.** Students who are absent may not participate in a school function after school hours such as special events, field trips, or athletic events on the same day as an absence.

If a student is absent because of a contagious illness, parents are asked to notify the school office as soon as possible.

Upper School – Tardies

A student is considered tardy if he/she arrives to the classroom after class has begun. Excused tardies will be granted with a doctor's excuse, which must be presented to the office upon a student's arrival at school. **Three unexcused tardies equal one absence.**

CAR RIDERS: MORNING DROP-OFF AND AFTERNOON PICK-UP

Students arriving before 8:15 a.m. must be walked by a parent to before-care. Students arriving after 8:15 a.m. should be dropped off at the appropriate designated area. All cars should pull up as far as possible before unloading or loading.

For the safety of everyone, we ask that drivers refrain from cell phone use while driving in our parking lot, that drivers proceed very slowly in our parking lot, and that no one park in the drop-off/pick-up loop.

CURRICULUM

CFP offers a structured curriculum, which meets or exceeds guidelines for Orange County Public Schools. This curriculum is based on the Florida Department of Education Curriculum Frameworks and the Sunshine State Standards.

Homework

Homework not only reinforces skills taught in the classroom, but also helps parents keep track of what is happening at school. Effective, long-lasting study habits occur through reasonable and purposeful homework assignments. Review the following guidelines throughout the year:

- Check student's homework calendar each night
- Check www.cfprep.org for homework postings
- Set a specific time and place for homework
- Read each night
- If a student is absent, he/she will be given equal time to make up the work, but it is up to the student to find out what was missed
- 6th through 12th grade students must complete all assignments within five school days or receive a zero for those assignments

DISCIPLINE – Montessori

The form of discipline used in Montessori classrooms is redirection of behavior. The child is redirected from the source of the disruption to an appropriate area of work. Ground rules are set, explained and enforced in the beginning of the year to ensure the safety and happiness of all the children in the classroom. In the event that redirection does not work, the teacher will contact the parents for a conference to determine possible causes for the child's behavior and implement a plan to help the child. Children "misbehave" because they do not understand or have conflicting ground rules to follow, or in some instances, it is due to their inability to express their emotions and feelings brought on by some unhappy event in their lives. We are here for the children and will work with parents to the best of our abilities. In rare cases where parents will not cooperate with the school, or when a child becomes physically violent, the Director may request the removal of the child from school.

DISCIPLINE – Lower/Upper School

Guidelines for Rules

1. All rules are in effect at school and all school-related activities.
2. This list is not intended to be all-inclusive. Modifications will be made when necessary at the discretion of the administration. Additional infractions will be added and penalties will be modified as the need arises at the discretion of the administration.
3. No corporal punishment will be administered at CFP.
4. In all instances, consequences will be administered equitably and fairly. Discipline will be based on careful assessment of the circumstances of each case. Factors considered will include: 1) seriousness of the offense, 2) student's age, 3) frequency of misconduct, 4) student's attitude, and 5) previous conduct.

Behavior Guidelines

The following behaviors are considered consistent with **achieving** academic success:

- Appropriate dress (uniforms) as defined by administration.
- Consistent attendance.
- Promptness to school and class.
- Compliance with school and class rules.
- Completion of assigned tasks.
- Preparedness for class.
- Respect for others.

The following offenses are items in **conflict** with the mission and philosophy of the school and will result in disciplinary action:

- Acts of disrespect (i.e., disobeying classroom rules, name calling, profanity).
- Cyber bullying (i.e., MySpace.com, FaceBook.com, Twitter.com bullying, Internet chat bullying, etc.)
- Plagiarism
- Failure to attend class/leaving campus without permission.
- Dangerous behavior (i.e., aggression, fighting, threats, stealing).
- Dress code offenses (see Dress Code).
- Eating, chewing gum, or drinking in class without permission.
- Public display of affection (i.e., kissing, hand holding, embracing) while on the school campus or at school related events.
- Electronics, such as cell phones, mp3 players, palm pilots, hand-held game units, etc., are prohibited at CFP. They will be confiscated and turned in to the Principal. Electronics that are confiscated Monday through Thursday will be returned on Friday. Electronics that are confiscated on Friday will be returned on Monday.
- **Central Florida Preparatory School is not responsible for lost or stolen electronics.**
- Heelys are prohibited at CFP.

The following offenses are items in **conflict** with the mission and philosophy of the school and **will** result in expulsion:

- Drug possession (tobacco and alcohol included).
- Destruction of property.
- Possessions of weapons.

Minimum Consequences for Lower/Upper School

- **1st Offense** – Verbal warning (lower school) and Behavior slip (upper school).
- **2nd Offense** – Conference and Consequences. A conference will be held with the teacher, student, and parent/guardian. Discipline will be set at the discretion of the Principal and a discipline form will be filed. Examples of discipline: work detail, missing recess for a set number of days, and detention.
- **3rd Offense** – One-Day Suspension. In-school or out-of-school suspension at the discretion of the principal. All class work assigned by the teachers must be completed and a conference

with parent/guardian, student and principal held before the student returns to class. A discipline form will be filed.

- **4th Offense** – Three Day Out-of-School Suspension. All class work assigned must be completed and a conference with parent/guardian, student and principal will be held before the student returns to school. A discipline form will be filed.

DISCLOSURE AT TIME OF INITIAL REGISTRATION

At the time of initial registration, each student must note previous school expulsions, and arrests leading to a conviction or adjudication. Failure to do so will result in immediate expulsion.

DRESS CODE

Realizing that a relationship exists between standards of dress and behavior/performance, and that high standards of dress foster a positive self-image, Central Florida Preparatory School maintains certain expectations, which result in the following guidelines of student dress.

Students are expected to dress and to groom themselves in a way that reflects neatness, moderation, and appropriateness for school. Central Florida Preparatory School students are also expected to adhere to the spirit of the guidelines specified below, which reflect conservative standards of acceptability. Parental assistance in assuring that guidelines are followed is expected and very much appreciated.

ALL DRESS CODE CLOTHING MUST BE PURCHASED FROM OUR SUPPLIER, SUNSHINE SCHOOL FASHIONS. EACH STUDENT IS REQUIRED TO BE IN FULL DRESS CODE COMPLIANCE EVERY SCHOOL DAY. ADHERENCE TO THE DRESS CODE MUST BE MAINTAINED FROM THE STUDENT'S ARRIVAL ON CAMPUS TO HIS/HER DEPARTURE. ALL DRESS CODE QUESTIONS WILL BE DECIDED AT THE DISCRETION OF THE PRINCIPAL.

Pre-K Through Kindergarten

- Bottoms will consist of traditional khaki pants, shorts and skorts. These must be purchased from our uniform vendor. Also available are plaid culottes through our uniform vendor. No denim material. No skirts.
- Shirt will consist of Central Florida Prep monogrammed pink, lavender, gray, green, aqua, light blue, burgundy, white or navy school collared polo shirt (long or short sleeved). White school logo t-shirts or any CFP spirit shirt may be worn on Friday. All shirts must be purchased through our uniform vendor.
- Mondays will be “dress up” day. Monday uniforms will consist of a plaid dress and white or khaki socks for girls and khaki flat or pleated pants, CFP black polo, and white, khaki or black socks for boys. Shoes must be brown or black dress shoes. Sneakers may not be worn on Mondays.
- Central Florida Prep monogrammed school sweatshirt may be worn over the school shirt. These sweatshirts must be purchased through our uniform vendor. **Only solid white**

turtleneck or long sleeve shirts may be worn under any CFP uniform shirt.

- Central Florida Prep monogrammed school jacket may be worn over the school shirt. These jackets must be purchased through our uniform vendor. No other winter outer-wear will be permitted in school buildings.
- Clothing must be neat, clean, with no rips, tears or frayed edges.
- Closed toe shoes must be worn at all times. Boots may not be worn by Montessori students. Shoes must be soft-soled, not hard-soles such as cowboy boots.
- Hats are not to be worn inside school buildings.
- Leggings are prohibited. Tights, which encase the entire foot, are permissible.
- Female students may wear only one pair of earrings.
- **Earrings of any style are prohibited for all male students.**
- **NO** body piercing is allowed. Any body piercing must be removed.
- Hair: Boys – Hair must be worn in a conservative, traditional style, neatly groomed and evenly tapered or blocked. Hair must be above the collar in back and at least one inch above the eyebrows in front. No unnatural hair colors. Students may not shave designs in their hair.
- Hair: Girls – Hair must be worn in a traditional, conservative manner. No unnatural hair colors. Scarves/bandanas etc. are not permitted. Makeup may not be worn by girls in grades 5 and below. Students may not shave designs in their hair.
- Students may not shave lines or designs into their eyebrows.
- Final decisions regarding the appropriateness of all dress code rules are left to CFP administration.

Please provide in a zip-lock bag an extra set of clothing, including socks and underwear. Names should be clearly marked on all clothing, particularly sweaters and jackets.

1st Grade Through 5th Grade

- Bottoms will consist of traditional khaki pants, shorts, or skorts. These must be purchased from our uniform vendor. Also available are plaid culottes through our uniform vendor. No denim material. No skirts.
- Shirt will consist of Central Florida Prep monogrammed pink, lavender, gray, green, aqua, light blue, burgundy, white, black or navy school collared polo shirt (long or short sleeved)

on Tuesday through Friday. A white school logo or any CFP spirit t-shirt may be worn on Friday.

- Mondays will be “dress up” day. Monday uniforms will consist of plaid skort skirts, a collared white blouse w/CFP logo, and white, khaki or black socks for the girls and khaki flat or pleated pants, white oxford long sleeved shirt w/CFP logo, gray and burgundy striped tie (available through Sunshine only), and white, khaki or black socks for the boys. Shoes must be brown or black dress shoes. Sneakers may not be worn on Mondays. Undershirts must be solid white, no writing or drawing on them.
- PE uniforms consist of Sunshine Uniform athletic shorts, uniform t-shirt or school athletic shirt (which may be purchased from the booster club), and sneakers. In cooler months, students may wear the Sunshine Uniform fleece pants. No other fleece pants will be allowed.
- Shirts must be tucked in at all times.
- Undershirts must be solid white, no writing or drawing on them.
- Socks must be solid white, black or khaki.
- Leggings are prohibited. Solid colored tights, which encase the entire foot, are permissible.
- Central Florida Prep school sweatshirt may be worn over the school polo shirt as long as the collar of the shirt can be seen. These sweatshirts must be purchased through our uniform vendor. **Only solid white** turtleneck or long sleeve shirts may be worn under any CFP uniform shirt.
- Central Florida Prep monogrammed school jacket or hooded sweatshirt may be worn over the school shirt. These jackets must be purchased through our uniform vendor. No other winter outer- wear will be permitted in school buildings.
- Belts must be worn with belted pants, shorts, skirts and skorts.
- Clothing must be neat, clean, with no rips, tears or frayed edges.
- Closed toe shoes must be worn at all times. Heels may not exceed 1 ½ inches in height. Shoes in grades 5 and below must have a back-strap.
- Hats are not to be worn inside school buildings.
- Female students may wear only one pair of earrings.
- **Earrings of any style are prohibited for all male students.**
- **NO** body piercing is allowed. Any body piercing must be removed.
- Hair: Boys – Hair must be worn in a conservative, traditional style, neatly groomed and evenly tapered or blocked. Hair must be above the collar in back and at least one inch above the eyebrows in front. No unnatural hair colors. Students may not shave designs in their

hair.

- Hair: Girls – Hair must be worn in a traditional, conservative manner. No unnatural hair colors. Scarves/bandanas etc. are not permitted. Makeup may not be worn by girls in grades 5 and below. Students may not shave designs in their hair.
- Students may not shave lines or designs into their eyebrows.
- Final decisions regarding the appropriateness of all dress code rules are left to CFP administration.

6th Grade Through 12th Grade

- Mondays will be “dress up” day. Monday uniforms will consist of khaki skirts, a collared white blouse w/CFP logo, and white, khaki or black socks for the girls and khaki flat or pleated pants, white oxford long sleeved shirt w/CFP logo, gray and burgundy striped tie (available through Sunshine only), and white, khaki or black socks for the boys. Shoes must be brown or black dress shoes. Sneakers may not be worn on Mondays. Undershirts must be solid white, no writing or drawing on them.
- Bottoms will consist of traditional khaki pants, shorts, skorts or skirts. These must be purchased from our uniform vendor. Also available are plaid culottes through our uniform vendor. No denim material. **Skirts MAY NOT be shortened or rolled at the waist.**
- Shirt will consist of Central Florida Prep monogrammed pink, lavender, gray, green, aqua, light blue, burgundy, white, black or navy school collared polo shirt (long or short sleeved) on Tuesday through Friday. A white school logo t-shirt may be worn on Friday. All must be purchased through our uniform vendor. Also available for girls, Monday through Friday, is a school monogrammed white $\frac{3}{4}$ length sleeved shirt that must be purchased through our uniform vendor. A white school logo or any CFP spirit t-shirt may be worn on Friday.
- PE uniforms consist of Sunshine Uniform athletic shorts, uniform t-shirt or school athletic shirt (which may be purchased from the booster club), and sneakers. In cooler months, students may wear the Sunshine Uniform fleece pants. No other fleece pants will be allowed.
- Shirts must be tucked in at all times.
- Undershirts must be solid white, no writing or drawing on them.
- Socks must be solid white, black or khaki.
- Leggings are prohibited. Solid colored tights, which encase the entire foot, are permissible.
- Central Florida Prep monogrammed school sweatshirt may be worn over the school polo shirt as long as the collar of the shirt can be seen. These sweatshirts must be purchased through our uniform vendor. **Only solid white** turtleneck or long sleeve shirts may be worn under any CFP uniform shirt.

- Central Florida Prep monogrammed school jacket or hooded sweatshirt may be worn over the school shirt. These jackets must be purchased through our uniform vendor. No other winter outer- wear will be permitted in school buildings.
- Belts must be worn with belted pants, shorts, skirts and skorts.
- Clothing must be neat, clean, with no rips, tears or frayed edges.
- Closed toe shoes must be worn at all times. Stiletto heels are not allowed.
- Hats are not to be worn inside school buildings.
- Female students may wear only one pair of earrings.
- **Earrings of any style are prohibited for all male students.**
- **NO** body piercing is allowed. Any body piercing must be removed.
- Hair: Boys – Hair must be worn in a conservative, traditional style, neatly groomed and evenly tapered or blocked. Hair must be above the collar in back and at least one inch above the eyebrows in front. No unnatural hair colors. Students may not shave designs in their hair.
- Hair: Girls – Hair must be worn in a traditional, conservative manner. No unnatural hair colors. Scarves/bandanas etc. are not permitted. Makeup should be worn in a conservative manner. Students may not shave designs in their hair.
- No facial hair is permitted. Boys must be clean shaven at all times.
- Students may not shave lines or designs into their eyebrows.
- Final decisions regarding the appropriateness of dress code rules are left to CFP administration.

Dress Code Offenses:

Students who are not attired in proper uniform will be sent home. Absences from class due to noncompliance are considered unexcused.

Upper School students who fail to follow the dress code, but who wear proper uniform, will receive a demerit (i.e., untucked shirts, no belt, earrings, etc.) Three demerits will result in a \$10.00 fine. An additional three demerits will result in a \$20.00 fine. Demerits after the \$20.00 fine will require a parent conference.

DRIVING PRIVILEGES

Students who are of legal driving age with a driver's license may drive to and from school only if their parent or guardian has completed a Student Driver Permission Form (available in the

office). Student parking is located along the back row of the parking lot. Driving privileges may be revoked because of noncompliance with any CFP policy. Other students may drive students only if a Student Transportation Permission Form (available in the office) is properly completed by the parent or guardian of the student being driven by another student.

EMERGENCIES

Please keep in mind that CFP is housed in permanent buildings and St. Paul Presbyterian Church is a designated emergency shelter. Certain weather or traffic conditions may make it more hazardous to travel on the roads than to remain in the buildings. However, if an emergency occurs during the school day and the decision to close CFP is made by the administration based on what would be the safest course of action for the students; all parents will be notified by phone via our AlertNow communication system. Supervision will be kept in place until all children have been picked up. If an emergency situation occurs overnight, CFP's decision to remain open or closed will be broadcast on local news and radio stations, posted on our website, and announced on or voice message. If you choose to pick up your child from school, please do not discuss the reason in front of other children. In such situations, the staff's main objective is to maintain a calm atmosphere.

If the emergency situation requires an evacuation of the school, the evacuation will be treated like a fire drill. All students will be escorted outside, and an administrator will activate our AlertNow system and/or school staff will utilize cell phones to begin calling parents. Parent volunteers will be asked to come to school to help in calling other parents or in supervising students while staff members make the phone calls.

FIELD TRIPS

A Medical Authorization Form and Field Trip Permission slip must be completed before any student is allowed to leave campus on a field trip. Please make sure your completed form is turned in to the office. This form will be kept in your child's file. Your child's classroom teacher will notify you of each field trip occurrence.

HEALTH AND MEDICAL FORMS

Both the Immunization Record form (blue - #DH 680) and Annual Physical form (yellow - #DH 3040) are required for each student file. These can be obtained from your pediatrician. For further information contact Orange County Health Department Immunizations 407-836-2502. The following are the Florida Department of Health's immunization requirements:

ALL GRADES REQUIRE

DTP Series

Polio Series

Hepatitis B

Measles, Mumps, Rubella (MMR)

#2 Measles prefer (MMR)

PREK

H. Influenza Type B (HIB)

Varicella (Chicken pox)

PREK, K AND 1st, 2nd, 3rd
2 Varicella (Chicken pox)

K THROUGH 12TH
Second dose Measles (preferably MMR)

REQUIREMENTS BY GRADES 7TH - 12TH
Hepatitis B Series
Second Dose Measles (preferably MMR)
Tetanus Diphtheria (TD) Booster

LUNCH PROGRAM

Students may bring their lunch or purchase a lunch provided by our vendor. Catered lunches are well balanced and DO include a bottled water. Lunch tickets can be purchased in the office. Please make checks payable to CFP. If your child brings a lunch, please make sure that the lunch boxes and bags are clearly marked with the child's name. For Montessori students, please include a cloth placemat and cloth napkin. CFP also encourages nourishing lunches be packed in reusable containers. We would appreciate no candy, gum or soda.

Lunch I.O.U's: If a student has forgotten his/her lunch or lunch ticket, the front office will provide a lunch I.O.U. *only* with the verbal consent of the parent. If parents cannot be reached, students will not be given lunch. The maximum number of lunch I.O.U.'s will be 5 (\$20.00). No additional I.O.U's will be given until the balance is paid.

MEDICAL

In order to contain and prevent the spread of contaminants, CFP has adopted guidelines covering certain situations, and illness in general. These guidelines are not to be considered as all-inclusive; if or when other situations occur, they will be addressed accordingly.

Prescription Medicine: Prescription medicine may be dispensed at school if the parent has completed an Authorization for Administering Student Medication form. Medicine must be provided to the school office ready to be dispensed (i.e., if a partial pill is required, it must be submitted to the office already halved or quartered) and with appropriate dispenser (if liquid).

OTC Medicine: Over-the-counter medicine (Tylenol, Pepto-Bismol, etc.) may be dispensed to students complaining of headaches or stomachaches only after a parent has been contacted and permission given to administer the medicine. The office must verify your instructions with you before dispensing medication. If you anticipate that your child may need Tylenol or other OTC medication and you feel comfortable with the medication being dispensed at the discretion of the school office, then you may complete an Authorization for Administering Student Medication form stating under what circumstances and in what amounts such medication can be given.

Fever: If a child has a fever, he/she should not be brought to school. If a child develops a fever during the day, parents will be notified and the child must be picked up immediately. Students must be fever-free, without medication, for 24 hours before returning to school.

Colds/Flu: While some aspects of a cold may not seem serious enough to keep a child at home, please bear in mind that it is contagious. Parents should use their best judgment in this situation.

Chicken Pox: Due to its contagious nature, it is critical that a child is kept home when symptoms of chicken pox appear. These symptoms include fever and red bumps covering the body (usually starting in the crevice areas). The student may return to school only after the chicken pox sores have scabbed over.

Head Lice: CFP adheres to a “no nit” policy. This policy calls for the removal of all lice eggs (nits) and egg cases following application of a lice-killing product, and exclusion from school until such measures have been completed. A student will not be allowed to return if nits are present.

PARENT/TEACHER CONFERENCES

Parents may schedule conferences at any time during the school year. All conferences are to be scheduled through the school office. All conferences will be documented for the student's file and for future assistance in meeting the needs of each student. Parents may schedule conferences with their child's teacher, lead teacher, principal, or director.

Parents are always welcome to observe classes at CFP. We do ask that any visiting parent sign in with the office. This is for the security and safety of our students. We also ask that parents let the school know in advance if they wish to observe a particular class. This will allow us to verify the class will be available (i.e., not on a field trip or scheduled for a special class such as computer lab).

TUITION/FINANCES

1. Tuition is due the 1st of the month. Tuition is late after the 10th of the month.
2. If payment is not received by the 10th of the month, a 5% late fee will be assessed (minimum \$15.00).
3. If the 10th of the month falls on a weekend or a school holiday, tuition will be accepted the following school day and no late fee will be charged.
4. All tuition payments are to be made through the office. Please do not give tuition payments to teachers. Payments may be mailed to: P. O. Box 817, Gotha, FL 34734.
5. Deposits are non-refundable. Deposit will be applied to annual tuition if child attends entire school year. If student leaves CFP prior to end of school year, deposit paid will not be taken into consideration for tuition paid.
6. If a student leaves for any reason, a written two week notice is required (excluding school vacations, holidays, and weekends). If two weeks notice is not given, ten additional days will be charged when determining Tuition Due Amount. Tuition Due Amount will be calculated by dividing total annual tuition by the 180 school year days. This per diem will be applied to actual number of days enrolled. Tuition paid to the school less deposit will be subtracted from Tuition Due Amount to determine any remaining tuition due.

7. No deductions will be made from tuition for absence during the school year.
8. If a student enters after the school year has begun, charges for tuition are prorated according to the actual number of days enrolled.
9. A fee of \$25.00 will be charged on all returned checks.
10. Checks will not be held for deposit.
11. Student records/report cards will not be released if account has an outstanding balance.

It is our belief that expectations can be met only if the expectations are known. The foregoing information is our attempt to state the expectations of Central Florida Preparatory School. As the need arises, we will send home additional information and policies. Thank you for choosing CFP and thank you for your participation in reaching our goal of success for each student.