



## ABOUT THE ACADEMY

*The Academy was founded in 1989 by Ocean Reef Members seeking a private school education within Ocean Reef. Today, The Academy serves children of Members, Club employees and those from surrounding communities. We provide a traditional, well-balanced, and values based education for Toddlers—Grade 8 in a nurturing, challenging environment that positions them for future leadership and success.*

### **Why Choose The Academy?**

- Excellent education inside one of the safest communities in the United States
- 15,000 sf open air, screened in atrium
- Multi-purpose gym and outdoor playground
- Full complement of curricular and co-curricular offerings
- After school sports programs including sailing, golf, swim, tennis and pickleball, led by Ocean Reef professional instructors
- Field based experiential opportunities provided throughout the school year
- Seasonal program for students visiting Ocean Reef to ensure continuity in their education and in their love of learning.

**Accreditations:**







# THE ACADEMY AT OCEAN REEF

## TODDLER PROGRAM

# **THE TODDLER PROGRAM AT THE ACADEMY AT OCEAN REEF**

The Toddler program for 2-3-year-old children at The Academy at Ocean Reef is more than a daycare, as our welcoming environment develops a child's cognitive, social-emotional, physical and creative skills. Our goal is to ensure the classroom promotes a safe and enjoyable atmosphere, one that is filled with the love and care that are essential to a child's development at this age.

The Academy at Ocean Reef, children will have the opportunity to learn through hands-on activities, collaboration, and exploration that encourage their individual curiosity. Practical life lessons will focus on caring for one-self, caring for the environment and learning how to work and play with others. These skills will help to provide a foundation for academic success and instill a joy for learning in the years ahead.

We look forward to welcoming you and your toddler to our community at  
The Academy at Ocean Reef!



# Toddler Class Sample Schedule

<b>8:00-8:30AM</b>	<i>ARRIVAL, FINE MOTOR SKILLS</i>
<b>8:30-8:45AM</b>	<i>MORNING FLAG, CALENDAR, WEATHER &amp; RHYMES</i>
<b>8:45-9:45AM</b>	<i>ACADEMICS: MATH, SCIENCE, PRACTICAL LIFE, LANGUAGE &amp; SENSORY</i>
<b>(9:15-9:55AM)</b>	<i>WEDNESDAYS: SPANISH</i>
	<i>FRIDAYS: ART</i>
<b>9:45-10:00AM</b>	<i>SNACK &amp; PERSONAL CARE (DIAPER CHANGE)</i>
<b>10:00-10:30AM</b>	<i>GROSS MOTOR SILLS (PLAYGROUND TIME)</i>
<b>10:30-11:00AM</b>	<i>FINE MOTOR SKILLS; PERSONAL CARE (DIAPER CHANGE IF NEEDED)</i>
<b>(10:45-11:25AM)</b>	<i>MONDAYS: LIBRARY</i>
<b>11:00-11:30AM</b>	<i>PHONICS/NUMBERS/SHAPES</i>
<b>11:30AM-12PM</b>	<i>LUNCH (PRACTICE SITTING FAMILY STYLE)</i>
<b>12:00-12:30PM</b>	<i>HALF DAY DISMISSAL</i>
<b>12:30-12:45PM</b>	<i>MUSIC/MOVEMENT</i>
<b>12:45-1:00PM</b>	<i>STORY TIME/SOCIAL EMOTIONAL SKILLS</i>
<b>1:00-2:30PM</b>	<i>NAPTIME (FRIDAY: 12:30-1:45)</i>
<b>2:30-2:45PM</b>	<i>WAKE UP/PERSONAL CARE (DIAPER CHANGE)</i>
<b>2:45-3:15PM</b>	<i>DISMISSAL (FRIDAYS 2:30)</i>





[www.oracademy.org](http://www.oracademy.org) | 305.367.2409

395 South Harbor Drive, Key Largo, FL 33037

# APPLICATION FOR ADMISSION

## YEAR ROUND PROGRAMS

- ☐ Full Day Toddler - Grade 8
- ☐ Half Day Toddler Ages 2-3 (8:00am-12:00pm)
- ☐ Half Day PK3/PK4 (8:00am-12:00pm)

\* **Toddlers must be 2 years old by September 1**  
\* **PK3 Must be 3 years old by September 1**

## SEASONAL PROGRAMS

- ☐ Full Day Toddler - Grade 8
- ☐ Half Day Toddler Ages 2-3 (8:00am-12:00pm)
- ☐ Half Day PK3/PK4 (8:00am-12:00pm)

**\*INDICATE PROPOSED DATES OF ENROLLMENT:**

.....

☐ **\$175 Fee Due with All Applications**

☐ Check Enclosed    ☐ Send Digital Invoice    Email Address: .....

Name ..... / .....  
(FIRST) (MIDDLE) (LAST) (PREFERRED)

Application for Grade ..... Date of Projected Entrance (month/year) ..... Male ☐ Female ☐

Age ..... Date of Birth ..... Birthplace ..... Citizenship .....  
(MONTH/DAY/YEAR) (CITY/STATE)

Father's Full Name .....

Mother's Full Name .....

Home Address .....

Home Address .....

.....  
(CITY/STATE/ZIP)

.....  
(CITY/STATE/ZIP)

Email .....

Email .....

Telephone (.....).....

Telephone (.....).....

Occupation .....

Occupation .....

Job Title .....

Job Title .....

Name of Firm .....

Name of Firm .....

Business Address .....

Business Address .....

.....  
(CITY/STATE/ZIP)

.....  
(CITY/STATE/ZIP)

Telephone (.....).....

Telephone (.....).....

How did you hear about The Academy? .....

Are parents separated? Yes ☐ No ☐ If yes, who has legal custody .....

With whom does student live? .....

Please indicate if applicant has siblings attending The Academy at Ocean Reef: .....

Will other siblings be applying to The Academy at Ocean Reef in the future? .....

Are the parents: ☐ ORC members    ☐ Anglers Club members    ☐ ORC associates    ☐ ORCA employees

☐ Employed at a business in ORC community

Relatives who are members or residents of The Ocean Reef Club or Key Largo Anglers Club:

Name	Address	Relationship to Applicant
.....	.....	.....
.....	.....	.....

Please attach a small recent photograph.  
(Optional with application; required  
if accepted.)

List significant school or community activities in which the applicant has been involved (athletic, artistic, literary, youth groups, etc.) or special talents which applicant possesses: (Please use additional page if necessary)

.....  
.....  
.....

**Applicant's Present School** ..... **Current Grade** .....

**Principal/Guidance Counselor** ..... **Telephone** (.....).....

**School Address** ..... (STREET) ..... (CITY) ..... (STATE/ZIP) .....

Please check one: Independent ☐ Parochial ☐ Public ☐

Is applicant eligible to return to present school? Yes ☐ No ☐ Years Attended .....

Has any disciplinary action been taken by the current school? Yes ☐ No ☐ If yes, please explain:

.....  
.....

Please list all schools attended for the previous three years:

1. .... Dates Attended ..... Grades .....  
2. .... Dates Attended ..... Grades .....  
3. .... Dates Attended ..... Grades .....

**Please submit the most recent school report card.**

**Learning Challenges:**

Has the applicant had a professional educational diagnostic evaluation? Yes ☐ No ☐

(If yes, please include a copy of the evaluation report) Any additional learning challenges you would like to make us aware of?

.....

If the applicant has special health problems, a specific learning disability, or emotional or behavioral problems which could have a bearing on the student's performance in a demanding educational program, please detail relevant information in confidence in a separate letter to the Head of School.

**Are you applying for Financial Aid? Yes ☐ No ☐**

If yes, please visit [oracademy.org/admissions](http://oracademy.org/admissions) to complete a FAST financial aid application.

Limited opportunities are available for financial aid and/or Merit based scholarships for full-time students in grades Toddler-8.

If you are in the process of moving to this area, please give your mailing address for all admissions correspondence:

.....  
(STREET) ..... (CITY) ..... (STATE/ZIP) .....

Telephone at this address (.....).....

## Bathroom Training Policy (for 3-4 years old only)

PK3/PK4 children enrolled in The Academy at Ocean Reef must be fully bathroom trained before enrollment. Your adherence to this policy helps ensure a positive learning environment for your child and the other children in their class.

In order for your child to be enrolled at The Academy at Ocean Reef, he or she must be fully bathroom trained. A child is considered to be bathroom trained if he or she:

- Can tell the teacher he/she needs to go to the restroom.
- Is able to go to the restroom on his/her own. This includes being able to remove clothing, sitting on the toilet, wiping himself/herself, putting clothing back on, flushing the toilet, and washing and drying his/her hands.
- Is aware of the need to use the toilet without reminders from the teachers (although, teachers do make requests of children at various times of the day).
- Will not be in diapers or pull-ups at all. He/she must be in underwear.

If a teacher is spending their time with bathroom accidents, it disrupts the learning environment for the other children in the classroom.

We are mindful that accidents occur from time to time, and for that reason we ask that you keep a change of clothing at school.

However, if your child has bathroom accidents on a consistent basis while they are in school, we do not consider your child to be fully bathroom trained and we will have to consider withdrawing your child from The Academy at Ocean Reef.

I (we) have read and understand the policy of The Academy at Ocean Reef on bathroom training and will comply with the guidelines as stated above.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Parent or Guardian

\_\_\_\_\_  
Relationship



## Conditions and Terms of Agreement

I understand and agree to the following conditions of admission:

1. Admission to The Academy at Ocean Reef is competitive and is based on an applicant's ability to succeed academically and to contribute to the school. The Admissions Committee attempts to make a fair decision in every case. When submitting an application to The Academy at Ocean Reef, parents should understand that the decision of the Admissions Committee is made with the best interests of each candidate as the primary concern.
2. The Admissions Committee will not consider the application until this application is completed and submitted with the signature as indicated below, and the nonrefundable **application fee of \$175 has been paid.**
3. The Academy at Ocean Reef's acceptance of an applicant for the next school year is contingent upon successful completion of the applicant's current grade.
4. Within ten days of notification of acceptance, applicants must return the completed enrollment contract with the non-refundable tuition deposit stated in the contract. This deposit is applied directly to the total tuition and cannot be refunded except under the conditions stated on the contract.
5. A vital part of The Academy at Ocean Reef's mission is the development of character and social responsibility, therefore, each student's conduct, both at school and in the community, concerns the school. Conduct or attitudes which the faculty and administration consider seriously detrimental to other students or to the school may be considered grounds for dismissal.
6. A student's success and happiness in the school environment depends greatly upon positive parental support of school policies. Your cooperation and support are necessary and expected.

Date ..... Signature of Parent or Guardian .....

Relationship ..... Print name of Parent or Guardian .....

The Academy at Ocean Reef admits students regardless of race, religion, color, creed, ethnicity, national origin, gender, gender identity, sexual orientation, or disability who possess the motivation, ability, and character to succeed in our School community. The Academy at Ocean Reef does not discriminate against students, parents, or employees on the basis of race, religion, color, creed, ethnicity, national origin, gender, gender identity, sexual orientation, or disability in the administration of its educational policies, admission policies, financial aid program, or athletic and other School-administered programs.

*The Academy at Ocean Reef is accredited by The Florida Council of Independent Schools (FCIS), and is a member in good standing in The National Association of Independent Schools (NAIS)*

### The Academy at Ocean Reef

395 South Harbor Drive Key Largo, FL 33037

Office 305-367-2409 Toll Free 1-877-201-9503 Fax 305-367-2055

Email: [admissions@oracademy.org](mailto:admissions@oracademy.org)



# WHAT MAKES THE ACADEMY UNIQUE?

## Mission Statement

The Academy at Ocean Reef is a socioeconomically diverse educational community. Students are educated in a nurturing, challenging environment that positions them for future leadership and success.

## What distinguishes The Academy from other schools?

- A challenging college preparatory curriculum that prepares students to excel at both outstanding secondary schools and selective colleges/universities.
- A character education program that teaches, models and celebrates our seven core values of **Courage, Compassion, Commitment, Honesty, Respect, Kindness, and Leadership**. We encourage all students and faculty members to embrace and demonstrate these values every day.
- An extraordinary faculty who are both highly credentialed and genuinely committed to our students' success.
- A safe and secure environment with access to outstanding facilities located within the Ocean Reef Club.
- A school exclusively for the Ocean Reef community and the immediate neighborhoods.
- Small class sizes and favorable student-to-teacher ratios provide a “family-like” atmosphere, which allows faculty to meet students' individual needs and promote their success.
- Emphasis on instilling in students a sense of responsibility, the development of strong values, and the establishment of excellent academic skills and study habits.
- A cutting-edge, instructional technology program that provides students in K-8 with their own personal electronic devices for learning. In addition, all classrooms are equipped with SMART boards, used to incorporate interactive instruction into class lessons.
- Opportunities to learn and participate in afterschool activities starting in First Grade, including golf, tennis, sailing, swimming, and pickleball, led by Ocean Reef Club professionals.
- A field-based studies program that allows students to explore the unique ecosystem of the Florida Keys through hands-on experiential learning on land and in its vast marine environment.
- A comprehensive fine and performing arts program including chorus with numerous public performances at Ocean Reef and its surrounding communities.
- An exceptionally enthusiastic and committed Board of Trustees.



# ABOUT THE ACADEMY

## History

The Academy at Ocean Reef, Inc., originally The Schoolhouse at Ocean Reef, Inc., was founded in 1989 by a group of Ocean Reef Club members seeking a quality independent school within the Ocean Reef community. The school opened as a preschool and is now fully accredited with students from toddler through eighth grade. The Academy enrolls children of members of the Ocean Reef Club, the employees of the Ocean Reef Club, businesses and homeowners within Ocean Reef, and highly qualified students from communities that are adjacent to Ocean Reef.

## Faculty

All Lead teachers possess a bachelors or masters degree. All faculty members are dedicated to implementing the philosophy and goals of The Academy to prepare students for their high school years and beyond. Our faculty is an integral part of the school community. In addition to hosting conferences and workshops, our faculty love to join in and participate in school fundraising events and family dinners.

## Dress Code

The school uniform is required for all students from Toddler through Eighth Grade. Information is available in the School Office. Students are expected to be well-groomed and neat in appearance.

## Activities

After school activities are provided by the Ocean Reef Club. The Academy sponsors “life-long” sports including tennis, golf, sailing, swimming, and pickleball. Our After School Child Care program is also available to all students on Monday-Thursday from 3:15pm-5:30pm and on Friday from 2:30pm-5:30pm.

## School Hours & Calendar

The school year begins in September and commences in June. When school is in session, the building opens at 8:00am and upon arrival, students must report to their classroom/homeroom teacher. At 8:15am, all classes proceed to the front of the building for the Morning Flag. Classes convene following the Flag Ceremony, and dismissal for Monday-Thursday is 3:15pm and on Friday at 2:30pm. A 5 half-day program option is available for Toddler—PreK 4 students. It begins at 8:00am and dismisses at 12:00pm.





# ADMISSIONS PROCESS & REQUIREMENTS

## Accreditation and Memberships

- Florida Council of Independent Schools (FCIS)
- Member of The National Association of Independent Schools (NAIS)



## Application Process

- Families should schedule a tour and interview with the Head of School by contacting the Admissions Office at 305-367-2409 or via email at [admissions@oracademy.org](mailto:admissions@oracademy.org)
- The enclosed Application for Admission should be completed and returned to The Academy with the application fee. A separate application and fee must be submitted for each child.
- Candidates for admission to grades K-8 are required to have school transcripts, rec form and test records forwarded to The Academy.
- If the student is accepted, an Enrollment Contract will be issued and must be completed and returned to The Academy, along with a non-refundable enrollment deposit, in order to finalize their place in the class.
- Once enrolled, families will receive an acceptance packet containing important forms and requirements for the school year.

## **Prior to the first day of school, all students (Toddler through Grade 8) are required to have on file the following documents:**

- Copy of Birth Certificate
- Original/current Florida Certificate of Immunization-form DH680
- Original/current Florida Student Health Examination-form DH3040
- Copy of transcript, progress and/or report card, and testing results (if applicable)
- Emergency Contact Information
- Florida Department of Children and Families (DCF) required forms for all Toddler and Pre K students
- All Academy students and parents are required to read the Student Handbook and sign the “Acknowledgement of Acceptable Use Policy” and the “Acknowledgement and Receipt of Student Handbook.”



## TUITION & FEES FULL YEAR STUDENTS

### 2023 - 2024 Full Year Tuition

Toddler (5 half days)	\$12,700
Toddler (5 full days)	\$19,050
PK3/PK4 (5 half days)	\$13,400
PK3/PK4 (5 full days)	\$20,150
Kindergarten - 5th Grade	\$23,400
6th-8th Grade	\$23,950

### **After School Child Care Program (M-Th 3:15-5:30pm, Fri 2:30-5:30pm)**

#### **ANNUAL CHARGE:**

\$2,450 for Toddlers

\$1,950 for PreK3— 8th Grade

#### **DAILY CHARGE:**

\$45.00 (based on space and availability)

### **Tuition Payment Plan Processing Fees (one time fee/per child)**

Payment Plan A	NO CHARGE	One payment due August 1
Payment Plan B	\$400.00	50% due August 1, balance December 1
Payment Plan C	\$450.00	(10 equal payments due monthly) Starting August 1 through May 1

*All accounts are due on the first of each month. A \$75.00 administrative fee is assessed after the tenth of the month. In addition, any payments that are delinquent for thirty (30) days or more shall bear interest from the due date at fifteen percent (15%) per annum.*

### **Other Fees**

New Student Application Fee	\$175.00	Due with application
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### **Financial Aid for Student Tuition (FAST Application)**

Those in need of financial aid may choose to apply for assistance by submitting a FAST application. The application link can be accessed on The Academy's website [oracademy.org/admissions](https://oracademy.org/admissions)

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## TUITION & FEES SEASONAL STUDENTS

### 2023 - 2024 Seasonal Tuition

	Weekly (Max 3 Wks.)	Monthly	Weekly after One month	12+ Weeks
Toddler (5 half days)	\$600	\$2,150	\$475	\$12,700
Toddler (5 full days)	\$800	\$3,360	\$680	\$19,050
PK3/PK4 (5 half days)	\$650	\$2,350	\$560	\$13,400
PK3/PK4 (5 full days)	\$960	\$3,750	\$875	\$20,150
Kindergarten-5th Grade	\$1,020	\$3,900	\$900	\$23,400
6th-8th Grade	\$1,150	\$4,100	\$1,050	\$23,350

### **After School Child Care Program (M-Th 3:15-5:30pm, Fri 2:30-5:30pm)**

After School Child Care Program is available at a daily charge of \$45.00. Discounts do not apply to this charge.

*All payments are due the first of each month prior to enrollment. A \$75.00 administrative fee is assessed after the tenth of the month. In addition, any payments that are delinquent for thirty (30) days or more shall bear interest from the due date at fifteen percent (15%) per-annum.*

### **Other Fees**

New Student Application Fee <b>(Non-refundable)</b>	\$175.00	Due with application
Enrollment Deposit <b>(Non-refundable)</b>	\$500.00	Due with enrollment contract to reserve your child's place in the class

- *Seasonal students may attend The Academy for a minimum of one week in their appropriate grade levels. We do not offer a daily rate.*
- *Seasonal students that attend The Academy three weeks or less will be charged a weekly rate*
- *Seasonal students that attend The Academy more than three weeks will be charged a monthly rate*
- *Tuition must be paid in advance for one month or less*
- *Seasonal students who attend The Academy more than 12 weeks will be considered full time and charged the full-time tuition.*

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