



THE  
Wyndcroft  
SCHOOL

# *Family Handbook*

## 2025-2026



### MISSION

The Wyndcroft School is where innovation happens, caring connections are made, and leaders emerge.



### VISION

Cultivating tomorrow's leaders today.



### VALUES

Friendship, Kindness, Fairness, Cooperation, Curiosity, Responsibility, Empathy, Grit, Inclusion, Appreciation, Leadership

*This Handbook should be read in connection with the School's Enrollment Agreement and is intended to provide a comprehensive overview of the key policies and expectations that apply to all members of the Wyndcroft School community. In an effort to provide the most accurate information to our community, we reserve the right to update the information in this Handbook from time to time. In the event of any conflict between this Handbook and the Enrollment Agreement, this Handbook and its policies shall govern.*

# WYNDCROFT SCHOOL ALMA MATER

*Through the years that lie before us,  
With all that's grim and gay,  
We will swell the joyful chorus  
We are singing here today.*

## CHORUS:

*Then let's give a cheer for Wyndcroft  
For the Yellow and the Blue  
And to Wyndcroft, dear old Wyndcroft  
We will be forever true.*

*After all these years together  
Since our school days were begun,  
We'll forget the cloudy weather,  
But recall the breeze and sun.*

-Betty Lester, Wyndcroft Class of 1929

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# **I. PARENT AND CAREGIVER PARTNERSHIP**

At Wyndcroft, we believe that the best education grows from a strong and trusting partnership between families and the School. Together, we nurture the curiosity, confidence, and character that allow students to thrive as learners and leaders. Families and the School share a purpose: providing a safe, joyful, and challenging education where students are known and supported.

We ask all members of our community, students, parents, and caregivers, to engage with one another and with the School in ways that reflect our shared values of respect, empathy, and integrity. Families play a vital role in modeling these principles by communicating with civility, collaborating with School personnel, and supporting the School's mission, policies, and professional judgment.

A constructive relationship between home and school is essential to fulfilling our educational mission. If, in the School's reasonable discretion, a parent, caregiver, or student engages in conduct that is disrespectful, disruptive, threatening, or inconsistent with the well-being of others or the operations of the School—whether on campus, at School events, or in digital spaces—the School may impose restrictions on participation in the community, suspend or dismiss the student, or take other action it deems appropriate. The School also reserves the right to deny enrollment or re-enrollment when the cooperative relationship necessary to support a child's education no longer exists.

## **RESOLUTION PROCESS**

When questions or concerns arise, parents and caregivers are encouraged to seek resolution through the proper channels in a spirit of partnership and mutual respect. Concerns related to a student's classroom experience should begin with the teacher, followed by the appropriate division head or administrator if additional discussion is needed. Matters requiring further consideration may be referred to the Assistant Head of School or Head of School. Wyndcroft's goal is to address concerns promptly, directly, and constructively so that all parties can focus on supporting the student's learning and well-being.

The School asks that families refrain from engaging in public criticism, social media disputes, or confrontational interactions that may harm the learning environment or the dignity of others. Together, we uphold a culture of respect, care, and collaboration consistent with Wyndcroft's mission and values.

## II. DAILY SCHEDULE, TRANSPORTATION AND ATTENDANCE

### SCHEDULE:

<b>Monday - Friday</b>	<b>Arrival</b>	<b>Dismissal</b>
<b>Half-Day Early Childhood</b>	7:45 – 8:15 AM	12:00 PM
<b>Pre-Kindergarten &amp; EC Lunch Bunch</b>	7:45 – 8:15 AM	1:00 PM
<b>Full day EC or Pre-K</b>	7:45 – 8:15 AM	3:30 PM
<b>Kindergarten – Grade 8</b>	7:45 – 8:15 AM	3:30 PM
<b>Athletics – Grades 5 – 8 (M-Th)</b>	Begins at 3:30 PM	5:00 PM

### TRANSPORTATION:

For safety purposes, please do not talk on your cell phone while driving on campus.

### MORNING ARRIVAL:

#### *Early Childhood and Pre-Kindergarten*

To support a smooth and independent transition into the school day, parents and guardians are not permitted to enter Marshall House during morning drop-off. Faculty and staff are present to welcome students and guide them to their classrooms. This practice fosters student independence and helps establish a calm, focused start to the academic day.

In the mornings, children may be dropped off at the central blue doors or the gate of Marshall House. Exit the lot with care. In the event that you should have to drop your child off after 8:15 AM, please ring the doorbell for assistance. The doors are locked at 8:15 AM and your child will be marked tardy thereafter. Inclement weather, bus delays, doctor and dental appointments with a written excuse, etc., will not be considered tardy. Otherwise, the tardiness is considered unexcused.

#### *Grades K-8*

Access the car line to the front of the main building on Rosedale Drive via Highland Road, rather than doing a U-turn from Rosedale Drive, proceeding in a single file line carefully through the crosswalk toward the main entrance allowing your child(ren) to exit from the passenger side of the car onto the sidewalks. In the event that you should have to drop your child off after 8:15 AM, please park and walk your child to the Office Manager to check

in. The doors are locked at 8:15 AM and your child will be marked tardy thereafter. Inclement weather, bus delays, doctor and dental appointments with a written excuse, etc., will not be considered tardy. Otherwise, the tardiness is considered unexcused.

Please be mindful of our neighbors, do not block driveways and refrain from passing other cars as this is extremely dangerous. Our goal is the safety of all children.

### **AFTERNOON DISMISSAL**

Afternoon dismissal is the busiest time of the transportation day and so additional precautions are necessary. Any changes to dismissal arrangements must be communicated to the office no later than 1:00 PM by phone or e-mail. Only those names provided on the authorization for transportation form will be allowed to transport the named student unless permission is given by a parent/guardian stating otherwise. This regulation will be strictly followed to ensure the safety and well-being of the student. Where custody of children is shared and dismissal plans alternate, the office should be provided a schedule of the dismissal plan.

#### ***Car Line***

A car line will form at the end of the day and it is important that parents wait patiently. Please be mindful of our neighbors and do not block driveways. Please refrain from passing other cars as this is extremely dangerous for children. Display your official Wyndcroft dashboard name card. If you have misplaced your name card or need additional cards, please notify the Main Office. Children will be directed to their vehicles by staff to allow for an orderly process.

#### ***Bus Line***

Children who take the bus as a mode of transportation will be dropped off and picked up at the Bus Lobby along Wilson Street. Children will be directed to their buses by staff to allow for an orderly process.

#### ***Walker Line***

Families that live approximately within one-mile radius of the School may request to use the Walker Dismissal Line. Please contact the Main Office to learn more.

#### ***Marshall House***

The central blue doors should be utilized for any early dismissals or afternoon pick up.

#### ***Extended Day***

Students in the Extended Day Program (EDP) should be picked up at the central blue doors of the Marshall House and will be expected to sign out accordingly.

**SCHOOL DISTRICT BUSING**

During the summer, school districts are provided with the names of all students enrolled at Wyndcroft. Your school district will contact you near the end of August with details regarding your child(ren)'s bus stop and times. Questions regarding bus transportation should be directed to your school district transportation department as listed below.

<b>Boyertown</b> 610-369-7429	<b>Pottsgrove</b> 610-323-5020
<b>Daniel Boone</b> 610-689-4850	<b>Souderton</b> 215-723-4613
<b>Oley</b> 610-987-4100	<b>Spring-ford</b> (no noon dismissal) 610-705-6226
<b>Owen J. Roberts</b> 610-469-5187	<b>Upper Perkiomen</b> 215-679-3411
<b>Perk Valley</b> 610-489-9110	<b>Hill Bus (Metz)</b> 610-489-2557
<b>Phoenixville</b> 484-927-5026	<b>Reading (Metz)</b> 610-489-2557
<b>Pottstown</b> (grades 5 and under) 610-326-5413	

School districts do not allow children from another school district or children who are not regular passengers to ride on their bus. When the school district providing busing is closed but Wyndcroft is open, parents must arrange alternate transportation.

When weather dictates any school district may participate in early dismissal, the office attempts to notify parents during the day. Please complete the form provided by the office of how your child(ren) should be transported if an early dismissal occurs.

**EXTENDED DAY PROGRAM**

The school offers an Extended Day Program (EDP) for students in grades K-8 from 3:30 PM dismissal until 5:30 PM for an additional fee. EDP is a singular purpose curricularly-based program that also includes snack and homework help. The rates are \$20 per hour, prorated at the half-hour, or \$600 per month unlimited. EDP is not provided on early dismissal days nor for professional development days. Children who participate in After-School sports may utilize the EDP following the sports activity for an additional fee.

### ***Late Pickup Fee***

The Extended Day Program ends promptly at 5:30 PM. Families who fail to pick up their child by this time will be charged a late fee of \$1.00 per minute per student, assessed in five-minute increments. This fee will be automatically applied to the family's monthly FACTS invoice.

Repeated late pickups may result in a review of a family's eligibility to participate in the Extended Day Program.

### **ATTENDANCE**

Parents are requested to call the school by 8:30 AM to report their child's absence from school. The Wyndcroft School supports and intends to be in compliance with requirements of the Commonwealth of Pennsylvania State Board of Education regulations pertaining to compulsory pupil attendance. The School maintains a record of attendance of each enrolled child for six years following the current year. Attendance, which includes absences and tardiness, will be noted on the student's official transcript.

### ***Early Dismissal***

When students are to be absent for a medical, dental, or other appointment, they must submit written permission to the office. The student and the parent will be required to sign out prior to departing and upon returning.

### ***Extended Absences***

For periods of more than three (3) days, excused absences may only be granted based upon a doctor's certificate of illness justifying the absence or the specific approval of the Assistant Head of School. The education of children during a period of extended absences is the joint responsibility of the parent, the child, and the School.

The child must work with the teacher upon returning to school to make arrangements to complete work that occurred during the absence. Additionally, the parent or guardian will periodically contact the child's teacher/advisor for necessary coursework.

### ***Absence for Travel or Vacation***

In order to minimize disruption to your child's learning, Wyndcroft asks families to plan their time away from school to coincide with school holidays. There is no substitute for the classroom learning experience. If there is an unavoidable family conflict, at least one week prior to the planned absence, please notify the Assistant Head of School so that materials may be prepared for your child to complete while away. Please complete the [ONLINE FORM](#) on the parent page of the website prior to making any travel arrangements.

### ***Readmission to School***

A student may be required to present a valid excuse upon their return to school or the absence will be declared unexcused/illegal. The excuse must be dated, include the days of absence, state the reasons for the absence, and be signed by the parent or guardian. In the case of extended absence due to illness, parents or guardians must contact the School Nurse for clearance to return to school.

### ***Procedures Pertaining to Absences***

In order for children to participate in athletics and other extracurricular activities, they must be present for academics on the day of the activity. Visiting other schools is considered being present for academics.

If it is necessary to schedule health care appointments during the school day, verification from the doctor's office of the appointment, time of the appointment, duration of the visit, and the reason for the visit will be required upon the student's return to school. A health care appointment is generally not a reason to miss an entire day of school. When possible, please schedule appointments outside of the school day.

After a student has missed ten (10) cumulative days for any reason, the Assistant Head of School will follow up with the family. Excessive absences and/or tardiness may result in separation from the School.

### **INFECTIOUS DISEASE STATEMENT**

The Wyndcroft School is committed to student and employee health care. Decisions regarding the status and attendance of students who are diagnosed by the school nurse as having infectious diseases may be made on a case-by-case basis consistent with:

- The most recent information available from the United States Center for Disease Control.
- The Montgomery County Department of Health.
- The best interest of the student body, faculty and staff as a whole.

### **ILLNESS**

For the health and well-being of the child's classmates and teachers, please do not send an ill child to school. It is important that a child's exposure to any contagious disease be reported to the school promptly. For any child who has a known contagious illness, a note of permission to return to school must be provided by the child's physician. Students should be fever-free under 100.4 degrees Fahrenheit without the use of fever-reducing medication for 24 hours before returning to school.

Students with gastrointestinal ailments should remain at home and be symptom-free for a 24-hour period before returning to school.

Should your child become ill during school hours you will be asked to collect your child. It is important that parents can be reached during the day so that a sick child can be picked up promptly. In the event of a parent or guardian's inability to retrieve their sick child from school, the emergency contacts will be notified for pickup.

### **SCHOOL CLOSINGS**

In the event of dangerous road conditions due to weather or inoperable school facilities, school cancellation or delayed opening announcements will be made. Our primary sources of communication are text, email and on our website, however, announcements will also be made on the following television and radio stations: ABC (6), NBC (10), CBS (3), WFMZ (69) and KYW 1060AM radio. If there is no announcement about school closing, late arrival, or early dismissal, school will begin or end at the regular times. Please also check your school district's opening status regarding bus transportation.

## **III. COMMUNICATIONS**

The Wyndcroft School will endeavor to keep parents and students informed and aware of school policy, programs, and information. Several vehicles for communication are in place to achieve that goal, as follows:

**PARENT PORTAL** - <https://www.wyndcroft.org/parents>

The Parent Portal on the Wyndcroft website is the first place to check for important information such as calendar events, Forms and Information, Dress Code information, Parent information on the site is sometimes password protected (the password is stem2025).

**PLUS PORTALS** - <https://plusportals.com/wyndcroft>

Plus Portals provides an interface for parents to access the school directory, student attendance information, interim reports, and report cards. Parents will receive access and password information to the email address provided to the school.

### **SOCIAL MEDIA GUIDELINES**

At The Wyndcroft School, we value a respectful and supportive community both on and offline. We ask all Wyndcroft families and community members to engage on social media in a manner that reflects our shared values of kindness, integrity, and mutual respect.

While we encourage positive participation on our official social media platforms (Instagram: @wyndcroftschooL, Facebook: The Wyndcroft School), we kindly remind families that:

Disparaging, disrespectful, or harmful comments about the school, its staff, students, or other families are not appropriate and may undermine the sense of trust and community we strive to build.

If concerns arise, we encourage direct communication with school leadership rather than airing grievances publicly.

By modeling respectful behavior online, we help foster a safe and inclusive environment for all members of our school community.

### **COMMUNICATION WITH FACULTY MEMBERS**

We value communication between parent and teacher. We serve students best when we establish sound working relationships between home and school and can communicate with each other appropriately and in a timely manner.

Parents are encouraged to contact faculty members via email or SeeSaw if there are questions about a student's academic progress or behavior. Faculty members may be contacted by email. Email addresses are listed on the website. Teachers generally respond to emails within one business day.

We respectfully ask parents to make appointments to see faculty members. Unannounced interruptions are disruptive for both the students and the teachers, especially at the beginning of the academic day.

All interactions between adults at Wyndcroft must be characterized by civility of tone and mutual respect. Any parent or visitor who exhibits aggressive, threatening or rude behavior will be asked to leave the School property, a school sponsored activity, or event.

The email address for the Main Office is [mainoffice@wyndcroft.org](mailto:mainoffice@wyndcroft.org). Please address the following matters through the office: transportation, attendance, early dismissal, health.

For time-sensitive issues including same-day changes to transportation plans, please contact the Main Office at 610-326-0544.

### **MEETINGS WITH ADMINISTRATORS**

All parents are welcome to meet with administrators at a mutually convenient time. To set appointments with the Head of School, contact Kathy Dewald at [kdewald@wyndcroft.org](mailto:kdewald@wyndcroft.org).

## **PARENT CONFERENCES**

Two parent conference days are scheduled throughout the school year. This is an opportunity to address student progress and individual student concerns. Upon request, appointments for additional conferences may be scheduled.

## **WEEKLY WOLVERINE NEWSLETTER**

Each family and faculty/staff member is automatically a member of the Wyndcroft Parent Teacher Organization or WPTO. This organization works in close association with the School. The WPTO sponsors various events which will be communicated during the school year. All parents are asked to help in any way they can to offer volunteer support to this program. More information is available on the PARENT PORTAL of the website.

## **WYNDCROFT PARENT TEACHER ORGANIZATION (WPTO)**

Each family and faculty/staff member is automatically a member of the Wyndcroft Parent Teacher Organization or WPTO. This organization works in close association with the School. The WPTO sponsors various events which will be communicated during the school year. All parents are asked to help in any way they can to offer volunteer support to this program. More information is available on the PARENT PORTAL of the website.

## **VOLUNTEERING**

Wyndcroft School encourages parents to support the Non Sibi motto through volunteerism. Opportunities range from chaperoning field trips, assisting with events, Field Day, and working for school-wide initiatives such as fundraising and enrollment activities.

Additionally, it is our intent to create and maintain the safest possible setting for our students, therefore, in accordance with state law, all chaperones and classroom volunteers must complete all three background check reports.

### ***PA State Police Criminal History Check***

As required by ACT 151 – Dated no more than one year prior to the application date. The application can be found online at <https://epatch.pa.gov/home>

### ***PA Department of Human Services Child Abuse History Clearance***

As required by ACT 34 – Dated no more than one year prior to the application. The application can be found online at <http://www.compass.state.pa.us/CWIS>.

### ***Federal Criminal History Report***

Dated no more than one year prior to the application date. This requires fingerprinting. Please see registration and directions at <https://uenroll.identogo.com> with a service code 1KG6XN for all PA school districts.

All the above outlined clearances can be found on the PARENT PORTAL under *Forms and Information*, and are obtained and completed at the expense of the applicant, and are valid for five years.

## **DRESS CODE REQUIREMENTS**

Dress code requirements are available on the [Dress Code](#) page on the PARENT PORTAL. Our dress code allows a student to make choices while maintaining a certain standard of decorum throughout the school. At no time should a student's dress distract from student learning.

- Students should be neat and clean in appearance, for example, Upper School shirts should be tucked in, no obvious stains or tears in clothing.
- Hair should be neat, clean, and not distract from full participation in school related activities.
- Small items of jewelry are permitted; however, these items must be removed for participation in physical education classes and athletics.
- Jewelry, watches, hair ornaments, make-up, and cosmetics should not distract from full participation in school activities.
- All shoes, belts, socks, etc. must conform to the dress code.

Wyndcroft School families may purchase all necessary uniform items in a one-stop shopping experience through Wyndcroft's online ordering site at Lands' End. The Lands' End Wyndcroft Preferred School Number is 900056300.

### ***Non-Uniform Days***

Parents/guardians of students who are not wearing suitable clothing will be contacted to bring an appropriate change of clothes or will be issued items from the uniform swap to wear.

### ***8<sup>th</sup> Grade Dress Up Days***

Choice of dress pants, skirts, collared shirts, blouses and formal shoes may be worn each Friday at the discretion of the Assistant Head of School. Clothing may not be too tight, short or revealing. Clothing may not have offensive pictures or slogans. High-heeled shoes, slippers, and flip-flops are not permitted.

### ***Dress Down Days***

From time to time students will have a free dress day. On these days, students may wear non-uniform clothing. Clothing may not be too tight, short or revealing. Clothing may not have offensive pictures or slogans. High-heeled shoes, slippers, and flip-flops are not permitted.

***Blazers, Outerwear, Spirit Wear***

Blazers and Outerwear for students are available for purchase through Lands' End year-round. Spirit Wear items are available for purchase through BSN periodically throughout the year. Blazers must be worn during school hours throughout the winter dress code period. Hooded sweatshirts and hats are not to be worn indoors during the academic day. High-heeled shoes, slippers, and flip-flops are not permitted.

## **IV. STUDENT SUPPORT**

### **UPPER SCHOOL ADVISORY PROGRAM**

The Wyndcroft School's Advisory Program is designed to offer support to each Upper School student. Each advisor serves as the student's advocate, monitoring the student's academic and social-emotional progress throughout the year. The advisor provides individual time to each student in his or her advisory group on a regular basis and acts as the primary contact between home and school. Advisors formally report home about the student's progress six times a year and on an as needed basis.

The Advisory Program is designed to meet the needs of Upper School students, with special consideration to developmental readiness. Emphasis is also placed on the "Traits of a Non Sibi Student" and community service opportunities.

### **RESPONSIVE CLASSROOM PROGRAM**

The Wyndcroft School's Early Education and Lower School follow the Responsive Classroom program. This approach focuses on the creation of safe, joyful, and engaging classrooms and community. Each morning begins with a Morning Meeting, which includes a greeting, activity, and sharing opportunity.

### **LEARNING SPECIALIST**

Our Learning Specialist offers pull-out and push-in support for students in need of academic support or enrichment. The Learning Specialist communicates consistently with each student's teacher(s) and parents about student progress and teaching strategies to provide the best support.

### **MONTGOMERY COUNTY INTERMEDIATE UNIT SERVICES**

### ***Counseling***

Students may be referred (by parent request or teacher's suggestion) to receive counseling from our school counselor designated by the Montgomery County Intermediate Unit. Parents interested in seeking counseling for their student, should contact the Assistant Head of School. This counselor will be in close contact with the Assistant Head of School and parent/caregiver regarding student concerns and progress.

### ***Speech-Language Pathology***

Students may be referred (by parent request or teacher's suggestion) to receive speech therapy by the Speech-Language Pathologist designated by the Montgomery County Intermediate Unit. This counselor will be in close contact with the Assistant Head of School and parent/caregiver regarding student concerns and progress. All students are evaluated by the speech-language pathologist during the spring of their first grade year.

## **V. HEALTH AND SAFETY**

### **EMERGENCY PREPAREDNESS COMMITTEE POLICY**

The Wyndcroft School has established an Emergency Preparedness Committee (EPC) to monitor the safety and health of all members of the school community in promoting a safe working environment for the staff, students, and the Wyndcroft community.

The Committee's responsibility is to improve the safety and health in the school community and to provide and maintain a safe environment for all members of the Wyndcroft community both for the present and the future of the school.

### **VISITOR CHECK-IN PROCEDURE**

Safety is of utmost priority at The Wyndcroft School. Doors are locked at all times and visitors must check in upon arrival, signing in and out at the main office. Visitors will display a visitor's badge to move throughout the building. Parents may leave items for their children with the office staff and are not permitted to deliver items directly to the classrooms.

### **FIRE DRILLS**

At the fire alarm signal, all students, staff, and visitors will evacuate the building reporting to the green field space for attendance. An Evacuation Attendance Report is collected immediately after evacuation accounting for all members of the community.

## **SHELTER PROCEDURES**

In the event of an incident resulting in a need to shelter during school hours, students will remain within the school buildings until the advisory is lifted. Parents will be notified if an adverse incident occurs.

## **EVACUATION**

Should it be necessary to evacuate campus while school is in session, students will be transported under staff supervision to a designated evacuation site, as determined by the Head of School/Designee. All parents will be notified via our text and email alert system. Parents will be given directions as to how to pick up their children.

## **LIMERICK EMERGENCY PLAN**

In conjunction with the Limerick Generating Station and the Montgomery County Emergency Response Team, Wyndcroft has established an emergency plan to protect its students in the event of an incident at the station.

In the event of an incident during school hours at the Limerick Generating Station resulting in an advisory to evacuate, Wyndcroft will evacuate to a designated site and students will remain under the supervision of Wyndcroft staff.

Students will only be released at the evacuation site to parents, legal guardians, or individuals having prior approval on Wyndcroft's Emergency Information Form.

## **ANIMAL POLICY**

Dogs, cats, and other pets are not permitted in any school building, on school grounds, or on school field trips at any time. This does not apply to registered service dogs accompanying a person with a disability or authorized service dog trainer. Domesticated animals are permitted to be kept inside vehicles either parked on campus or queued in the car line for a short time, as long as the animal is not endangered and does not endanger others.

## **PENNSYLVANIA SCHOOL HEALTH RECORD**

All new students must provide a complete health record prior to entering the school. State law requires that all students entering school for the first time and all Kindergarten and sixth-grade students be given a complete physical examination by the student's family physician. The necessary forms are located on the [Forms and Information](#) page in the

PARENT PORTAL. It is advisable to make appointments in advance with the child's physician in anticipation of these requirements.

### **IMMUNIZATION RECORDS**

The state requires proof that children entering school have been given the correct immunizations according to established and accepted guidelines. Refer to the PARENT PORTAL, under [Forms and Information](#), for specific requirements.

### **MEDICAL EMERGENCY PROCEDURE FORMS**

In the event of an accident or medical emergency, the school must be able to contact a parent. If this contact is not possible, the school must be given the authority to provide transportation to the nearest medical facility so that initial treatment can be given. Emergency Procedure Information is sent electronically in the summer and must be on file in the office before the beginning of school. This information must be kept current at all times. You may easily update this information in your individual parent plus portal account.

### **DENTAL EXAMINATION**

A dental examination by the student's family dentist is required prior to entering school for the first time and for students entering the Kindergarten, third, and seventh grades. The dental examination form can be downloaded from the PARENT PORTAL. Appointments should be made with the dentist in advance in anticipation of this requirement.

### **MEDICATION**

Students who are required to take medication during school hours must adhere to the following procedure:

- No medications can be given unless required medication permission forms, with physician's signature, are on file in the nurse's office. MEDICAL FORMS can be downloaded from the website.
- All medications are to be clearly marked with the child's name.
- All prescription medication must be in the container dispensed by the pharmacist or physician, clearly marked with the child's name.
- Over-the-counter medications must be in the original container.
- Specific instructions, including the dosage and the time to be administered, should be clearly marked on the container.
- All medication that is to be on hand for emergency use must be clearly marked with the child's name and instructions as to amount and when to be used.

- All medications will be stored and dispensed from the health room, unless on a field trip.
- NO medication, prescription or over-the-counter, is permitted in the classroom, in backpacks or lockers without prior approval.

### **STUDENT PERSONAL CARE POLICY**

All Wyndcroft pupils are expected to be fully potty trained prior to starting school. If a child soils him/herself, the child must be able to clean him/herself. Otherwise, a parent, guardian, or emergency contact will be contacted to assist their own children. This protects both the child and employee. In emergency cases, if a caregiver is unable to arrive at School in a timely manner, two Wyndcroft employees will assist the child.

### **MENTAL HEALTH SUPPORTS AND EXPECTATIONS AFTER A SAFETY CONCERN**

The Wyndcroft School is committed to maintaining a safe, supportive learning environment for all students. Behavior that detracts from the learning environment will be handled in an appropriate manner that takes into account the safety of all members of our community as well as our mission. If a student expresses suicidal ideation, self-harming statements, hurtful threats to community members or property, and/or engages in behavior suggesting significant emotional distress, the school will take whatever steps it believes are necessary, depending on the unique circumstances of the situation. Such steps may include requiring the student to have a brief period away from school, requiring the student to meet with a licensed mental health professional, and obtaining written clearance from a licensed mental health professional before the student returns. This policy outlines the steps Wyndcroft will take to ensure student safety and appropriate support.

#### ***Situations That May Trigger This Protocol***

This protocol may be initiated when a student:

- Expresses suicidal thoughts, directly or indirectly
- Sends messages referencing self-harm
- Exhibits behavior suggesting significant emotional or psychological distress
- Communicates threats of harm to self or others
- Presents safety concerns identified by school personnel

#### ***School Actions***

When such a situation arises, Wyndcroft will take appropriate action, which may include:

- Contacting the student's parent/guardian promptly.
- Removing the student from school temporarily if safety concerns are present, and if necessary, contacting emergency responders or law enforcement

- Providing parents with the Mental Health Clearance Packet (consent and evaluator form).
- Offering a list of potential evaluation resources.
- Requiring written clearance from a licensed mental health provider of the family's choosing before the student returns.
- Consulting with the evaluator (with parent consent) for clarification.
- Developing a short-term support plan or safety plan upon the student's return.

### ***Parent and Caregiver Responsibilities***

Parents/guardians are asked to:

- Partner with Wyndcroft staff as we seek to develop a comprehensive understanding of the situation and plan for addressing it.
- Arrange for an evaluation by a licensed mental health professional.
- Sign the [consent form](#) authorizing communication between the evaluator and Wyndcroft.
- Ensure the [Mental Health Clearance Form](#) is returned to Wyndcroft.
- Participate in a re-entry meeting if requested by the school.

### ***Evaluator Responsibilities***

The licensed evaluator will determine:

- Whether the student presents a safety risk to self or others.
- Whether the student is appropriate to return to school.
- What supports or temporary limitations, if any, are recommended.

### ***Re-Entry to School***

Students may return when:

- Written clearance has been received; and
- The Head of School (or designee) has reviewed the evaluation; and
- Any required supports or accommodations are put in place.

### ***Confidentiality***

All student safety concerns are handled with discretion and in accordance with applicable privacy laws.

### ***Refusal to Participate***

If a family declines the evaluation requirement, Wyndcroft will review next steps, which may include removal from school until safety can be assured.

### *Policy Review*

This policy will be reviewed and updated periodically to reflect best practices in student safety and mental health support.

## **VI. CODE OF CONDUCT FOR STUDENTS**

The Wyndcroft School seeks to create an atmosphere that is conducive to learning and to instill in every student a sense of respect and responsibility. Students are expected to:

- behave in ways that promote physical, social and emotional safety and well-being,
- act in ways that are respectful to themselves and others,
- be responsible for school property,
- act in ways that promote a positive learning environment,
- be sincere, honest and committed learners.

Students whose actions and behaviors threaten this environment will receive discipline as determined by the Assistant Head of School and Head of School. Inappropriate actions and behaviors taking place within the school are of immediate concern, as they can most readily upset the safety and order of the school community. However, it is expected that students will refrain from any action outside the school environment that might bring discredit, embarrassment, or harm to members of the Wyndcroft community. A Wyndcroft student represents the school in his/her words and deeds, even when off-campus. Students whose off-campus behaviors are prejudicial, harmful or potentially dangerous to students or the school community will be subject to school discipline.

In the ever-changing world of technology, inappropriate language, image postings, and personal and group postings on the Internet from outside of the school can negatively impact the structured school setting. E-mails, texts, personal web pages, social media, etc. which contain denigrating, violent, or harmful messages or images referencing members of the Wyndcroft community contradict the essential nature of the school's environment. For that reason, such messages, which originate from inside or outside the School's campus, will not be tolerated. Students who create or transmit such messages will be subject to school discipline.

The School's philosophy of discipline states that discipline is a constructive form of instruction for the benefit of the student, the school community, and society as a whole. Teachers are guided by school policies, which promote a positive educational environment as well as respect for students. Parents of students who misbehave are asked to cooperate with the School and its faculty in maintaining this environment and to

help reinforce the school's student behavior policies at home. The final decision of student discipline rests solely with the Head of School.

The following disciplinary provisions apply within The Wyndcroft School:

### **MINOR MISBEHAVIORS**

Minor misbehaviors that slightly disrupt the educational process or affect the orderly operation of the school will be addressed immediately by the appropriate faculty member. The teacher may engage in the following actions:

- Proximity Control
- Verbal Reprimand
- Withdrawal of Privileges
- Phone Contact with Parent
- Teacher / Student Conference
- Seating Change
- Isolation within the Classroom
- Conference with Parent

Faculty members will notify the Assistant Head of School or Head of School should students continue to engage in repeated minor misbehaviors.

### **MORE SERIOUS OR REPEATED BEHAVIORS**

Examples of these misbehaviors include (but are not limited to) insubordination; cultural, racial, or religious insults; cheating; excessive tardiness; bus misbehaviors; interference with school-related communication to parents; destruction of school or personal property; minor theft; and, failure to comply with assigned consequences.

Faculty members will report such misbehaviors to the Assistant Head of School or Head of School immediately. The Assistant Head of School and/or Head of School may engage in the following actions:

- Conference with Student
- Phone Conference with Parent
- Personal Conference with Parent
- Withdrawal of Privileges (Field Trips)
- Detention
- Behavioral Incident Report
- Suspension (In or Out of School)
- Probationary Period

### **SIGNIFICANT OFFENSES**

These offenses may be grounds for dismissal and will likely result in significant disciplinary actions as determined by the Assistant Head of School and Head of School. Examples of significant offenses include (but are not limited to) truancy, theft, vandalism, extortion, repetitive unmodified misbehavior, and/or illegal activity.

## **HARASSMENT**

Students may not use sexual, verbal, or physical harassment toward any other member of the school community. Any student who experiences severe or pervasive harassment is to notify the Assistant Head of School or Head of School immediately.

## **ALCOHOL, DRUGS, AND VAPING**

Students may not possess, use, or distribute alcohol, tobacco, nicotine, or illegal substances on school premises or as part of any of its activities. Also forbidden are related drug and smoking materials, “look-alikes”, and paraphernalia.

## **WEAPONS**

In accordance with Pennsylvania Senate Bill 246 (signed into law on November 6, 2025), The Wyndcroft School affirms its commitment to the safety and well-being of all students, employees, and families. This policy establishes the procedures for timely notification in the event of any incident involving the possession of a weapon on school grounds, at a school-sponsored activity, or on school transportation.

### ***Definition of a Weapon***

A “weapon” is defined under Pennsylvania law (18 Pa.C.S. § 912) as any object capable of inflicting serious bodily injury, including but not limited to firearms, knives, cutting instruments, nunchaku, brass knuckles, explosives, or any other tool or device that could reasonably be used as a weapon.

### ***Notification Requirement***

If an incident involving the possession of a weapon occurs on school grounds, at a school-sponsored activity, or on school transportation, Wyndcroft will notify parents, guardians, and employees within 24 hours of the incident, unless law enforcement or emergency management officials determine that circumstances necessitate otherwise. The Notification will:

- Be made via a communication method likely to reach recipients (e.g., email, text alert, or automated call).
- Exclude any personally identifiable information about students.
- Follow the reporting of the incident to local law enforcement, as required by law.

### ***Notification Scope***

**Single Building Incident:** Notification will be sent to parents, guardians, and employees of the building where the incident occurred.

**Shared Campus:** If the incident occurs in a building that shares a campus with other Wyndcroft facilities, the notification will be sent to all parents, guardians, and employees assigned to the shared campus.

**Off-Campus or School-Sponsored Activity:** Notification will be sent to parents, guardians, and employees directly connected to the activity or location involved.

**Unrelated Incidents:** Notification will not be sent if the incident is determined not to be related to Wyndcroft's students, staff, or school activities.

### ***Employee Notification and Education***

If a student involved in the incident is assigned to a specific employee, that employee will be informed of the student's identity and any relevant information necessary to fulfill their professional responsibilities and support the student's safety and well-being.

### ***Reporting Sequence***

- The incident is identified and contained.
- Law enforcement is contacted.
- The Head of School and/or Assistant Head of School, Chair of Emergency Preparedness Cmte activate our Emergency Response.
- Notification content is drafted, reviewed, and distributed within 24 hours.
- Follow-up communication is issued, as appropriate, once the situation is resolved.

### ***Confidentiality and Records***

All communications and records related to weapon incidents will be handled confidentially, consistent with the Family Educational Rights and Privacy Act (FERPA) and Wyndcroft's internal policies on student information and data security.

### ***Alignment with Other Procedures***

This policy does not supersede:

- Wyndcroft's responsibility to report incidents to law enforcement.
- The school's Emergency Preparedness and Crisis Response Plans.
- Any applicable terms within employee handbooks or agreements.

### ***Review Cycle***

This policy will be reviewed annually by the Head of School and the Emergency Preparedness Committee to ensure compliance with Pennsylvania law and best practices in independent school safety communication.

## **DISENROLLMENT**

The Head of School may recommend disenrollment under any of the following circumstances:

- The student's behavior is a danger to himself/herself or others.
- The student is considered by faculty member(s), the Assistant Head of School, and the Head of School to be a disruptive influence in the classroom or the school.
- The student is considered to have a corrupting influence on other students – as reported by parents, faculty members, and determined by the Assistant Head of School and Head of School.
- The student's report card grades reflect his/her inability to experience success within the academic program.
- It is the opinion of the faculty member(s) and the Assistant Head of School and Head of School that the academic program is so demanding for the student that the student's intellectual and emotional well-being is jeopardized.
- The student requires special services such as counseling or health care which the school does not provide as a part of the services offered to other students as part of the school program.
- The student's parents/legal guardian's failure to meet financial responsibilities.
- The parent or guardian has not worked with school personnel in a cooperative spirit to support the needs of the student.

It will be incumbent upon the Head of School to document the incident(s) leading to the decision to recommend disenrollment and to provide the parents of the student with such documentation. The student's parents/guardians will be notified of the applicable circumstances and the intention of the Head of School to recommend disenrollment.

All Wyndcroft school personnel are mandated reporters and are required by law to report any suspicion that a child in their care may have been abused.

## **VII. ACADEMIC MATTERS**

### **ACADEMIC EXPECTATIONS**

The academic program of The Wyndcroft School is intended to be challenging. The faculty and the administration believe it is in the best interest of our students to strive to do their best and produce quality academic work, so that our graduates have a strong foundation that will enable them to excel as they proceed with their further education.

## **ELECTRONIC DEVICES**

When used at school under the direction of a teacher, access to the internet must be through Wyndcroft's Wi-Fi network. All the conditions of the Acceptable Use Policy apply to all devices. Each year students will pledge to be respectful of school equipment and acceptable usage guidelines. Failure to comply will result in disciplinary action.

## **STUDENT CELL PHONES AND SMART WATCHES**

Students are permitted to carry cell phones and smart watches to school: These are the sole responsibility of the student. The School will not be responsible for loss or damage.

The phones and smart watches must be turned off during school hours and kept in student book bags. Medical exceptions are made for pupils on a case-by-case basis.

Parents are asked to refrain from texting their children during school hours. All messaging should be relayed through the main office. Information will be delivered to your child in a timely and appropriate manner.

## **ARTIFICIAL INTELLIGENCE**

The use of AI tools aligns with the School's mission, of being an institution where innovation happens, caring connections are made and leaders emerge. This policy aims to ensure that AI serves as a tool for academic enhancement, supporting pupil learning, creativity and critical thinking without replacing the fundamental processes of learning itself. It also helps faculty and staff optimize productivity and streamline workflows. It will be utilised in an ethical and transparent manner consistent with the AI procedures and guidance that are developed by the School. It will not be used in harmful, discriminatory, or deceptive ways. As appropriate, employees and pupils will attribute to and/or cite the AI tools they utilise. Violation of the AI Policy will result in disciplinary measures in keeping with the School's Code of Conduct for pupils and employees. This may include separation from the School and/or legal ramifications for the violators. Deep Fakes, for example, are strictly prohibited; they will be swiftly investigated and violators will face severe consequences including legal and law enforcement.

## **HOMEWORK**

Parents are requested to help their children arrange their schedules to permit time necessary for completing homework. Wyndcroft is an academically oriented school with a challenging program. Therefore, it is reasonable that the students will have homework in the forms of independent practice, projects, and readings. Teachers are respectful of the homework demands on students and coordinate assessments and projects. Depending on grade level, homework assignments may be written in student-assigned books or in

Google Classroom. Upper School assessments are posted on the Weekly Sheet, located on the PARENT PORTAL.

### **STUDY HALL PERIODS**

Upper School study hall periods are reserved for individual work, and/or group projects. Students are to use this time for constructive activity. Often, a student may be required to report to a teacher for additional support or makeup work.

### **GRADING**

During the school year, every student will receive evaluations of his or her progress. In addition to written reports, parent-teacher conferences for all students will be held in the fall and the spring. These conferences offer an opportunity for parents and teachers to discuss progress and areas where support or enrichment is needed. Either the parent or the teacher may initiate a conference at other times throughout the school year should the need arise.

Indications of achievement or progress will also be assigned for the “special” subjects (art, music, physical education, technology, health) in selected grades.

#### ***Academic Grades 5-8***

**A** Exceptional understanding and performance

A+ = 100%-98%      A = 97%-93%      A- = 92%-90%

**B** Very good understanding and performance

B+ = 89%-87%      B = 86%-83%      B- = 82%-80%

**C** Satisfactory understanding and performance

C+ = 79%-77%    C = 76%-73%      C- = 72%-70%

**D** Meeting only the minimum requirements of the course, but qualified to advance to the next level.

D+ = 69%-67%    D = 66%-63%      D- = 62%-60%

**F** Comprehension of material is inadequate for advancement without further study. Equivalent to anything below a numeric grade of 60%

#### ***Interim Reports***

All students in grades 5-8 will receive notification during the middle of the trimester on academic progress. Recommendations will be given regarding student progress. Team or individual conferences can be initiated by either parents or teachers at any time during the school year.

### ***Midterm and Final Examinations***

Mid-term and Final Examinations given in grades 7 and 8 have been established to help students develop retention skills and to prepare them for the final examination experience they will encounter as they progress through higher education. They are a method used to review material to assist the faculty in assessing comprehension of the curriculum, and to give students practice in test taking. The exam grades will not affect the trimester grades but will be counted separately (10% of the yearly average) in the determination of the overall grade for the year.

### **ACADEMIC DISHONESTY**

Academic dishonesty of any kind will not be tolerated. Academic dishonesty includes but is not limited to plagiarism, conferring during a test, or copying a student's homework. If a student is found to be dishonest, the student will be referred to the office, parent/guardian(s) will be contacted, and/or disciplinary action will be taken as determined by the school. Sample disciplinary action may be deduction of grade, a zero on the assignment, asked to redo assignment.

### **PROMOTION AND RETENTION**

For promotion to the next grade level, students must complete the grade or course requirements; demonstrate sufficient academic proficiency to successfully undertake the work at the next level, and exhibit the social, emotional, and physical maturation necessary for success in the educational program at the next level.

However, it is reasonable to expect that in an academically challenging environment, these guidelines may not always be met in whole or in part. Accordingly the following provisions apply:

- The parent of a student who is failing during a trimester or on a mid-term examination is to be notified of such failure through the normal reporting methods.
- If a faculty member has reason to believe that a student may fail for the year, the parent of that student is to be officially notified of such possibility by the end of March.
- Any student who may be in danger of failing will be offered assistance in the form of additional help from the faculty member or be informed of the need for additional help through tutors. The student may also be placed on academic

probation and removed from team sports. Duration of academic probation is determined by the faculty and administration.

- A student failing one or more courses will be expected to seek tutoring or other forms of assistance during the summer months. The student must demonstrate sufficient improvement in the subject to the faculty by the beginning of August to be promoted to the next grade level.

## **BOOKS AND SUPPLIES**

Many of the textbooks and instructional materials used by students are loaned to the school by the Pennsylvania State Department of Education under the provisions of Act 195 and Act 90. The law requires that a parent or guardian of each child attending a non-public school individually request a loan of textbooks and instructional materials. The form is sent electronically to parents in the summer.

Textbooks or library books that are damaged or lost will be the responsibility of the student to replace. The loss or damage should be reported to the office promptly so that the student can obtain the charges owed for the replacement of the book.

## **LIBRARY MATERIALS**

Library materials may be borrowed for a one (1) week period and renewed two (2) more times for a total of three weeks. Parents/guardians will be invoiced for materials not returned prior to summer break.

## **RECOMMENDATION**

Confidential letters of recommendation will be provided by the School. The appropriate staff member will provide written letters of recommendation for a student only if the following conditions are met:

- The Secondary School Process is managed by the Chief Academic Officer. For secondary school queries, please contact the Chief Academic Officer.
- Please reach out to the Assistant Head of School for letters of recommendation and transcript requests.
- The recommendation request should include the name of the student for whom the recommendation is sought, the name and address of the school, and the name of a contact person if available. Additionally, the request should include an indication of why the letter of recommendation is sought.
- The parent(s) or legal guardian(s) of the student must complete and submit to Wyndcroft a Release/Waiver on the form provided by the requesting school.

- The form and content is left to the sole discretion of the person who writes the recommendation.
- The student's account must be current or a payment schedule, acceptable to Wyndcroft, must be in place.

In the event that a parent or guardian refuses to comply with this policy, Wyndcroft reserves the right to refuse to issue a letter of recommendation.

## **VIII. TUITION AND FINANCIAL INFORMATION**

For application to the school, there is a fee of \$75.00. A \$750.00 deposit per student is required to enroll. The enrollment deposit is non-refundable.

Students are required to purchase school uniforms and gym clothing. Students also have the option of purchasing lunch from School Eatery.

### **FINANCIAL ARRANGEMENTS**

The Board of Trustees has established regulations governing billing and payment of tuition and fees so that the school can meet its financial obligations and to avoid any misunderstanding concerning a family's commitment.

Students are accepted for the academic year only, unless, at the time of enrollment, other terms have been arranged in writing. Thus, the enrollment of the student is with the understanding that the parent or guardian is responsible for the full year's tuition and fees regardless of the length of time the student is in attendance.

### **TUITION INSURANCE PLAN**

This plan provides for payment of any partial tuition balance for students who must withdraw from school prior to year's end for relocation, health, or other reasons. In the enrollment agreement, you may choose to opt out of purchasing the tuition refund insurance.

### **TUITION PAYMENT PLAN**

Tuition and other financial items are invoiced through our outsourced billing system, FACTS. Tuition may be paid in one of three plans offered: One payment, Three payments or Ten payments. A detailed description may be found on the enrollment contract or by contacting the Director of Finance and Operations.

## **FINANCIAL SCHOLARSHIPS**

Financial Scholarships are given based on the financial needs of the applicant. Priority status is given to students currently enrolled in grades K-8. Financial assistance is not available for students enrolled in Early Childhood and Pre-Kindergarten programs. For families who apply for Financial Scholarships, the School can provide up to a 50 percent tuition scholarship for a student based on an objective assessment from School and Student Services or SSS, the external agency that the School uses to determine the scholarships. Application forms are available in the admission office or online at [www.sss.nais.org](http://www.sss.nais.org).

## **FINANCIAL SCHOLARSHIPS FOR TRIPS, SUPPLIES, EXTRACURRICULARS**

Our school is committed to ensuring that each student can fully participate in the life of the school. For items not covered by tuition, families with students in grades 4-8 may apply for additional aid thanks to two scholarship funds listed here.

### **MARSHALL SISTERS SCHOLARSHIP**

The Marshall Sisters Scholarship is named after Alice Marshall Sharp (Class of 1958) and Eliza Marshall Baird (Class of 1960), long-standing, stalwart supporters of Wyndcroft. They founded this Scholarship to support the education of Wyndcroft students. The Marshall Sisters Scholarship funds 8th grade students with demonstrated need to support their participation in activities that further enhance their schooling experience at Wyndcroft, e.g. to defray the costs associated with overnight field trips, to purchase supplies and equipment associated with optional external competitions, or to pay costs of extra-curricular activities. Families wishing to apply for these funds should contact Assistant Head of School, Elizabeth Fretz at [efretz@wyndcroft.org](mailto:efretz@wyndcroft.org). Recipients are selected by the Head of School and Assistant Head of School.

### **LEVAN-SKINNER MEMORIAL SCHOLARSHIP**

Jennifer Sweeney LeVan (Class of 1972) and her mother, Helen Sweeney Skinner were generous philanthropists who gifted Wyndcroft funds to establish a Memorial Scholarship in their names. The LeVan-Skinner Memorial Scholarship funds students in grades 4-7 with demonstrated need to support their participation in activities that further enhance their schooling experience at Wyndcroft, e.g. to defray the costs associated with overnight field trips, to purchase supplies and equipment associated with optional external competitions, or to pay costs of extra-curricular activities. Families wishing to apply for these funds should contact Assistant Head of School, Elizabeth Fretz at [efretz@wyndcroft.org](mailto:efretz@wyndcroft.org). Recipients are selected by the Head of School and Assistant Head of School.

## **INSURANCE**

The Wyndcroft School provides insurance coverage for all areas that are the responsibility of the school. The School cannot and does not provide coverage against any risk for the personal property of individual students. Children are expected to have their own medical insurance coverage.

## **LUNCH PROGRAM**

The Wyndcroft School offers a lunch program through School Eatery. Lunches are prepared offsite and are delivered each day. All ordering and payments are handled through their website <https://se.ahotlunch.com/>. WYND is the school code for the website. Orders or cancellations from School Eatery need to be placed online no later than 8:00 AM on the same day in order for students to have lunch available. Families are able to order lunches on the School Eatery site up to two months in advance.

## **DELINQUENT RECEIVABLES**

A completed enrollment contract with the prescribed reservation deposit reserves a place in The Wyndcroft School for a student. Following June 30, those who completed enrollment contracts are obligated to pay the entire tuition amount whether or not the child attends. The Wyndcroft Board of Trustees expects that parents (or others accepting responsibility for a child's tuition by signing the enrollment contract), will fulfill their financial responsibilities by remitting tuition payments according to the published schedule. All tuition payments are expected to be current – thirty (30) days from date of invoice – regardless of the payment plan selected by the parent. In those instances where payments are delinquent, the School has the right to disenroll the student(s).

## **SUPPORTING THE SCHOOL**

As an independent school, Wyndcroft does not receive any federal funding. Instead the School is primarily funded by tuition, donations, and endowments. These revenue streams allow us to provide exceptional facilities and student programs.

Participation is a key element of the Wyndcroft experience and each year, we encourage all Wyndcroft families to participate in the philanthropic support of the School. The Wyndcroft School has two main philanthropic priorities each year: the Wyndcroft Fund and Pennsylvania Educational Improvement Tax Credit (EITC) program.

## **THE WYNDCROFT FUND**

The Wyndcroft Fund is the number one fundraising priority of The Wyndcroft School. Each year, the unrestricted dollars donated to The Wyndcroft Fund cover roughly 4% of the

School's operating expenses, enabling us to meet expenses not covered by tuition or endowment income. A robust Wyndcroft Fund allows us to continually invest in resources and programs that provide all students with a rich educational experience and the opportunities to reach their personal best.

### **WHIRLWYND DAY OF GIVING**

WhirlWynd is a 24-hour giving day held each spring when alumni, parents and caregivers, families, grandparents, and friends rally together to make a difference for Wyndcroft students. The day is about inspiring participation, celebrating our community, and feeling good about giving. All funds raised during WhirlWynd support The Wyndcroft Fund.

### **EITC**

Through this state tax credit program, your individual or business PA tax dollars are directed to Wyndcroft to support financial scholarships for income-qualified Wyndcroft families. The EITC program allows you to get a 90% tax credit against your PA tax liability. Pennsylvania personal and business income, capital gains, and other taxes all qualify. The funds Wyndcroft receives from EITC provide direct support to our tuition assistance budget, allowing us to make a Wyndcroft education accessible to a broad cross-section of our community. These gifts also free up funds from unrestricted sources for use in other areas within the School.

## **IX. ATHLETICS**

Students in grades 5 through 8 may elect to participate in the Athletics Program, which includes practices and scheduled games. A schedule of games will be published at the beginning of each season. All students are required to complete the following:

- [Physician's Release Form](#)
- [Concussion Form](#)
- [Cardiac Arrest](#)

### **PHILOSOPHY OF ATHLETICS**

The Wyndcroft athletic program will, in accordance with the school's mission, give the students the opportunity to participate in an excellent extra-curricular sports program that promotes grit, inclusion, appreciation, and leadership. These are the Upper School Traits of a *Non Sibi* Student.

Team Sporting activities take place Monday through Thursday. Dismissal is as follows:

Monday, Tuesday, Wednesday, and Thursday – 5:00 PM outside the gym lobby. Please form a car line to make dismissal safer and smoother. If your child is not picked up from school by 5:00 PM, they will be placed in the Extended Day Program at your expense.

See the [ATHLETIC CALENDAR](#) on the website for up-to-date athletic schedules, locations, and other information. For additional queries, direct questions to the Director of Athletics.

## **X. POLICIES CONCERNING VENDING, DISTRIBUTION, & COLLECTIONS**

The following activities are prohibited unless specifically authorized by the School.

- The sale or distribution of materials, printed or otherwise, which are to be sold or distributed gratuitously to students or other personnel on The Wyndcroft School property during school hours or during school sponsored events.
- The conducting of surveys or opinion questionnaires for commercial, philanthropic, or service groups.
- The distribution of advertising or promotion of non-school activities to students for distribution to their homes.
- The collection of monies or goods in school by students or parents for an organization other than approved, school-related groups properly authorized by the Head of School to solicit for a particular purpose.
- The distribution to commercial fundraising, community or charitable organizations a list of faculty, employee, or pupil names.
- The use of names, addresses or email addresses of Wyndcroft students, alumni, parents or employees for non-school related business of any kind.

## **XI. SECURITY CAMERA USE**

### **POLICY PURPOSE**

The purpose of this policy is to provide guidelines for the use of security cameras on the School's campus in a way that enhances security and aids law enforcement, when necessary, while respecting the privacy expectations of members of the School community.

### **CAMERA USE**

The primary uses of School security cameras are to:

- Record images, but not audio, for future identification of individuals and activity in the event of violations of law or School policy;
- Serve as deterrents for wrongdoing;

- Provide information in the event of an active threat.

In addition:

- Persons are prohibited from unauthorized use, tampering with, or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action.
- Video recordings may be used as evidence that a person on campus has engaged in behavior that violates the law and/or School policies.

## **PLACEMENT AND NOTIFICATION**

- Security cameras are installed around campus where there is a legitimate need for video surveillance, as approved by the Head of School or his/her designee.
- Security cameras are not used or installed in areas where the public or school community members have a reasonable expectation of privacy, such as locker rooms and restrooms.
- Security cameras are in operation 24 hours per day on a year round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
- The School will notify students and employees that security cameras are present. Such notification will be included in the Personnel and Family Handbooks.
- Specific notification is not provided when a new camera has been installed or is being utilized on campus.

## **STORAGE AND SECURITY**

- The School will provide reasonable safeguards, including but not limited to password protection, well-managed firewalls, and controlled physical access, to protect the security camera system from unauthorized users and unauthorized use.
- Video recordings will be stored for a minimum of 30 calendar days after the initial recording. If there is no reason for continued storage, such recordings will be erased.
- Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies, or retained in accordance with applicable law and the School's Record Retention Policy.
- To ensure confidentiality, access to the storage devices will be limited to authorized security personnel.
- Video recordings held by the School as student education records and/or personnel records are maintained in accordance with applicable law and the School's Record Retention policy.

## **VIEWING REQUESTS**

- All viewing requests must be submitted in writing to the Head of School.
- Requests from governmental agencies for reasons related to public safety will be accommodated immediately.
- All other requests (such as media requests, or requests of staff, parents, third parties or legal counsel) must be referred to the Head of School or his/her designee. The Head of School or his/her designee may, in his/her sole discretion, grant the request (in whole or in part), deny the request, or seek advice regarding the handling of any such request from legal counsel or other appropriate professional advisors selected by the School. The cost of any such professional services shall be borne by the requesting party. In the event the requesting party refuses to pay for the costs of any such professional services, the School shall have no further obligations with respect to the handling of the request.
- Under no circumstances will the School release footage to parents if it contains coverage that includes individuals other than the parent(s)' own child.
- All approved viewing requests will be processed by authorized school personnel in accordance with the instructions provided by the Head of School or his/her designee as to what video information is authorized for release, how such video will be viewed and the identity of the individual(s) who may view it.

## **POLICY REVIEW**

This policy will be reviewed, and revised as necessary, as circumstances require.