



COEUR ACADEMY POLICIES (2026–2027)

Contact Information:

9348 Olive Blvd, Olivette, MO 63132

(314) 640-2824 | office@coeuracademy.org

Hours: M–F 8:00 am – 4:00 pm

1. COMMUNICATION

All information regarding absences, early pick-up, and late pick-up must be sent directly to office@coeuracademy.org. If you have an emergency requiring a response within one hour, you may text Ann at (314) 640-2824. Otherwise, attendance information is checked through the office email and distributed to all current teachers.

The office email is checked throughout the day. We ask that you **do not text teachers** during the school day, as this takes attention away from instruction and student safety.

2. HEALTH AND FIRST AID

Coeur Academy is equipped to provide minor first aid care. Parents will be requested to assume responsibility for any care that goes beyond minor first aid or for potentially contagious conditions.

- **Fever:** If a child has a fever of 99.6°F or higher, they must stay home. Students must remain fever-free for 24 hours without fever-reducing medication before returning.
- **Flu Symptoms:** Students with aches, sore throat, cough, headache, chills, upset stomach, or fatigue must stay home.
- **Vomiting:** Children must stay home for 24 hours after the last vomiting episode. If a child vomits at school, immediate parent pick-up is required.
- **Rashes and Infections:** Rashes of unknown cause, Pink Eye, or Hepatitis A require a physician's diagnosis and written release before the student may return.

- **Intestinal Tract Diseases:** To prevent the spread of infectious diarrhea, strict handwashing guidelines are enforced. Students with severe or bloody diarrhea are excluded until symptoms vanish. Students are forbidden from sharing food, drinks, or water bottles.

3. MEDICAL EXAMINATIONS AND IMMUNIZATIONS

- Each child must have a completed medical examination form submitted upon entering Coeur Academy and every three years thereafter.
- All students must have required immunizations on file prior to attending school, per Missouri State Law.

4. PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

- A *Permission to Administer Medication* form must be filled out before any medication is given. New forms are required immediately if dosages or medications change mid-year.
- Prescription medication must arrive in its original container with a pharmacy label showing the child's name, exact dosage, schedule, purchase date, and physician's name.
- All medications, including over-the-counter options like Tylenol, Advil, or Benadryl, must be handed directly from a parent/caregiver to a staff member with signed instructions. Students are strictly prohibited from carrying medications in their backpacks or personal custody.

5. CHANGE OF INFORMATION

It is essential that the school have accurate, updated emergency contact information. Please email office@coeuracademy.org immediately to report any changes to addresses, phone numbers, emails, or student medications.

6. LUNCH AND NUTRITION

- Students must bring a daily lunch labeled with their first and last name. Parents must provide personal eating utensils, as the school does not supply plasticware.
- Caffeinated beverages and soda are strictly prohibited. All students are required to bring a refillable water bottle daily.

- Due to food allergies, intolerances, and infection control, students are never permitted to share food.

7. ARRIVAL, DISMISSAL, AND TARDINESS

- **Hours:** Students may enter the building 10 minutes prior to their scheduled start time and must be picked up **no later than 7 minutes** after dismissal.
- **Extended Care Fee:** Drops-offs before the 10-minute morning window or pickups past the 7-minute afternoon grace period will result in automated before/aftercare billing charges. Late pickups are billed strictly by the minute.
- **Early Pickups:** Requests for early dismissal must be emailed to office@coeuracademy.org. The school building remains locked at all times for student safety.
- **Tardiness:** Students arriving after their official start time are tardy. Parents must email the office to request entry, as there is no designated building secretary.
- **Absences:** All absences must be emailed to the office by the start of the school day. Coeur Academy monitors attendance quarterly and will notify parents if a student exceeds 5 absences in a quarter, in accordance with Missouri compulsory education hour tracking.
- **Financial Obligation:** Parents and guardians are financially responsible for the entirety of the time their child is on school grounds, as structured through the academy's tuition and care fee schedules. Presence on campus constitutes an active utilization of school resources, personnel, and insurance coverage.
- **Supervision Requirement:** No student may remain on school premises without active staff supervision.
- **Billing Policy:** Parents must pay all associated tuition and extended care fees to cover the costs of this liability and supervised time.
- **Unscheduled Hours:** The academy does not accept liability for students arriving excessively early or remaining late without enrollment in an approved before- or

8. SAFEGUARDS FOR CARPOOL LINES

Morning drop-off and afternoon dismissal are highly congested. To keep carpool lines moving safely and efficiently, do not attempt to hold conferences with teachers in the car line. Please call or email to schedule an official appointment.

If you park in the Private Home Care/Mercy lot, you must walk your child to the door for his/her safety .

9. FIELD TRIPS AND COMMUNITY OUTINGS

- Parents must sign the *Transportation Authorization* in the enrollment packet and provide explicit email permission for every outing. If permissions are missing, the student will stay behind. If school staffing is insufficient to monitor remaining students, parents will be asked to keep their child home for the day.
- If administrative or behavioral data indicates a student cannot safely participate in a community outing, the child will remain on campus with staff, or a parent/guardian will be required to accompany them to manage safety protocols.

10. PARENT CONFERENCES AND PROGRESS REPORTS

Two formal parent-teacher conferences are scheduled annually. Outside of these blocks, parents are encouraged to contact teachers directly with any individual concerns. Student behavioral and academic progress reports are issued quarterly.

11. LOST AND FOUND

Please write your child's first and last name clearly on all personal property, including coats, jackets, gloves, and lunch boxes.

12. HOMEWORK PHILOSOPHY

Teachers assign meaningful homework tailored to individual academic, social, or emotional goals to enrich curriculum, reinforce skills, and promote executive functioning. Parents are responsible for establishing a consistent homework routine at home to ensure curriculum comprehension and progress toward individualized milestones.

13. INCLEMENT WEATHER (SNOW DAYS)

In the event of severe weather closures, Coeur Academy will notify parents directly via email, KSDK news updates, and SirenGPS mobile application alerts.

14. TUITION PAYMENT AND INSTALLMENT STRUCTURE

Enrollment at Coeur Academy represents an absolute financial commitment for the entire 10-month academic year. Because our program requires intensive staffing,

customized materials, and low student-to-teacher ratios, budgets are finalized based on total student enrollment metrics.

- **Initial August Deposit:** Paid upon enrollment to secure the student's placement slot and covers the month of August. This deposit is completely non-refundable under parent-initiated withdrawals.
- **Monthly Installment Plan:** The remaining tuition balance is billed across nine (9) equal installments due on the **1st of each month** from September through May.
- **Payment Methods:** Families must establish automatic bank-to-bank electronic fund transfers (EFT) initiated via their personal banking institution. Alternate online platforms will incur external processing and convenience fees billed to the family.
- **Late Fee Penalty:** Payments received after the **5th of the month** will automatically incur a **\$15 late fee**.
- **Non-Payment Service Suspension:** If an account accumulates **two (2) consecutive unpaid monthly installments**, Coeur Academy reserves the absolute right to immediately suspend all educational, therapeutic, and placement services. The student will not be permitted on campus until the past-due balance and late fees are paid in full. Prolonged non-payment will result in permanent slot forfeiture.

15. FINANCIAL AID AND SCHOLARSHIPS

- **Up-Front Application:** All institutional financial aid, state-funded scholarships (e.g., MOScholars), or third-party scholarship rewards are applied directly to the annual tuition baseline up front.
- **Installment Math:** Monthly installments are calculated by subtracting the total upfront aid and the initial August deposit from the annual tuition baseline, then dividing the remaining balance by nine.
- **Funding Revocation Liability:** If a student is voluntarily withdrawn mid-year and an external funding source, state or private scholarship is subsequently rescinded, clawed back, or prorated by the provider, the signing parent/guardian assumes immediate personal financial liability for the outstanding deficit.
- Families receiving financial aid are expected to participate in academy fundraising initiatives.
- **MOScholars Disbursement and Refund Policy:** As a participating school in the Missouri Empowerment Scholarship Accounts Program (MOScholars) administered by the Children's Tuition Fund, Coeur Academy strictly complies with all state laws and regulations governing scholarship accounts.

Pursuant to Missouri statutory frameworks governing the program, **all scholarship funds paid to Coeur Academy for tuition, fees, or educational services are entirely non-refundable to parents, guardians, or students.** Under no circumstances may any portion of MOScholars funds be refunded, rebated, or directly shared with a family.

In the event of a student's withdrawal, mid-year dismissal, or program adjustment, any unused or residual tuition funds previously disbursed by the Children's Tuition Fund will **not** be given to the family. Instead, any qualifying balance return will be coordinated directly with the Educational Assistance Organization (EAO) to be handled per State Treasurer guidelines. Families remain responsible to Coeur Academy for any outstanding private tuition balances not covered by the scholarship according to our standard enrollment agreement.

Refusal of Upfront Payment & Forfeiture of Spot: Enrollment at Coeur Academy is conditional upon financial compliance. If the required upfront MOScholars payment or platform authorization is not completed within one week of disbursement into the parent account, the student's registration will be instantly canceled. **Parents are required to notify the school immediately upon receipt of funds.** Failure to comply will result in the student forfeiting their spot at Coeur Academy.

Furthermore, Coeur Academy will formally report the financial non-compliance and breach of contract to the administering Educational Assistance Organization (EAO) and the Missouri State Treasurer's Office, which may result in the review or revocation of the student's MOScholars program eligibility.

- **Financial Aid:** In the event of a student's withdrawal, mid-year dismissal, or program adjustment, under no circumstances may any portion of financial aid be refunded to the family.

16. SCHOOL-INITIATED VS. PARENT-INITIATED WITHDRAWALS

- **School-Initiated Withdrawal (Program Fit):** If the clinical, behavioral, and administrative teams document that a student's therapeutic or behavioral safety needs exceed the academy's safe operating parameters, the school will initiate withdrawal. In this specific scenario, remaining tuition obligations will be refunded on a strict prorated basis calculated from the student's final day of attendance. Approved prorated refunds will be finalized and issued via corporate

check within thirty (30) business days. Application, enrollment, and diagnostic fees remain non-refundable.

- **Parent-Initiated Withdrawal (Voluntary):** If a parent/guardian chooses to unenroll their child prior to the end of the academic year for any reason, they remain fully responsible for the entire annual tuition amount. Formal intent to withdraw must be submitted via email to **office@coeuracademy.org**. Verbal declarations or notes to teachers are legally invalid. Upon receipt of the email notice, all remaining installment balances for the school year are accelerated and become due immediately.
- **Record Holds:** Student transcripts, behavioral charts, IEPs, and educational profiles will be legally withheld by the administration until all financial accounts are clear.

17. PROPERTY DAMAGE AND BEHAVIORAL LIABILITY

Coeur Academy recognizes that behavioral escalations may occur within our student population. However, families assume full financial responsibility for any physical destruction of school property, building structures, specialized therapeutic materials, or the personal property of staff and peers caused by their child. Repair, rebuilding, or commercial replacement costs will be itemized and billed directly to the parent/guardian account and must be settled within 30 days of invoicing.

18. ELECTRONIC DEVICE POLICY

Personal electronic devices, including cell phones and smartwatches, are strictly prohibited during the school day unless express permission is granted by a faculty member for specific educational tasks. Personal devices are banned entirely during indoor recess, morning arrival, and afternoon carpool lines.

Devices may never be used to view adult content, photograph individuals without authorization, or post derogatory remarks regarding peers or staff on social media. Violations will result in immediate device confiscation and loss of digital privileges. Coeur Academy is not responsible for the theft, loss, or damage of personal electronics.

19. CONDUCT RESPONSIBILITIES AND PLACEMENT SAFETY

Students, parents, and staff are required to treat one another with dignity and respect. Many of our students have histories that include trauma. Verbal or written threats of physical violence are strictly prohibited. Handguns, knives, explosives, or items used in

a threatening manner as an improvised weapon are forbidden on school property. If discovered, law enforcement will be contacted immediately, and the student will be permanently expelled without recourse.

Our staff consistently models and teaches safe, socially acceptable behavioral strategies. If a student exhibits continuous aggressive behaviors that cause physical harm to themselves, peers, or academy staff despite intensive de-escalation training, the student will be physically restrained as a last resort using certified nonviolent crisis intervention protocols. Parents will be formally notified immediately following any use of restraint, and a mandatory clinical meeting will be called to evaluate if Coeur Academy remains a safe and appropriate placement for the child.

20. ASSUMPTION OF RISK AND LIABILITY WAIVER

The parent and/or legal guardian acknowledges that there are inherent risks involved in participating in programs at an academy serving children experiencing social, emotional, and educational challenges. These include risks during daily activities on the school premises, travel to and from the academy, and community outings.

Guardians agree to release and discharge Coeur Academy, its board members, employees, and agents from any liability or responsibility for bodily injury, property loss, or damage arising out of negligent acts or omissions by the school or its students. Any claims that survive this waiver under state law must be brought exclusively in a Missouri State Court within the County of St. Louis and resolved under Missouri law.

21. EXTRACURRICULAR AND EXTENDED PROGRAM COMPLIANCE

All therapeutic recreation, community integration, special events, and activities conducted under the umbrella of Coeur Academy, whether occurring during standard hours or outside the traditional school-day schedule, are strictly subject to the same policy, fiscal, and operational requirements outlined in this Policy and Procedures Manual. There are no exceptions to these safety and financial guardrails during holiday events, weekend activities, or community field trips.

COEUR ACADEMY POLICY SIGNATURE FORM (2025–2026)

By signing below, I certify that I have read, understand, and agree to adhere to all terms, behavioral rules, and financial definitions outlined in the Coeur Academy Policies Handbook. I accept full, binding financial responsibility for the annual tuition enrollment contract and installment plan terms.

Student Name (Printed): _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Coeur Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex (including pregnancy, sexual orientation, or gender identity), national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, or athletic/school-administered paths.