

FaTaj Transition & Learning Academy

Student & Family Handbook

Pre-K through 3rd Grade

3099 Orange Center Blvd. Orlando FL 32805

Office: 407-601-0491

School Year: 2025-26

FaTaj Academy



Welcome

Welcome to FaTaj Transition & Learning Academy. We are honored to partner with your family. Our academy provides a therapeutic learning environment for students with autism and developmental delays, integrating Applied Behavior Analysis (ABA) within academic instruction to support communication, social-emotional growth, independence, and school readiness. Our mission is to help students meet their individual needs that will allow them to thrive in a less restrictive school environment.

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1. Mission & Core Values

FaTaj Transition & Learning Academy is committed to providing consistent, high-quality educational and behavioral services to students with autism and developmental delays. Our mission is to empower families, teach meaningful skills, and prepare students to transition successfully into their least restrictive environment.

2. Non-Discrimination Policy

FaTaj Transition & Learning Academy does not discriminate on the basis of race, color, national origin, sex, disability, or any other protected status.

3. Academic & Therapeutic Model

Push-In and Pull-Out ABA Services

FaTaj utilizes a hybrid ABA service model. In order to be eligible for ABA services, authorization must be approved before the first day of school by insurance provider and renewed every 3-6 months.

Failure to maintain ABA authorization may result in disenrollment from Academy.

Push-In Services

Therapists provide in-class support to promote learning, behavior regulation, communication, and peer engagement.

Pull-Out Services

Targeted instruction may occur outside the classroom to address individualized goals such as communication, daily living skills, and behavior regulation.

4. Student Code of Conduct

Students are expected to follow school rules, treat others respectfully, participate in learning, and follow staff direction. Behavior challenges are addressed through ABA strategies and individualized supports.

5. Attendance Policy

Regular attendance is critical. School hours are Monday-Friday 8:30a-3:00p. On the third Wednesday of each month, school starts at 10:00a.

Excused absences include illness, medical appointments, and emergencies. Parents must notify the Academy between **7:00–8:00 a.m.**

Arrival after **8:45 a.m.** is tardy. Arrival after **8:55 a.m.** without notice results in absence and no services for that day.

6. Attendance Violation Policy

Due to the intensive nature of services:

1. Written Warning
2. Parent Conference
3. Attendance Probation
4. Enrollment Review

Continued violations may result in dismissal.

7. Tuition Expectations & Step Up Scholarship

Families using the Step Up For Students scholarship must provide their Award ID before each school year.

Tuition is accepted quarterly through www.stepupforstudents.org within **48 hours** of notice.

Failure to accept tuition may result in an enrollment hold.

Eligible funds may also be used for field trips, events, and summer camp.

8. Health & Safety Policy

Students are supervised at all times. Children must stay home when ill.

Emergency drills are conducted regularly. Only authorized personnel administer medication.

Caregivers must sign students in/out daily. Car seat buckling remains caregiver responsibility.

Behavioral safety includes individualized plans and trained crisis response.

9. Student Dress Code & Personal Care

Students must wear clean, neat clothing and arrive properly groomed.

Students not fully potty trained (3 consecutive months accident-free and independent bathroom use) must keep **two full changes of clothes** at school.

Students in diapers/pull-ups must provide a full pack and wipes.

10. School Lunch & Nutrition Policy

Families must provide:

- Lunch
- Snack
- Two beverages (one water)

If breakfast was missed, parents must bring one.

Meals should be ready to eat with minimal staff preparation. Avoid bulk freezer items.

Snack Sponsorship Program

Each week, one student sponsors a snack or tangible reinforcer. Each child participates approximately once per quarter.

11. Restroom & Changing Facility Policy

Facilities are designated by biological sex at birth or unisex. Privacy and dignity are maintained.

Misuse may result in disciplinary action.

12. Professional Conduct & Staff Expectations

Staff must follow safety protocols, protect confidentiality, and comply with all facility policies. Violations may result in disciplinary action.

13. Family Partnership & Caregiver Expectations

Families must support attendance, communication, home practice, meetings, and Academy policies.

14. Parent Training & Conferences

Participation in parent training and conferences is required to support student success.

15. Fundraising & Student Events

Families are encouraged to participate in monthly fundraisers, student showcases, and community events supporting Academy programs.

16. Quarterly Classroom Supply Refill

Each quarter, families will be notified to provide:

- Baby wipes
 - Kleenex
 - Disinfectant spray
 - Disinfectant wipes
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17. Communication

Communication occurs through Class Dojo, phone, email, and meetings. Families are expected to respond promptly.

18. Handbook Acknowledgment

I acknowledge receipt of the FaTaj Transition & Learning Academy Handbook and agree to follow all policies.

Student Name: _____ Grade level: _____

Parent/Guardian: _____ Signature: _____ Date: _____

