



Miami Gardens Learning Center PARENT HANDBOOK

Program Philosophy and Goals:

For the Child-

1. To provide opportunities for being with other children in a safe setting that is conducive to the development of wholesome social relationships.
2. To provide appropriate experiences that contributes to the developmental needs of the child.
3. To provide opportunities that are based on individual needs, interests, and abilities that will build important foundations for future academic pursuits.

For the Parents-

1. To provide care for the child while the parents pursue their own work or other interests.
2. To provide opportunities to meet with and work with other parents and teachers who have as their common concern the interests and needs of the children.
3. To provide opportunities to grow in the understanding of Child Development.

For the Community-

1. To help meet the needs of the community for a quality early childhood learning facility.
2. To contribute to the wholesome growth and development of the future citizens of the community.
3. To enhance the role of the school as an integral part of the community.
4. To provide a setting where people of various religious, ethnic, and cultural backgrounds can work together for the common interests.

Program Description:

Miami Gardens Learning Center provides a full-time childcare program for infants (three months,) Pre-K through Kindergarten. MGLC is a full-time educational Pre-School – Kindergarten program for ages 3-12, and special enrichment programs that will benefit the child, the parent, and community.

Hours of Operation:

Monday thru Friday 7:00 AM – 6:00 PM

Fees:

Weekly fees include all sick days, statutory holidays and vacation time—these are paid holidays. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend.

Private Pay

All fees are weekly and must be paid on Mondays. A late fee of \$10.00 will apply for payments collected on Tuesday. Note: A full day rate will be charged for school holidays and summer vacation. Parents who qualify for daycare subsidy must have full approval in place prior to attendance. Any fees not covered by CDS are the parent's responsibility and must be paid on the first day of each week in advance. Proof of qualification must be presented to provider prior to registration.

Enrollment/Registration Procedures

During the interview you received a checklist that covers requirements for enrollment. This must be followed in order to enroll your child. **All paperwork must be received before your child can start.**

Prior to the start date care, the following must be received:

- Application for Enrollment
- Health History/Assessment
- Current Physical Examination Record (Yellow Form 680)
- Current Certificate of Immunization (Blue Form 3040)
- Copy of Child's Birth Certificate
- Copy of Social Security Card
- Parent's or Legal Guardian's ID
- Non-Refundable Deposit
- CDS Voucher (If Applicable)
- Signed Acknowledgement of Receipt Form for Parent Handbook
- H1N1 Form
- Photo Release Form

Daycare subsidy request form (if applicable, parent is responsible for picking up this form at the CHILD DEVELOPMENT SERVICES office. Parent is responsible for making sure that the form is received by the CDS office immediately upon signing, care will not commence until we have confirmation of acceptance from the CDS.

A non-refundable deposit fee of \$100.00 (per child) is required upon completion of registration to secure your child's placement in care. This deposit is non-refundable and will be applied to your weekly fee. Spaces will not be held unless the deposit fee is paid in full.

Before you leave your child for the first day, it is wise to make a visit with the child during regular center hours (mornings are best.) This way, your child gets to see what happens in the child care center and gives him/her a chance to meet the other

children and teachers. This visit is a good time to bring any items you need to leave here (E.g., diapers, extra clothing, sheets.) We are required to have a complete change of clothes for each child.

Payment Policy

Parents agree that all weekly fees (Full time and part time attendance) will be paid on the first of each week in advance. Payments received after the first of each week will be subject to a \$10.00 late fee. Unpaid fees are subject to immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether the child attends or not. (This includes sick days, statutory holidays and vacation time.) Any parent who gives a full one-month notice of temporary withdrawal for family vacation will have their fees reduced by 50% for the period of time withdrawal.

A fee of \$35.00 will be charged for all NSF checks. Upon a second occurrence of an NSF check, all subsequent payment must be made in cash or money order.

Arrival

Miami Gardens Learning Center opens at 7:00 AM for the parent's convenience. A responsible adult is expected to bring your child between **7:00 AM and 8:30 AM** before all structured activities and classes begin at 9:00 AM. Your child will benefit by becoming part of the daily routine at greeting their friends. Children who arrive between 7:00 AM and 8:15 AM are involved in free choice play, and breakfast. Then from 8:30 the children will begin their classroom activity routine initiated by the classroom teacher. **Parents must "Sign in" at arrival.**

Private School Students (Kindergarten & 1st Graders): Starts at 8:20 AM and dismissal is at 2:20 PM.

VPK Students: Starts at 9:00 AM and dismissal is at 12:00 PM.

Dismissal

Dismissal time is the responsibility of the parent or adult who is picking up the child. It is extremely important that each child leaves the center promptly, unless it has prearranged through the office. The parent or other responsible adult must sign in, "Sign out," and wait for their child at the designated area.

Late Arrival/Pickup Policy

If you are not able to pickup your child by 6:00 PM, alternate arrangements must be made. Please notify Miami Gardens Learning Center if an unauthorized person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorized on the registration. In the event that a parent cannot be contacted, it is the policy of Miami Gardens Learning Center to call an emergency contact should a child remain in the daycare after 6:05 PM.

*Same fee will be applied for late pick up for Private School students and VPK students after their dismissal time.

A late fee of \$25.00 will be applied after 6:01 PM to 6:15 PM. From 6:16 PM to 6:30 PM an additional \$20.00, then \$20.00 for each additional 15 minutes. This late fee is due upon pickup, or the child may not be able to return to the school until the fee is paid in full.

Unauthorized Persons (Persons not on emergency contact list) will not be allowed to remove a child from the center unless parent/guardian calls or sends a written note. Miami Gardens Learning Center staff will not release a child to an individual who appears to be intoxicated and/or impaired.

Attendance

Parents need to call the office to notify when their child will be absent or late to Miami Gardens Learning Center. If the child is absent for three or more consecutive days, you will need to bring a doctor's note to be permitted back into the classroom. Your child's success at our center is closely interdependent upon regular and consistent attendance. Please telephone Miami Gardens Learning Center when your child is going to be absent due to illness, or any other reason. **Remember, three consecutive absences or more require a note from the doctor.**

Holidays

Miami Gardens Learning Center will be closed for 13 legal holidays. At the beginning of each year, a flyer with all legal holidays is distributed. Make sure you have your copy. In addition to holidays, the administration reserves the right to close at other times. You will receive a written notice two weeks before the date.

Flyers will be posted to remind parents that Miami Gardens Learning Center will be closed. Your child's teacher will also remind you.

These holidays are:

New Year's Eve & Day, Columbus Day, Martin Luther King Jr.'s Birthday, Independence Day, President's Day, Labor Day, Good Friday, Veteran's Day, Memorial Day, Thanksgiving Day & the Friday after Thanksgiving, Christmas Day & Christmas Eve.

Illness and Medication Policy

Please advise the childcare prior to 8:00 AM if a child will not be attending the center due to illness. Parents agree that a child who is ill (ex. Fever, infection, diarrhea, communicable disease, nausea, vomiting, eyes inflamed, swollen or pink, sore throat, skin rash or sores, excessive runny nose or any other type of illness that may be passed on the others) will be kept at home to protect the well-being of their family and the other children in the daycare. The parents further agree that should a child become ill while in Miami Gardens Learning Center, immediate arrangements

will be made to remove the child from the childcare. Children will not be allowed to return to the childcare until they have been symptom-free for at least 24 hours. In some cases, a note from the doctor will be necessary.

Please read the Influenza brochure provided by the school in reference to contagious viruses.

Miami Gardens Learning Center does NOT administer medication to children.

Termination

Miami Gardens Learning Center reserves the right to suspend or terminate care of any child without notice. Termination will be considered should it be deemed necessary for the overall safety and well being of the staff and other children in our care. MGLC holds the right to not return any advance paid tuition.

*If your child is terminated from care/school your are responsible to pay any unpaid balances before you receive a transfer form, report card, any shots/physical forms, or any school form you may need to transfer out.

Withdrawal

Parents agree that a minimum notice of one full month (notice to be given at the first of any given month) will be given for permanent withdrawal or any child from the care or agree to pay the month's fee. **(No exceptions)**

Dress Code (Uniform is Mandatory)

We encourage parents to dress children in uniform. The uniform will consist of Royal Blue polo, khaki pants and school emblem. Children will be involved in outside activities, using the playground equipment, the sand and water table, and other outdoor experiences. **Children must wear closed toe shoes**, like sneakers, that cover their toes and are not slippery. No sandals, or you will be called to pick your child up or to bring appropriate shoes. We recommend that the child wear Velcro sneakers so if the child feels uncomfortable sleeping with shoes on, he/she may take them off. We strongly recommend that children DO NOT WEAR clothing or accessories that can be hazardous to them or to other children in their daily activities (Hair beads, chains, bracelets, anklets, rings, etc.)

Babies need enough supplies (diapers, wipes, etc.) to last for the whole week. Please do not wait until the last minute to bring more supplies in.

Parental Involvement/Volunteers

Miami Gardens Learning Center has an Open Door Policy and encourages families to:

Field Trip Chaperones and Volunteers-

Those parents interested in being chaperones and/or volunteer in a classroom, will need to obtain a Police Local Background Check.

Teacher-Parent Communication: Two conference dates will be offered during each school year, one in October and the second in May. Please see your child's teacher to schedule a date and time that is convenient to you.

Potty Training

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. We will work with you—but not for you. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we may choose to discontinue and try again at a later date. Please do not ask us to offer “treats” to the child for going potty training.

Change of Address and Telephone

It is very important for emergency and administrative reason that every child maintains an updated address and telephone number at that central office on file. Notify the center/school immediately of any change to your address or telephone number during the school year.

Due to safety practices and your child's well being, you need to provide 3 telephone numbers of authorized individuals who may act on your behalf in case of an emergency. These must be working numbers and the adults must know they are part of your child's emergency list at Miami Gardens Learning Center. They are vital contacts in case of an emergency.

Accidents/Incidents

A written accident/incident report will be completed for all injuries and given to the parent at the time of pick up.

Parents will be called immediately if the injury results in bleeding, swelling, bruising, or a visible mark on the child.

In the event that your child needs medical attention and the staff present feels it is best to call for professional medical assistance, Miami Gardens Learning Center will call 911. Parents will be contacted simultaneously. Parents keep in mind that as per the Department of Children and Families, Miami Gardens Learning Center cannot release the names of children involved in the incident.

Transition Plan

Classroom assignments may change throughout the year due to enrollment patterns or individual children's needs. The Director will notify the parent prior to moving the child to the new class. In addition, the child will visit the new classroom sporadically so that he/she may become accustomed to the class before the change.

Reporting Possible Child Abuse and Neglect

Miami Gardens Learning Center, as a community based organization, has established viable linkages with other community agencies including Child Protective Services. The Miami Gardens Learning Center Employee Handbook outlines the specific policies and procedures regarding the actual reporting of suspected child abuse and neglect.

These procedures take into account that:

1. Miami Gardens Learning Center staff members are mandated reporters of reasonable cause to believe or suspect that the child has been abused or neglected by their parent(s) or caretaker(s.)
2. A parent should notify staff, if they bring their child to the center and there are indications that the child might have been abused and/or neglected, of what caused the problem.

Emergency

In the event of an Emergency, the school Directed or Assistance Director will notify each and every parent of what procedures will be taken. Please call the school and the answering machine will direct you with a phone number and instructions. Please not that the safety of your child will be our number one concern.

Television Video & Computer Policy

At Miami Gardens Learning Center, TV, video, and computer use is infrequent. When it is used, it is used as an extension of our curriculum and for learning purposes ONLY. When TV is viewed, staff will ensure that content is age-appropriate, non-violent, and culturally sensitive. In addition, sessions will be limited to 20 for computers and one hour for TV/video. Children under 2 years of age will not be allowed to view TV.

Alternative activities will be provided for children who do not wish to participate in TV/video time.

Toys

We ask that all children leave their personal toys at home. We will consider two scenarios:

1. **If the child chooses to bring an educational book or toy to share with classmates.** Please make sure you label the item with the child's name and inform the teacher about the toy or book. Although computer use is infrequent. When it is used, it is used as an extension of our curriculum and for learning purposes ONLY. When TV is viewed, staff will ensure that content is age-appropriate is not responsible, the teacher will help the child take the item back home.
2. **A young infant or toddler who might have a favorite toy and needs it to help make daily transitions.** Again, be reminded that we are not responsible for such item and you need to label the item accordingly. Please inform the caregiver so that she may help in getting the item back home.

Personal Belongings

A vast amount of toys are provided for children at our center to play with. Please do not bring any toys or valuables such as jewelry or other articles. They should be kept at home, as this can cause jealousy and fighting among the other children. Miami Gardens Learning Center is not responsible for any lost items that the children bring to the center. Miami Gardens Learning Center is not responsible for any article or clothing that is lost or misplaced.

Damages

Our center is child-proofed to the best of our ability; however, accidents do happen. Any damage to the childcare or personal belongings that is willfully caused by your child will be replaced or repaired at the cost of the parents.

Miami Gardens Learning Center will repair or replace broken childcare equipment and toys to normal wear and tear. However, should your child purposefully damage or break equipment or toys, then the item will be repaired or replaced at the cost of the parent.

Meals

Miami Gardens Learning Center promotes nutritional wellness by providing daily nutritional meals to complement the meals enjoyed at home. By providing well-balanced meals and fostering good eating habits, we help children establish their positive healthy development. We also help families learn new ways to stay healthy. Miami Gardens Learning Center serves three (3) meals daily. Breakfast, Lunch, and an afternoon snack. These are prepared and served according to sanitary and nutritional principles and guidelines from the United States Agriculture Child Care Food Program. The menus are posted on the parent information bulletin board and the site prep area.

Please do not send your child to school with food. We do not accept food from home. Children must arrive to the childcare before 8:30 AM in order to participate in the school breakfast. If the child arrives after that time, the child has to have already been feed.

Allergies

When you enroll your child, you must notify us of any religious observation, food allergies, and special diets. The Director will notify the teacher and the prep-area personnel in writing. A medical note is required in order to make special food arrangements. These need to be discussed with the Miami Gardens Learning Center site Director.

Summer Program

A Summer Program is also available following the agency's schedule and policies. A responsible, trained adult will supervise children who are part of the Summer program.

Activities will include play, arts and crafts, outdoor fun, field trips, outdoor water play, table games, and many more enriched and entertaining activities.