

Dear Parents,

Welcome to the 2026–2027 school year at Canterbury School! The Lower School is a vibrant and engaging learning environment dedicated to nurturing the whole child. Our mission statement guides every decision and activity: “The Canterbury School is dedicated to academic excellence within a caring and supportive community emphasizing character, leadership, and service.”

Our academic program is both challenging and inspiring, designed to foster critical thinking, collaboration, and cooperation in the classroom. Character development is a cornerstone of our approach and is intentionally cultivated through direct instruction and meaningful teachable moments. Students are given a wide range of leadership opportunities, from classroom jobs and group projects to presentations and daily responsibilities. Throughout the year, service projects provide students with authentic ways to give back to the community.

Clear communication is essential to a successful school year. The *Lower School Handbook* outlines policies and procedures specific to Pre-K3 through fourth grade, as well as broader school-wide expectations. It also includes our educational philosophy, which reflects our core beliefs about how young children learn and serves as a foundation for our curriculum.

We look forward to partnering with you to support each child in reaching their full potential. As part of this partnership, we ask that you acknowledge you have read and understood the handbook and related policies. Please submit your electronic signature for both the handbook and the Technology Responsible Use Agreement.

If you have any questions or need clarification about any policy, please don’t hesitate to reach out. Thank you for your continued support. We look forward to a joyful, successful, and enriching year ahead together!

Sincerely,

Nikki L. Ernst
Head of Lower School
239-333-3280

Canterbury Lower School Handbook 2026-2027

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Canterbury School Mission Statement

The Canterbury School is dedicated to academic excellence within a caring and supportive community emphasizing character, leadership, and service.

Canterbury School Vision Statement

We strive to prepare students of ability, promise, and diverse backgrounds for success in the art of leading a meaningful life.

Lower School Philosophy Statement

The Lower School program at Canterbury School promotes the academic, social, emotional, and physical growth of every student. Each classroom is designed to meet the age-appropriate developmental needs of the grade level while providing engaging learning experiences that foster confidence, curiosity, and a love of learning.

Our curriculum emphasizes learning as a process and the mastery of essential skills through inquiry, collaboration, and meaningful experiences. We recognize each student as a unique individual and encourage the development of personal strengths, independence, resilience, and leadership. Students are inspired to engage actively, ask questions, think critically, communicate effectively, and take appropriate risks in their learning.

Strong character development is as important as the pursuit of academic excellence. Kindness, integrity, empathy, and responsibility are woven throughout the school day, creating a caring and supportive community. Canterbury's culture of innovation is balanced with rich traditions, while service-learning opportunities foster compassion and an appreciation for the diverse needs of others.

Our goal is to help students enjoy the journey of learning, develop a lifelong passion for discovery, and leave the Lower School prepared to apply their knowledge, character, and leadership to make a positive impact in their school and the broader community.

Non-Discriminatory Statement

The Canterbury School admits students without regard to race, sex, color, national and ethnic origin, and accords to them all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, religion, sex, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, hiring and staff, athletic and other school-administered programs.

Academic Program and Procedures

The Lower School serves students from Pre-K3 through fourth grade. Our program is designed to nurture each child's social, emotional, physical, and cognitive development, recognizing that these areas form the foundation for lifelong learning and success.

The **Pre-K3, Pre-K4, and Kindergarten** programs provide an age-appropriate, developmentally focused environment designed to support early childhood learning. These foundational years harness children's natural curiosity and enthusiasm for discovery through a dynamic and varied daily schedule. The balanced curriculum includes visual and performing arts, physical education, reading, math, social studies, science, foreign language, and technology. Students also participate in weekly library classes focused on age-appropriate library skills and are given the opportunity to check out books from the Hilliard Library. Each day offers a blend of guided instruction, differentiated learning experiences, and both large- and small-group instruction designed to support the diverse needs, strengths, and readiness levels of our students.

In **grades one through four**, students engage in a well-rounded liberal arts curriculum that combines guided instruction, differentiated learning experiences, and both small- and large-group opportunities designed to support students' growth and development. The program is intentionally designed to foster higher-order thinking skills, reasoning abilities, creativity, and collaboration. Developmentally appropriate instruction supports personal growth in self-discipline, respect, and responsibility. A strong emphasis is placed on nurturing a love of learning and developing confidence in each student. Core academic areas are complemented by enrichment in the following disciplines:

- Language Arts: Reading, Writing, and Oral Communication
- Creative Writing
- Mathematics
- Science
- Social Science
- Spanish (Foreign Language)
- Visual Arts
- Performing Arts: Drama, Music, Performance, and Instruments
- Library Science: Research and Information Literacy
- Physical Education
- Character Education
- Technology: Innovation and Digital Projects

This comprehensive approach ensures that students are engaged, supported, and challenged as they grow academically, socially, and emotionally throughout their Lower School experience.

Books, Materials, and Supplies

Pre-Kindergartens 3 and 4 and Kindergarten:

The school furnishes books, materials, and supplies. The school additionally provides pre-kindergarten 3 and 4 and kindergarten students with Canterbury tote bags and a communication folder. Students need a reusable water bottle. Pre-K3 students are asked to bring a crib sheet or a [rest mat cover](#) that will fit a 2" rest mat.

Grades 1 and 2:

The school furnishes books, materials, and supplies. The school additionally provides students with Canterbury tote bags and nightly homework folders. Students need a reusable water bottle.

Grades 3 and 4:

The school furnishes books, materials, and supplies. Students need a backpack (cubby size – 21"x12"). Students are provided a homework planner in which to record daily assignments. Students need a reusable water bottle.

Extra Help and Tutoring

Teachers provide extra help before and after school on an as-needed basis or by teacher request. When students require a significant amount of ongoing support on a regular basis, parents may be asked to make arrangements with an outside tutor.

Arrival and Dismissal

Monday Arrival

The school day begins promptly at 9:00 a.m. on Mondays. Students should arrive in the classroom beginning at 8:40 a.m. Early care is available for pre-kindergarten 3 through fourth grade from 7:30-8:40 a.m. in the Hanno Dining Hall. There is no fee for this morning supervision.

Pre-K3, Pre-K4, kindergarten students, and their older siblings should be dropped off at Zone 1. All students in first through fourth grades should be dropped off at Zone 2.

Tuesday-Friday Arrival

The school day begins promptly at 8:00 a.m. Tuesday-Friday. Students can arrive in the classroom beginning at 7:40 a.m. Morning care is available in the dining hall from 7:30-7:40.

Pre-K3, Pre-K4, kindergarten students, and their older siblings should be dropped off at Zone 1. All students in first through fourth grades should be dropped off at Zone 2.

Early Dismissal

On designated early dismissal days, students will be dismissed at the following times:

- Pre-K3, Pre-K4 (without siblings): 11:15, Zone 1
- Pre-K3, Pre-K4 (and siblings in grades K-8): 11:30, Zone 1
- Kindergarten (and LS or MS siblings): 11:30, Zone 1
- First-second grade (and siblings in grades 3-8): 11:30, Zone 2
- Third-fourth grade (and MS siblings): 11:30-Zone 3 (near O gym)

Regular Dismissal

On regular dismissal days, students will be dismissed at the following times and locations:

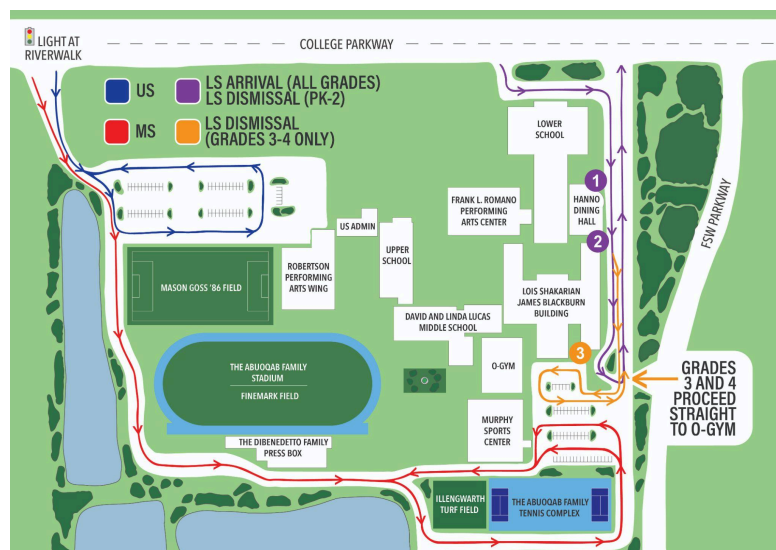
- Pre-K3, Pre-K4 (without siblings): 2:30, Zone 1
- Pre-K3, Pre-K4 (and siblings in grades K-8): 2:45, Zone 1
- Kindergarten (and LS or MS siblings): 2:45, Zone 1
- First-second grade (and siblings in grades 3-8): 2:45, Zone 2
- Third-fourth grade (and MS siblings): 2:45, Zone 3 (near O gym)

Students not picked up by 3:00 p.m. will go to the Hanno Dining Hall for Extended Day. Parents are charged a fee for this activity. Lower school students may not remain at school unaccompanied by a parent after 3:00 p.m.

Vehicles picking up at Zone 1 or Zone 2 will use the turnaround lane past the dining hall and should exit via College Parkway. Vehicles picking up at Zone 3 will make the loop by the gym. Please contact Nikki Ernst if you have any questions about your specific family situation.

Arrival and Locations

Dismissal



Arrival and Dismissal Safety

- Written permission is required if someone other than a parent is picking up a student.
- During student pickup, we will not put a student in a vehicle in which we feel the student's safety will be compromised.
- Students should only get in and out of their cars from the curbside.
- Parents are asked to assist their children with seat belts and car seats. If you need to exit your vehicle to do so, please pull into a parking space.
- Students should never be dropped off in the front of the Lower School or the exit driveway, causing them to cross the incoming drop-off line.
- Curbside standing is intended only for dropping off students. Parents who wish to accompany their child into the school building should park in an area away from the curbside arrival and pick-up areas, as this creates a traffic problem for others.
- All doors are locked at 8:00 a.m. Parents of late arrivals need to park in a visitor space and enter the Lower School building through the front office to sign the student in for the day.

Attendance

Absences

Parents are asked to notify the Lower School Office before 8:15 a.m. when a child is absent from school. Please call Tonia Fisher at 239-333-3280 or email at tfisher@canterburyfortmyers.org. Canterbury regards this policy as an important safety precaution and requests parent cooperation with this procedure. Requests for homework should be made early in the day and picked up in the front office between 3:00 and 3:30 p.m.

Tardiness

Students who arrive after 8:00 a.m. must report to the school office. It is important that all students arrive on time to ensure a smooth and productive start to the school day. Chronic tardiness not only disrupts the learning environment but also sets a difficult tone for the child's day. Any student entering the classroom after 8:05 a.m. will be marked tardy. Parents must accompany their child to the front office to sign them in.

Policy on Excessive Absence or Tardiness

Florida State statutes and the requirements of our accrediting entities (Florida Council of Independent Schools and Southern Association of Colleges and Schools) mandate that students attend school for a specific number of days each year.

Canterbury School reserves the right to withhold all credit when a student is absent for eighteen (18) or more school days in the course of any academic year. Further, students whose absences* total more than twenty (20) in any given class in a full year or ten (10) in a semester-long course, risk losing any and all credit for that purpose, partial-day attendance notwithstanding. All students are required to attend ninety percent (90%) of all classes in an academic year, regardless of the nature of any absence, i.e., unexcused, excused, etc. Any student whose absences exceed these limits is at risk of (1) being retained in grade or (2) not receiving a Canterbury School diploma.

Repeated tardiness (including late arrival for the beginning of the school day) also places a student's progress through the curriculum at risk. All Canterbury students are expected to arrive at school in time for the beginning of the school day and to be in their assigned classrooms on time for each scheduled academic appointment. Any pattern of habitual tardiness, (i.e., five or more instances in an academic quarter*) can, with administrative approval, have an impact on the student's grade for that quarter. Work missed as the result of tardy arrival either to school or to class may or may not be made up, according to the discretion of the classroom teacher. Any and all exceptions to this fixed policy must be approved by the Head of Lower School and/or The Head of School.

*All excused and unexcused absences and tardies will be included in these totals except: School-sponsored/related activities
Authorized visits of students with school personnel
Recognized religious holidays

Dismissal from School during School Hours

Parents are asked to send a note or Remind message to the homeroom teacher if the child is to be dismissed during the day for a special appointment. During the school day, all Lower School students must be signed out on the clipboard in the front office. A teacher or staff member will escort the student to the front office to be released to the parent/guardian.

Students must have written permission to go home with anyone who is not the listed parent/guardian. A note or Remind message must be sent to the homeroom teacher for verification of the change. Dismissal staff will check the identification of the adult picking up the student. If there is no note, the child may not leave campus until verification of permission is obtained from the parent/guardian. This applies to a student leaving with another student, as well.

Field Study Programs and Procedures

Throughout the year, field studies are held to enrich the academic program. An electronic signature field trip permission form within Magnus Health and the enrollment contract gives the school permission for their student/s to participate in field studies. Parents will receive information from the lead teachers in advance for off-campus field study activities. The field trip permission form can be rescinded in writing prior to any field trip, should you choose for your child not to participate. Teachers will be able to access emergency contacts, insurance information, and Emergency Action plans uploaded to the Magnus Student Health Record while on field trips. Emergency medications (such as epi-pens and diabetic supplies, as necessary), as well as routine medications normally given during those hours will be gathered from the clinic in advance, and accompany your student on the trip. Attendance is taken before children board a vehicle for transportation on a field trip, and again when they unload. This procedure occurs for every loading and unloading of the vehicle. Parents may be asked to be chaperones on some field studies. It is essential that parents be willing to give their total attention to their students, and, for this reason, we ask that no younger siblings accompany their parents on such trips. This is a special time for a parent chaperone, the student, and the teachers in charge. Children should wear the designated field study shirt on all trips.

Hilliard Library

The Hilliard Library is open from 7:45 a.m. to 3:30 p.m. Book checkout begins at 8:00 a.m. after student drop-off. All Lower School students have a scheduled weekly visit to the library. Children develop library skills, become acquainted with the collection of books, and may check books out on a regular basis.

Children are encouraged to develop responsibility for appropriate borrowing, returning, and caring for books. Parent cooperation is important. Any books not returned at the end of the school year must be paid for through your FACTS account. Parents may request a library account allowing them to check out additional books for their child(ren).

Parent Reports and Conferences

Lower School parents, Pre–K3–4th grade, access their child’s semester report using Cougar Campus. The reports are posted shortly after the close of the semester. All students in grades one, two, three, and four will receive a summary comment by the homeroom teacher. Skill ratings indicate student progress in all subject areas. (1 = Competent, 2 = Working Towards Competency, 3 = Needs Improvement). Summary comments are written for pre-kindergarten 4 and kindergarten students, and the skill ratings are PS-Progressing Satisfactorily, SI-Shows Inconsistency, and Not Applicable at this time. Pre-kindergarten 3 students will receive a narrative summary at the end of the first semester and a summary and skill ratings after the second semester.

All Lower School students are dismissed as indicated on the school calendar for conferences. Conference times will be selected through our scheduling program, Pick a Time. Teachers and parents will review a student's progress in all disciplines using input from the specials and homeroom teacher data. Lower School students do not attend school during the conference meeting days. We ask parents to plan their schedules so that they are available during conference days. Parents may also request a conference with the child's teacher at any time, and the faculty will do likewise.

Conferences:

Fall Conferences (Pre-K3 – 4th grade) Friday, October 16, 2026
Monday, October 19, 2026

Spring Conferences (Pre-K3 – 4th grade) Friday, March 12, 2027

On Conference Days, we are offering supervision for our currently enrolled students in the Hilliard Library for those parents who may need it during their conference time. Children must be picked up after the conference. In the spring, third and fourth-grade conferences are student-led, so each student will attend the conference with their parents.

Parent Concerns

Parental concerns regarding individual students should be directed to the classroom teacher or an appropriate special teacher. If a concern cannot be addressed briefly, the teachers set up an appointment so that issues can be addressed thoughtfully without interrupting class time. The Head of Lower School is available for concerns that may need further review or for concerns outside a student's particular class experience.

School Counselor

Ms. Evonne Clapper, M.A., LMHC, NCC provides developmentally appropriate classroom experiences, parent consultation, and short-term intervention for students experiencing emotional and social difficulties. She also provides referral services for additional professionals that may be able to support your child.

Special Accommodations

Canterbury teachers strive to assist each child in reaching his or her potential. Although we do not have staff trained in highly specialized learning styles, we are able to offer those students with documented disabilities some accommodations during test situations. Canterbury School does not discriminate on the basis of disability and complies with Title III of the Americans with Disabilities Act by providing reasonable accommodations for students with documented disabilities. Reasonable

accommodations are those modifications to policies or procedures that do not fundamentally alter the nature of the program offered. In addition, Canterbury's guidelines for providing accommodations for students with documented needs adhere closely to the standards of other independent schools in order to support what is necessary for standardized testing and students ultimately applying for accommodations in college.

As part of these guidelines, a psycho-educational or neuropsychological evaluation is required to provide recommended academic accommodations. Canterbury's Student Support Service team creates a Learning Profile based on given recommendations to support student learning in the classroom. Teachers may receive a list of suggested accommodations for students, based on current psycho-educational testing. However, some recommendations may not be feasible to provide at Canterbury. In addition, those same students may qualify for accommodations on College Board examinations. Documentation can be submitted at any point during the school year. However, the last date for new accommodations to be implemented each semester is the first day of review week before final exams, as our team needs sufficient time to carefully review documentation and notify essential faculty. If you are interested in the application and approval process, please contact a member of the Student Services Support Team.

GENERAL PROCEDURES

Personal Behavior/Student Discipline

We strive to make the Lower School a welcoming and nurturing environment where every child can grow, learn, and thrive. Throughout the elementary years, we intentionally foster personal pride, empathy, and an awareness of the needs and rights of others.

As students move through hallways, visit the dining hall, or spend time in the library, they are expected to demonstrate respect for others and act responsibly within our school community. They are also expected to treat our buildings and facilities with care, understanding that these shared spaces serve the entire school.

In each classroom, teachers and students work together to establish shared rules and expectations for behavior. These agreements are posted in classrooms for ongoing reference and reinforcement. Character education is embedded in daily life, with universal values such as honesty, respect, trustworthiness, and kindness regularly discussed and modeled. Ms. Clapper partners with teachers and students to support this work, and our collection of children's literature includes many titles that reinforce positive peer interactions and values-based learning.

Aligned with our mission to promote character, leadership, academic excellence, and service, we believe it is essential for children to develop personal responsibility and learn how to make positive, thoughtful choices. These skills lay the foundation for healthy self-esteem, responsible citizenship, and the ability to self-regulate, collaborate, and problem-solve.

We recognize that all children make mistakes, and we view these as valuable learning opportunities. At times, children may make choices based on their needs that unintentionally impact the rights or goals of others. In most cases, a simple explanation, reflection, and redirection will help a child improve in this area. However, if a concerning behavior persists, the homeroom teacher will reach out to the parents to discuss strategies for support at school and home. If needed, Mrs. Ernst and/or Ms. Clapper will become involved to help develop a consistent behavior plan.

Please note that any behavior that compromises the physical or emotional safety of others may result in the student being asked to leave Canterbury School.

Student Technology Acceptable Use Policy

Purpose

Technology resources at Canterbury School are provided to support learning, communication, collaboration, creativity, and academic success. Students are expected to use technology responsibly, safely, ethically, and in accordance with Canterbury School expectations.

The use of technology is a privilege, not a right, and inappropriate use may result in suspension or loss of technology privileges, disciplinary action, or additional consequences as determined by the School.

Technology Resources Covered

This policy applies to all student-owned and school-provided access to:

- Laptops and tablets
- Mobile devices
- Google Workspace accounts
- Internet and wireless access
- Cloud applications and online services
- Classroom technology
- Personal devices connected to the Canterbury network

Student Responsibilities

Students are required to:

- Be safe users of technology whenever and wherever they use information and communication technology (ICT)
- Use technology for educational purposes and in support of learning
- Follow all teacher and staff instructions regarding the use of devices and technology
- Respect the rights, privacy, and work of others

- Keep passwords secure and private
- Use appropriate, respectful, and school-appropriate language in all digital communications
- Report inappropriate content, suspicious activity, or unsafe online behavior to a teacher, administrator, or the Technology Department
- Follow Canterbury School policies and the Student Handbook while using technology both on and off campus

Students are expected to act as good digital citizens and apply the School's standards of conduct to all online activities.

Digital Citizenship & Online Conduct

Students may not:

- Bully, harass, threaten, or intimidate others online
- Participate in or encourage harmful online behavior
- View, share, forward, or create inappropriate, discriminatory, explicit, or offensive material
- Damage, alter, or delete another person's files or digital work
- Record or photograph others without permission where privacy is expected
- Use another person's device or account, or
- Share account credentials or device with another student

Students should treat others respectfully both online and offline.

Technology & Device Responsibilities

While at school, students are responsible for:

- Returning school devices to the designated charging cart and ensuring they are properly connected for charging at the end of use
- Saving and backing up schoolwork
- Safely storing devices when not in use
- Protecting devices with passwords or passcodes

Canterbury School is not responsible for lost data stored in Google Drive or on personal devices.

Canterbury School accepts no responsibility for personal property brought to school by students.

Wi-Fi Enabled Devices

Lower School Students may not carry or wear any cellular or Wi-Fi-enabled devices during the school day. If a watch with Wi-Fi capability is worn, it must be set to [School Mode](#) or [Focus Mode](#) from 7:30-3:00. If the device is a distraction, the student will be asked not to wear it.

Internet, Email & Network Use

Internet access is provided for educational purposes. Students understand:

- Internet activity may be filtered, monitored, and logged
- School accounts and network usage are not private
- Teachers, administrators, and technology staff may review activity when necessary
- Students should avoid opening suspicious links, attachments, or messages
- Students may not attempt to bypass security systems, filters, monitoring tools, or network restrictions
- Unauthorized software, VPNs, proxies, games, or browser extensions may not be installed or used on the school network

Artificial Intelligence (AI) Use

Artificial Intelligence (AI) technology must be used ethically, responsibly, and appropriately in alignment with the School's AI Values of privileging Transparency, promoting the Learning Process, ensuring Developmental Appropriateness, protecting Privacy, Security & Stewardship; and maintaining Connection. These values are outlined in more detail on the [school's website](#).

In addition, students' unauthorized use of AI tools for academic work may be considered a breach of academic integrity and may be handled according to school academic integrity/Honor Code policies.

When AI use is permitted for school assignments:

- Students should not use AI to replace their own critical thinking or original work
- Students must acknowledge and give credit when AI tools are used
- Students should communicate with teachers in advance if unsure when or how AI tools may be used

Teachers may establish additional classroom-specific AI expectations.

Additionally, all members of the Canterbury community, including students, should not use AI tools to replicate or "deep fake" another member of the Canterbury community (voice, image, video, etc.).

Privacy & Online Safety

Students are expected to:

- Keep personal information private online
- Notify an adult if they feel unsafe or uncomfortable online
- Report cyberbullying, harassment, or suspicious online behavior
- Create online accounts linked to any Canterbury School account only when directed by a teacher or member of the Technology Department

Students should understand that online content creates a permanent digital footprint and may be visible to teachers, administrators, parents, colleges, and future employers.

BrainPOP

Lower School students will be utilizing a school subscription to the education website BrainPOP. The terms of use can be found at [Terms of Use - BrainPOP](#). After reviewing the terms, you must notify the Head of Lower School if you have concerns about your child utilizing the site. Otherwise, signing the parent handbook acknowledges your agreement to use.

Copyright & Academic Integrity

Students must:

- Follow copyright laws
- Properly attribute sources as directed by their teacher
- Respect intellectual property rights
- Avoid plagiarism in all forms, including misuse of AI tools

Consequences

Failure to follow this policy may result in:

- Loss or restriction of technology privileges
- Disciplinary action (including Honor Code violations)
- Financial responsibility for damages
- Additional consequences determined by school administration

Serious violations may be referred to law enforcement when appropriate.

Agreement

Students and parents/guardians are expected to review and understand this Acceptable Use Policy.

Use of Canterbury School technology resources and network access indicates acceptance of this policy.

Dress Code

Canterbury School is a college preparatory school where the whole child is developed. An important component of assisting in the development of children is establishing clear and consistent expectations of behavior and dress. In order to establish an environment conducive to serious study, Canterbury School has an established code of dress for the students.

This dress code will reflect appropriateness, modesty, and neatness, and it is in keeping with our desire to provide and establish a serious learning environment.

All final decisions on the appropriateness of dress and violations of the dress code are at the sole discretion of the Canterbury School administration, and all decisions are final. If a student is unsure of the appropriateness of an outfit, they should not purchase it or wear it without first checking with a member of the administration.

Daily Dress Code

- Students must wear collared shirts. Shirts may be solid-colored, patterned, or have a Canterbury logo.
- Students may wear pants, shorts, skirts, or dresses, provided they are mid-thigh or longer. Dresses without collars are acceptable as long as the neckline is conservative. Shorts or leggings must be worn under appropriate-length skirts and dresses.
- Students may wear Canterbury or plain (no inappropriate logos/graphics) crew-neck jackets, sweatshirts, or sweaters.
- For safety reasons, Lower School students must wear closed-toe sneakers. Please make sure the tread on the bottom provides traction for safety on the playground and gym floor.
- Clothing may not be ripped or torn (even if patched underneath), or reference inappropriate language or logos.
- Athletic shorts/skirts/skorts, leggings, yoga pants, and spandex are NOT allowed, including on Fridays
- Hats and sunglasses may be worn outside, but may not be worn inside, including in classrooms.
- The Cougar Cave has a designated field trip shirt for all grades in the Lower School. Students are to wear this shirt on any field trip unless otherwise instructed by the grade-level teachers. The shirt may also be worn on Spirit Days if desired.
- Fridays are designated as School Spirit Days. Students may wear blue jeans and any Canterbury shirt, otherwise, the above dress code is required.
- The following are **NOT** permitted: Flip flops, soccer sandals/slides, slippers,

Crocs, beach sandals or any other sandals, jeans, jeggings or denim material, no sweat pant material, warm-ups or athletic shorts, pants, sports jerseys, or jackets (Canterbury team jackets are allowed), tank-tops, half/cut off shirts, spaghetti straps, spandex or sheer clothing of any type including dresses, no temporary body tattoos, hanging chains from clothing, or clothing with holes, paint, fraying, or ragged edges, body piercing other than earrings - jewelry should be tasteful (no unreasonably large chains/medallions), changing of hair color to unnatural shades (i.e. pink, green, purple, etc.), or extreme hairstyles.

Sun Protection

Due to the year-after-year exposure to the sun, students may wear hats and sunglasses for recess. In addition, students may use sunscreen as beneficial protection against sun exposure. Sunscreen must be applied at home by the parent/guardian before the student comes to school.

Fragrance-Free Policy

Strong scents and fragrances can contribute to poor indoor air quality which can be unhealthy for students and staff. There are many people who experience unpleasant physical effects from scented products, and a growing number of people who suffer more severe reactions to these types of products and chemicals. Symptoms include:

Headaches, Nausea, Weakness, Malaise, Loss of Appetite, Upper Respiratory symptoms, Difficulty with concentration, Numbness, Shortness of Breath and Skin Irritation. The symptoms experienced can be even more severe for people who have underlying allergies and asthma. All faculty, students, and staff members are asked not to bring cleaning products, deodorizers (air fresheners, candles, plug-ins) or other personal care products (i.e. scented hand sanitizer) into the classroom unless they are identified as fragrance-free. In addition, cleaning products with strong scents will only be used during off-peak school hours. If a student or employee is affected by a specific scent, we ask that school staff eliminate the cause of the offensive odor.

Source: American Lung Association, www.lung.org

Illness and Medicine

The school nurse is on campus to triage and treat minor illnesses and injuries, administer medications as needed, and ensure the safety of the Canterbury community. She also keeps track of health records and communicates to parents any information pertaining to the health and well-being of students. The school nurse is responsible for notifying parents when a student needs to be dismissed for medical reasons. **No student will be permitted to leave school due to an illness or injury until s/he is evaluated by the nurse who, in turn, will contact parents.** All students must be signed out by a parent/guardian. In the case of an emergency, or if we feel a student

needs to be picked up due to illness or injury, we will try to get in touch with each person listed on the emergency contact form. If we are unable to reach a person on the emergency contact form, we will call an ambulance for that student to be transferred to the hospital, accompanied by a School employee.

Deciding when to keep your student home from school can be difficult. When a student is sick and needs to stay at home, parents should contact the school and describe the illness and symptoms. If a health care provider makes a specific diagnosis (such as strep throat, conjunctivitis, chicken pox, etc.), a note from the health care provider with instructions for return to school timeline is requested.

There are several reasons students should stay home from school:

1. The student does not feel well enough to participate in usual activities and exhibits signs of extreme fatigue, unexplained irritability, or persistent crying.
2. The student requires more care than the school staff can provide without negatively impacting the health and safety of other students.
3. The student has an illness that requires them to stay home and/or their healthcare provider has provided a written return to school letter with a return date.

The following list gives guidelines and recommendations for exclusion from school due to specific symptoms or diagnoses:

ILLNESS OR SYMPTOM	EXCLUSION IS NECESSARY
Chicken Pox/Varicella	Yes - Until blisters have dried and crusted (usually 6 days). Must be fever-free per policy.
Conjunctivitis (pink eye)/Eye Discharge (itchy, pink or red eyes with thick mucus or pus draining from the eye)	Yes – May return 24 hours after treatment begins. If your health care provider decides not to treat your child, a note is required. Eyes must be free of discharge, and drainage before returning to school.
Coughing (severe, uncontrolled coughing or wheezing, rapid or difficulty in breathing OR repetitive dry cough)	Yes - Medical attention may be necessary. Students may return to school with a clearance note from a health care provider stating the cause is not communicable. <i>Note: Students with asthma may be cared for in school with a written health care plan and authorization for medication/ treatment. For asthmatic students, coughing/wheezing should improve or resolve with use of inhaler. If it does</i>

	<i>not resolve or worsens, the student must be sent home for further treatment or medical evaluation.</i>
Coxsackie Virus (Hand, foot and mouth disease)	No - May attend if able to participate in school activities, unless the student has mouth sores and is drooling, fatigued, or has a temperature of 100.4 F degrees or higher.
Diarrhea – loose or watery stools, with or without mucus and blood	Yes -Documentation provided by a health care provider stating the student is not infectious or the diarrhea is caused by diet/medical factors. Any stool leaking through clothing and onto shared surfaces is a health and safety issue for all students and staff.
Fever - (>100.4 degrees F)	Yes - when temperature is elevated to 100.4 F degrees or higher. Must be fever free for 24 hours without fever reducing medications to return.
Fifth's Disease (Diagnosed)	No - Student is no longer contagious once rash appears and is without fever.
Head Lice	Yes - May return after treatment and removal of all live lice and nits from hair.
Hepatitis A	Yes – Until determined not infectious by a health care provider.
Herpes Zoster	Yes – If the area is oozing and cannot be covered, e.g., mouth sores. Otherwise, may return to school.
Impetigo	Yes – Student may return to school 24 hours after antibiotic treatment has begun. Wound drainage must be covered and contained with clean dry bandage.
Molluscum Contagiosum	No – Affected area must be covered by clothing or bandage.
Mononucleosis/Epstein-Barr	Yes - Students must be fever free for 24 hours without fever reducing medications. A note regarding physical restrictions is requested.

MRSA/Staph Infection	Yes – May return 24 hours after treatment starts. The wound must be covered with dressing taped on all 4 sides. Wound drainage must be covered and contained with clean dry bandage.
Upper Respiratory Symptoms *Large amount of thick nasal discharge *Persistent cough with or without sputum *Shortness of breath *Difficulty breathing	Yes – Must be symptom free for 24 hours without symptom reducing medication.

Rash	Yes - May return to school when health care provider determines that illness is not communicable, and parent brings in note from health care provider that student may return to school, or rash completely resolves. <i>Note: If rash is accompanied by fever, students must be fever free for 24 hours without fever reducing medications and rash must be resolved prior to returning to school.</i>
Ringworm	No – As long as the area can be covered by bandage or clothing. Over-the-counter treatment must begin when the student goes home. The area must remain covered at school until the ringworm completely resolves. Yes – If ringworm is unable to be covered with bandage or clothing, worsens or spreads, parent must seek medical advice and a note from a health care provider will be required for student to return to school.
Scabies	Yes – May return 24 hours after treatment is started with a note from the health care provider that the student is no longer contagious and/or proof of treatment.
Strep Throat	Yes – May return after 24 hours of antibiotic treatment. If a student has a temperature of 100.4 degrees or higher, fever policy must be followed.
Vaccine Preventable Diseases (mumps, measles, rubella, pertussis/whooping cough)	Yes – Until determined not infectious by a health care provider.

Vomiting - 1 episode in the last 24 hours where cause cannot be determined (examples of explainable causes: history of motion sickness on bus; known food allergy)	Yes - Must be symptom free for 24 hours without medication.
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Medication Administration Policy

Canterbury School will adhere to the Florida Department of Health State Guidelines pertaining to medication administration at the school. If your child has occasional headaches or menstrual cramps, please supply the clinic with over-the-counter or prescribed medications needed. Prescription medications will be administered only with an order from a physician, physician's assistant or nurse practitioner. A parent will be notified by phone when any medication is administered to students. Please bring the Medication Administration Form to your doctor. Signed forms can be uploaded to your child's Magnus Health record, faxed to the clinic, or scanned and emailed to clinic@canterburyfortmyers.org. Forms and medications will not be carried over from one year to the next. If you do not pick up leftover medications at the end of the school year, they will be thrown away. New permission forms need to be obtained every school year.

Parents of students with allergies (EpiPens) should discuss with the school nurse the Allergy Action Plan and be sure that one is on file through Magnus Health. Blank forms can be obtained through the Magnus Health System or obtained from your allergist. Parents of students with specific medical conditions that may require treatment should advise the school nurse of any emergency action plans that may be necessary.

Students **CANNOT** carry or administer their own medication (including over-the-counter medications, vitamins, or health supplements/enhancements). The school and its employees assume no responsibility regarding any abuse or misuse of any medication carried by a student. To assure the safety of your child and their peers, please do not allow your child to carry any form of medication on his/her person. Per Florida Statute 1002.20 (3 h & i), if your physician feels it is medically necessary for your child to carry an inhaler or EpiPen **ON THEIR PERSON** while in school, the approval must be stated on his/her medication permission slip. It is not permissible to have inhalers or EpiPens kept in lockers.

No medication will be administered without the Authorization Form on file in the nurse's office. Only students with signed permission forms are legally permitted to receive medication from the school nurse. Parents are responsible for providing all medications.

Re-Entry Plans

Whenever a Canterbury student experiences a long period of time away from school,

needs extensive treatment off-campus, or sustains a significant injury, a structured plan for re-entry should be developed to assist with the student's re-entry, if the student is going to return. Please contact the school nurse or a member of the Student Support Services team to discuss the plan.

Health Requirements

Immunization Requirements/Florida Statutes

Student health records are audited for compliance by the Lee County Health Department. Students who do not have the required health records on file are subject to being asked to withdraw from school until such records are obtained. The following are required by Florida law to be on file in the school office prior to attendance:

Pre-Kindergarten, Kindergarten, and all students entering from out of state

- Florida Certificate of Immunization (Form 680) - Florida Statute 1003.22 requires a Florida Certificate of Immunization upon entrance to school. These certificates may be obtained from a private doctor's office or the Florida Department of Health (Lee County office 239-332-9501) before new students can enter school. Religious Exemption forms may only be issued and obtained from the Lee County Health Department.
- School Entry Health Exam (Form 3040) - Florida Statute 1003.22 requires a school-entry health examination upon initial entrance to a Florida school completed within one year prior to enrollment.
- Copy of legal birth certificate.

Transferring students within the State of Florida (Pre-Kindergarten - Grade 12)

Students are subject to the same requirements listed above. These records may be obtained from your physician, the Lee County Health Department (239-332-9501), or from your previous school.

Immunization requirements for grades K through 12

- DTaP - Four or five doses (age-appropriate) of diphtheria, tetanus and pertussis vaccine. All students in kindergarten must have the final dose of polio vaccine administered at 4 years of age or older, **or a fifth dose is required.**
- IPV - Three, four or five doses (age-appropriate) of polio vaccine. The final

dose of polio must have been administered at age 4 or later.

- MMR - Two doses of measles, mumps and rubella vaccine.
- HBV - Three doses of Hepatitis B vaccine.
- VZV - Two doses of Varicella Vaccine (K through 9th grade) or one dose (10th through 12th grade) OR physician documented proof of Varicella (chickenpox) disease.

Admission Policy

State of Florida Requirements Prior to Classroom Attendance:

Please provide a copy of your child's birth certificate, School Entry Health Exam (Form 3040) and Florida Certificate of Immunization (Form 680). The health and immunization forms are provided by your doctor, or they may be obtained at the local Florida Department of Health. Florida law requires a physical examination taken within the last twelve months for all new students.

Birthday and Holiday Celebrations

The Lower School enjoys celebrating children's birthdays. Parents should consult with the child's classroom teacher in advance if they wish to send a treat. *No goodie bags or take-home treats of any kind for birthday celebrations, please!*

To prevent hurt feelings and group division, children may pass out invitations at school to a private celebration only if all students in the class are invited. We encourage our families to help us in supporting our school's mission with the careful planning of outside parties. Mailing invitations to selected classroom friends and/or to the entire class will prevent the loss of invitations.

- Students may celebrate their birthday with their classmates by bringing a special snack or treat to share. Snacks and drinks should be in small, easy-to-distribute portions. Classroom teachers will provide guidance regarding appropriate portion sizes and any classroom-specific procedures. Parents are welcome to participate in birthday celebrations, and siblings are invited to attend. Please include napkins and any necessary utensils when applicable.
- No siblings for holiday events or special activities unless directed by the classroom teachers.

Lost and Found

Each child has a cubby for storage of personal property. Lost and Found items will be given to Tonia Fisher to hold until claimed.

Grade-Level Parents

Grade-level Parents have agreed to be communicators and liaisons for classroom teachers. Some of their responsibilities will include: helping with volunteers for community activities and working on special Canterbury School projects.

In addition, they provide help to the classroom teachers. They might be asked to provide support for special class projects. Please direct all questions to the homeroom teachers or to the Head of Lower School for accurate clarification. We will make every effort to share responsibilities with all parents. The school gives the grade-level parents a list of their responsibilities. Grade-level parents meet with their grade-level homeroom teachers early in the new year to plan activities and identify needs. There will be one grade-level parent per grade for the school year.

Fundraising

All fundraising at Canterbury is under the oversight of the Board of Trustees. Fundraising to outside organizations, unless approved by the Board, is not permitted. Current school-sponsored fundraising projects that are Board approved include Sock Drive, Thanksgiving Food Drive, Holiday Stocking Drive, and Marathon. In order not to diminish the effectiveness of these projects, we ask that students, parents, and staff not initiate other fundraising activities.

Practice Drills

Canterbury School conducts a variety of safety drills throughout the school year to help ensure the well-being of our entire community. These drills include fire drills, lockdown drills, severe weather drills, and lightning drills. Through regular practice, students and staff become familiar with established safety procedures and learn how to respond calmly, confidently, and appropriately in the event of an actual emergency.

Some drills are announced in advance, while others are not. Regular participation helps students gain confidence in knowing what to do in different situations and allows the school to evaluate and refine its emergency procedures. We also periodically invite local emergency personnel, including members of the Iona McGregor Fire Department and the Lee County Sheriff's Office, to observe drills and provide feedback. Their expertise helps ensure that our safety practices reflect current best practices and support our ongoing commitment to maintaining a safe and secure learning environment.

School Closing

In the event of severe weather or another emergency, Canterbury's Senior Administration team will determine whether the school should close, delay opening, or reopen based on campus conditions and the safety of our community.

While Canterbury may take into account decisions made by Lee County Schools and local authorities, our school closure and reopening decisions may differ. All updates will be communicated through Canterbury's regular communication channels.

Cub Choir

Students in grades two, three, and four are eligible to participate in this after-school activity. Participation may be limited based on interest and program capacity. Rehearsals are held on Tuesday afternoons from 2:45–3:30 p.m. Students who are not picked up by 3:40 p.m. will be checked into the Extended Day Program, and parents will be billed accordingly.

Cougar Cave: Spirit Shirts

Lower School students may purchase a Canterbury Spirit shirt from the Cougar Cave located in the LSJ building. Students have the option of wearing spirit shirts on special service and Spirit activities. For field trips, all students must wear the designated Lower School field trip shirt.



Extended Day/After School Enrichment Programs/Clubs

EXTENDED DAY:

During the 2026-2027 school year, Extended Day begins at dismissal and ends at 5:30 p.m. The program is available every full day after school to all Canterbury students in Pre-K3 through eighth grade who must remain on campus. Students are divided by grade levels. Students are expected to complete homework during Extended Day. Sign-in and sign-out procedures must be followed for student safety purposes. Extended Day is held in the Hanno Dining Hall.

Pre-K3 through eighth-grade students may enroll for the year or on an as-needed basis. If you are interested in this program for the school year, registration will open on August 5th, [please click here to log into our Canterbury Registration System](#). The cost for the school year is \$2,600.00. Children may also attend on an as-needed basis. The cost is \$20.00 daily flat rate. Billing for Extended Day is done monthly through Canterbury's Registration System. The credit

card on file will be automatically charged for the monthly childcare fees.

Important Updates for 2026-2027:

- Our Extended Day Program will be available every school day from dismissal until 5:30 p.m. except for December 18 and May 28.
- Lower School students and Middle School students will check into Hanno Dining Hall for our Extended Day Program.
- All students are asked to pack a snack for their stay in our Extended Day Program.
- Any pick-ups after 5:30 p.m. will be charged our late-pick-up fee of \$5 per minute per child.
- Students are not permitted to use cellphones at extended day. Middle school students can use their laptops for homework only.

If you have any questions, please contact Rita Salgado, Director of Auxiliary Programs at rsalgado@canterburyfortmyers.org.

After-School Enrichment Programs are available for students for an additional fee. Online registration is through Canterbury's Registration System, which can be accessed through Cougar Campus under the Resources tab throughout the school year. If you have any questions, please contact Katie DeMars, Director of Summer and Enrichment at kdemars@canterburyfortmyers.org.

Enrichment Programs are held throughout the school year and broken into two sessions, Fall and Spring. Enrichment programs typically have student maximum capacities and fill quickly. Families are encouraged to register early, which also helps with the planning of the classes. The Fall Enrichment offerings will be sent at the end of August. The Spring offerings will be announced via email in January.

School Intellectual Property

It is the policy of Canterbury School that in accordance with applicable law, it has exclusive ownership rights of all items that any student develops, in whole or part, as a direct or indirect result of his/her attendance the School or in the course of his/her attendance with the School or through the use of any of the School's facilities or resources including, but not limited to, all inventions, intellectual property, discoveries, concepts, and ideas and the embodiment thereof, including, without limitation, the nature and results of research and development activities, processes, formulas, techniques, "know-how" designs, drawings, and specifications. Any such items produced by a student shall be considered the exclusive property of Canterbury School.

Visitor Policy

Canterbury asks that all visitors, parents, and guests sign in at the front office and wear a visitor's badge. Visitors will be asked to provide a license that can be scanned. This is

to ensure safety for students, teachers, parents, and guests.

Division Leadership

Mrs. Nikki Ernst, Head of Lower School, welcomes questions and is available to provide additional information. She may be reached by email at nernst@canterburyfortmyers.org or by phone at 239-333-3280. Families are also encouraged to visit the Canterbury website at www.canterburyfortmyers.org for the most current calendar, announcements, and other important information.

Handbook and Technology Responsible Use Agreements

Please acknowledge that you have read and understood the policies and procedures in this document. You may do so on Canterbury's Cougar Campus electronically.