



PARENT HANDBOOK

2019-2020



PHILOSOPHY

We believe children learn best through play! Our educators believe in caring for the whole child. Children are unique, each with their own strengths. Children develop differently, each at a different pace. Each child is deserving of a loving, encouraging and safe learning environment. Our program is designed to grow with each child's needs. Social and emotional development is at the foundation of all our teaching. Teachers will



use positive strategies to guide children's behavior and create a caring classroom community. Age-appropriate activities and a research-based curriculum shall be followed to assure quality learning experiences. Employee professionalism is a priority. Loyalty to the children, families and our City shall be conveyed at all times.

MISSION

Miramarvels Early Childhood Academy is dedicated to providing a high quality, developmentally appropriate, nurturing, and safe learning environment for young children in our community. We aim to ensure that all children develop necessary cognitive, social, emotional, and physical skills that build the foundation for life-long learning. This is accomplished through creating and continuously improving our environments to provide developmentally appropriate practices and standards based on the latest research in the field of early childhood education.

VISION

We strive to:

- support and nurture children's natural desire to be life-long learners
- develop children's natural curiosity by teaching to their interests
- educate the whole child through offering opportunities which will enrich each child's social, emotional, physical, cognitive, and creative abilities
- develop positive relationships with children and their families that are respectful; warm and caring; honest and open; fair and equitable

As life-long learners ourselves, we are committed to increasing professionalism through:

- continuous professional development
- continuously developing and upholding best practices in early childhood
- maintaining collaboration with local services and organizations that are available to support children and families within our community

GOALS

- Children who have a love of learning
- Children who are challenged to reach his or her full potential
- Children who can think critically
- Children who are confident in their choices
- Children who can work cooperatively
- Children who can self-regulate and handle emotional disrupt constructively
- Provide each child with learning experiences that are challenging enough to promote learning, yet are fully encouraged and supported by teachers
- As life-long learners ourselves, we commit to ongoing professional development, keeping up with best practices in the field of early childhood education



“Every child is a different kind of flower... and together make this world a beautiful garden”

NON-DISCRIMINATION POLICY

In accordance with childcare licensing regulations, childcare services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, gender identification, national origin or ancestry. The City of Miramar does not discriminate against anyone (adult or child) on the basis of sex, age, religion, national origin, color, race, marital status, physical or mental disability or veteran status.

DISABILITY NON-DISCRIMINATION STATEMENT & INCLUSION POLICY

Reasonable accommodations may be provided for qualified children with disabilities upon request, as specified under the Americans with Disabilities Act.

AREAS OF DEVELOPMENT

- **Social:** help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of a group
- **Emotional:** help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude towards life
- **Cognitive:** help children become confident learners by allowing them to execute their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings
- **Physical:** help children develop and increase their large and fine motor skills, and feel confident about what their bodies can do

EMPLOYEE CREDENTIALS

All Early Childhood employees are required to have a minimum of 45 Department of Children and Families (DCF) Child Care Facility training hours with an additional 24 hours per year of in-service training. Also required, is a Livescan background screening which is a state and national Level II criminal history check. All Early Childhood employees are CPR and First Aid certified. Our Voluntary Pre-Kindergarten (VPK) teachers hold a Florida Child Care Professional Credential. This is a DCF approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight years old and at least two methods of formal assessment that offers two areas of certification. Since Early Childhood research is always evolving, so are our teachers! In addition to minimum state requirements, Miramarvels Early Childhood Academy educators are also required to attend mandatory professional development throughout the year to extend early childhood training and best practices in Early Childhood.

CURRICULUM

Creative Curriculum™ is our academic curriculum of choice. The Creative Curriculum for Preschool™ is an early childhood curriculum that focuses on project-based investigations as a means for children to apply skills. It addresses four areas of development: social/emotional, physical, cognitive, and language. The curriculum is designed to foster development of the whole child. Curriculum studies empower children to develop into independent thinkers, creative problem-solvers and information users through investigation and discovery. Curriculum studies include group and individualized activities, indoor and outdoor experiences, and stimulate investigation in the areas of language and literature, music and movement, creative and expressive arts, block building, dramatic play, science and sensory, and cooking. Building on children's interests and strengths, motivation is heightened and attention span increases. The program is carefully structured to enhance children's self-esteem and to develop pre-reading and pre-math skills.

STEAM CURRICULUM

STEAM is an acronym for Science, Technology, Engineering, Art and Math. STEAM curriculum builds on children's natural curiosity. Through integrative and engaging hands-on activities, children are encouraged to build knowledge about the world around them while observing, asking questions, and investigating. Children learn to collaborate with their peers and adults. Children build a strong foundation for future learning, developing problem-solving skills that lead to innovative thinking. Teachers at Miramarvels Early Childhood Academy create STEAM experiences for children to explore STEAM skills and concepts through play, books, classroom discussions, games, art projects, and experiments.



STUDENT EVALUATION

The purposes and uses of child assessment include:

- identifying child's interests, strengths and needs
- obtaining information on all areas of child's development and learning, including cognitive skills, language, social-emotional development, approaches to learning, health, and physical development
- assisting teachers in adapting and improving curriculum and individualizing teaching
- arranging for additional developmental screening and referral for additional assessment when indicated
- communicating with families about child's strengths and needs

Children will be screened by Miramarvels Early Childhood Academy teachers using the Ages and Stages Questionnaire (ASQ-3) Child-Monitoring System. All children will receive this screening within the first month of program entry. In most cases, these questionnaires can identify accurately, children who are in need of further evaluation to determine whether they are eligible for early intervention services.

Other methods of child assessment include classroom observations and collecting samples of children's work in each of the developmental areas. While observation and assessment is an ongoing, daily process, formal observations and assessments will be documented three times a year. Parent-teacher conferences will be offered twice a year. The results of the ASQ's, observations, and the child's work will be shared with parents. Teachers and parents will use this information to work together to set short term and long term goals to support the child's development and to develop specific instructional strategies for home and school. Additional conferences may be scheduled if needed or requested by the parent. If you require a Parent-Supervisor or Parent-Teacher conference, please call the office to schedule an appointment.

STUDENT RECORDS

Each child attending Miramarvels Early Childhood Academy has a confidential student file. Information such as school forms, developmental screenings, accident/incident reports, doctor's notes, etc. are routinely gathered and kept in this file. All children must have the following forms on file at the Center including but not limited to:

- Application for Enrollment
- Parent/ Guardian Emergency Permission
- Release, Waiver and Indemnification Agreement
- Discipline Policy
- Initialed Parent Agreement
- Medical Examination Form (DH340)
- Certificate of Immunization (DH680)
- Financial Agreement
- Miramar Release for Models
- School Records Access Release
- Know Your Day Care Brochure
- Field Trip Authorization Form
- Free and Reduced Meal Form
- Authorization for Food Related Activities
- Swim Central Water Safety Questionnaire

If a change occurs, such as phone number, address, or work number, it is the parent's responsibility to inform the Center to change the child's records. All Center records and information regarding students and families are to be kept confidential and divulged only to individuals with both a need to receive and authorization to receive the information.

All records and files maintained by the Center are confidential and remain the property of the City of Miramar. To maintain confidentiality requirements, we must have written permission from parent(s) before forwarding these records to any third party.

HOURS OF OPERATION

***These apply to all locations with the exception of Silver Lakes Elementary VPK program.**

- Early Childhood Facility Hours: 7:00 a.m. to 6:00 p.m.
- VPK hours are mandatory Monday – Friday 9:00 a.m. – 12:30 p.m.
- VPK Wraparound care is available. Additional fees apply.
- School Age program follows the Broward County School Calendar.
- Afterschool daily program hours: 2:00 p.m. to 6:00 p.m.
- Early Release Day program hours: 12:00 p.m. to 6:00 p.m.
- Elementary Camp Day program hours: 7:00 a.m. to 6:00 p.m.

SILVER LAKES ELEMENTARY ONLY

- Silver Lakes Elementary VPK facility hours: 7:20 a.m. to 6:00 p.m.
- VPK hours are mandatory Monday – Friday 9:00 a.m. – 12:30 p.m.
- VPK Wraparound care is available between 7:20 a.m. – 6:00 p.m. Additional fees apply.

LATE PICK-UP FEES

Our full-time program closes promptly at 6:00 p.m. VPK only program hours are 9:00 a.m. – 12:30 p.m. Part-time preschool hours are 8:00 a.m. – 2:00 p.m. If your child is picked up after their registered program time, you will incur a late pick-up fee of \$1.00 per minute.

ADMISSION POLICIES

Children who are 3 months to 5 years of age whose birthday is on or before September 1st are eligible to enroll in the preschool. Admission requirements and enrollment procedures are as follows:

1. Parents/guardians may obtain an application for their child from the Center during office hours Monday - Friday 7:00 am – 6:00 pm.
2. The application, registration fee, and all required paperwork must be returned to the Center Supervisor prior to the first day of school.
3. If the class is at capacity for your child's age group, your child's name will be placed on a wait list. When a vacancy occurs, the family that is next on the wait list will be contacted. The parent/guardian will have three business days to respond. If no response is given after the third day, the vacancy will be offered to the next family on the wait list.
4. Children are admitted regardless of race, creed, color, sex, national origin, or religion.
5. It is the responsibility of the parent/guardian to inform the Center of any change of address, telephone numbers, emergency contact information, and/or medical information.

REGISTRATION

Registration is open year-round and placement is based on classroom availability. A scheduled registration meeting with the child's parents/guardians must be held prior to the first day of class for the following purposes:

1. Guarantee the child's place in class.
2. Complete registration forms and all other pertinent paperwork.
3. Discuss school policies and procedures; go over Parent Handbook and curriculum.
4. Answer any questions or concerns that the parents/guardians may have.
5. Pay fees (all fees must be paid at the time of registration to avoid delays of entrance into the program)

ENROLLMENT DOCUMENTATION

1. Completed registration packet
2. Current immunization record from Pediatrician
3. Current physical record from Pediatrician
4. Copy of parent's/guardian's driver's license
5. Copy of child's medical insurance card
6. Parent/Guardian Enrollment, Acknowledgment and Consent
7. Completed Child Care Food Program Application
8. Password

REGISTRATION FEES

There is a registration fee upon registration and every August of each new school year thereafter. This fee is NON REFUNDABLE. Registration is due BEFORE the first day of school. If you register after the school year has started in August, registration fees will be prorated. Re-enrollment fees will be based on the current registration fee.

- Preschool registration: \$100 per school year
- Afterschool registration: \$50.00 per school year
- Summer camp registration: \$25.00 per school year

TUITION

Registration, payments and fees are non-refundable and non-transferable.

- All Preschool payments are due weekly, before your child enters the center on Monday morning.
- Afterschool payments are due in accordance with the payment schedule.
- Payment schedule is not adjusted for Holidays or child absences.
- Payments are due as scheduled, unless previous written arrangements have been made and approved by the Child Care Superintendent. Failure to make payment will result in your child being withdrawn from the program.
- Acceptable forms of payment are: Check, Money Order, Visa, MasterCard, or American Express. NO CASH WILL BE ACCEPTED.
- VPK Silver Lakes Elementary location must pay by check or money order.
- Leaving your check on the office desk, handing it to a teacher, or sending it with your child is not acceptable.
- You are responsible for the full tuition payment no matter the amount of days per week your child is in attendance, unless utilizing sick or vacation days.
- In the event of unforeseen circumstances on behalf of the Center, tuition will be prorated when your child's Center is unable to operate at the start of the business day.

RETURNED CHECKS

A fee will be assessed by our finance department for any returned checks. A money order for the exact amount of the original check and the returned check fee is due within three calendar days of notice in order for your child to continue attending the program. After one returned check on a child's account, all further payments must be paid by Credit/Debit Card or Money Order.

Tuition is constant and designed to reserve a place for your child regardless of illness, holidays, or vacation exceeding your three-week allotment (please refer to your contract). We do not refund or prorate tuition for the days that your child is absent.

RATES - Non-Miramar Residents - Add 20% to tuition rates

CLASS	AGE	FULL TIME	HOURS	PART TIME	HOURS
Infants	3 mo. - 12 mo.	\$200.00	7 a.m. - 6 p.m.	\$150.00	8:00 a.m. - 2:00 p.m.
Wobblers	12 mo. - 18 mo.	\$185.00	7 a.m. - 6 p.m.	\$139.00	8:00 a.m. - 2:00 p.m.
Toddlers	18 mo. - 24 mo.	\$175.00	7 a.m. - 6 p.m.	\$131.00	8:00 a.m. - 2:00 p.m.
2 years old	24 mo. - 36 mo.	\$155.00	7 a.m. - 6 p.m.	\$116.00	8:00 a.m. - 2:00 p.m.
Preschool	3 - 4 years old	\$145.00	7 a.m. - 6 p.m.	\$109.00	8:00 a.m. - 2:00 p.m.
VPK only	4 yrs. old on or before September 1st	n/a	n/a	\$0	9:00 a.m. - 12:30 p.m.
VPK Extended Care	4 yrs. old on or before September 1st	\$105.00	7 a.m. - 6 p.m.	\$40.00	7 a.m. - 9 a.m. or 12:30 pm - 2:00 p.m.
VPK Activity Day	4 yrs. old on or before September 1st	\$30.00 per day	7 a.m. - 6 p.m.	n/a	n/a
Jumpstart Summer Camp	VPK Graduate 5 yrs. old on or before September 1st	\$125.00	7 a.m. - 6 p.m.	\$60.00	9:00 a.m. - 12:30 p.m.
Afterschool	K - 5th Grade	n/a	n/a	\$160.00 per month	2:00 pm. - 6:00 p.m.
Winter Camp Days	K - 5th Grade	\$30.00 per day	7 a.m. - 6 p.m.	n/a	n/a
Spring Camp Days	K - 5th Grade	\$30.00 per day	7 a.m. - 6 p.m.	n/a	n/a
Teacher Planning Days	K - 5th Grade	\$30.00 per day	7 a.m. - 6 p.m.	n/a	n/a
Summer Camp	K - 5th Grade	\$125.00	7 a.m. - 6 p.m.	n/a	n/a

SCHOOL READINESS

Refer to your School Readiness agreement for complete policies.

- The funding agency will determine your Authorization for Care.
- Children receiving funding are allowed three unexcused absences or seven excused absences per calendar month.
- Parents will be responsible for fees not paid by school readiness funding.

WITHDRAWAL PROCEDURES

The Miramarvels Early Childhood Academy is a 12-month program with the exception of VPK which is 9 months. Any parent, who wishes to withdraw his / her child from Miramarvels Early Childhood Academy, must provide notification to their Site Supervisor in writing or email two weeks in advance. Parents wishing to withdraw their child, but who fail to provide two week's written notice will be held responsible for the last two week's tuition. There will be no refunds for withdrawing a child from the program. THE ACCOUNT MUST HAVE A ZERO BALANCE. All balances are due prior to withdrawal. Any remaining balances will be sent to the finance department for collection after 30 days of last date in attendance.

If a child must discontinue attendance in the program, that vacancy will be filled. We cannot hold a space for a child in his/her absence, unless the parent(s) agrees to pay tuition for that space.

If the parent chooses to return, any registration information must be verified and up to date and a registration fee is applied before the child can be permitted to attend.

ARRIVAL AND DISMISSAL PROCEDURES

- Students and all minors must be accompanied into the school and off the school grounds by an adult.
- A release form must be on file in the office for anyone between the age of sixteen to eighteen that is an authorized person to pick up.
- Children are not permitted to freely roam the facility.
- Once a child is signed out of the Center, the responsibility of the child's well-being is placed solely on the individual picking that child up.

DROP OFF PROCEDURE

- Each child must be brought to their classroom door and signed in every day. Please print full name legibly.
- No child shall be admitted to the program between 10:00 a.m. and 1:30 p.m. without prior authorization by the Site Supervisor.
- Please relay any pertinent information to your child's teacher or front office that may impact your child's day.

PICK UP PROCEDURE

- Any authorized person picking up must legibly sign out with their full name and time of pick-up.
- When picking children up at the end of the day, please check their cubby for any memos or handouts.
- Let the teacher know that you have arrived to pick up your child.
- If a substitute caregiver is designated by you to transport your child to and from school, please notify the office.

Release of Students

- Once a child is signed out of the Center, the responsibility of the child's well-being is placed solely on the individual picking that child up.
- No child will be released to any person who is not listed as a contact on the child's contact list or who does not have a valid state picture ID.

- In the event a child is being picked up by someone not on the child's emergency pick-up list, a phone call must be made to the office. The phone call must include the full name of person picking up and verification of password. Person picking up must have a valid state picture ID.
- Children will not be released to anyone who appears to be intoxicated, impaired, or under the influence of drugs.
- In case of illness, emergency, or behavior incident, a one-hour time period will be allotted for a parent/guardian to pick up the child at the Center. A \$1.00 per minute late fee will be applied after one hour from the time the parent was notified.
- If your child is not picked up at the close of the day we are required to contact the Department of Children and Families after 30 minutes. It is the parent's responsibility to contact the school and inform them when you or a designated contact will be arriving at the center for pick up. A \$1.00 per minute late fee will be applied.

ABSENCES

All students enrolled at Miramarvels Early Childhood Academy are highly encouraged to attend school regularly Monday - Friday. If your child is going to be absent for the day, it is your responsibility to inform the school by phone call. If your child is absent for 2 days and you have not called us and we have made every attempt to reach you, we will call the local police to perform a well check to make sure the child is okay. If your child is absent with a contagious illness, a note from a physician clearing your child to participate in all daily activities is required upon the child's return to school.

VPK absences: VPK attendance hours are mandatory from 9:00 am - 12:30 pm Monday - Friday. If your child is absent for three days in any given month, a physician's note must be provided. Miramarvels Early Childhood Academy does not receive funding for any child absent for more than **3** days per month without a physician's note. Therefore, if a physician's note is not provided, you are responsible for the tuition payment at the regular school rate for that month.

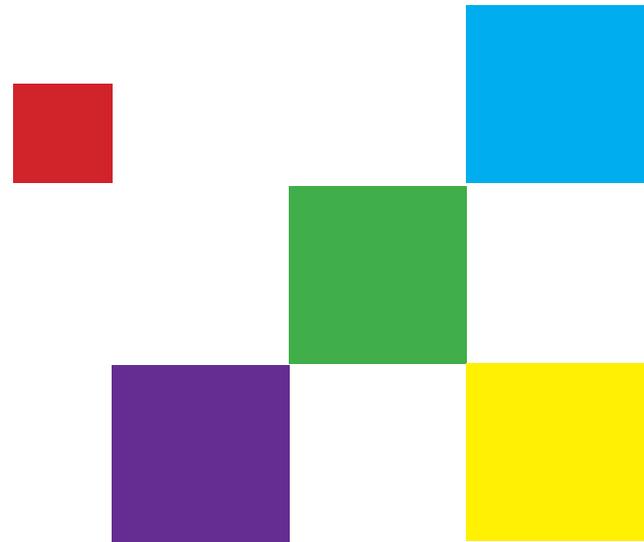
Families receiving School Readiness subsidies: Any child absent for **5** consecutive days without communication to Miramarvels Early Childhood Academy will automatically be withdrawn (as per parent/guardian contract with ELC).

A child receiving School Readiness subsidy must be withdrawn from the school with **10** consecutive absences with or without communication to the Center (as per parent/guardian contract with ELC).

SCHOOL CLOSINGS

The Miramarvels Early Childhood Academy is closed in observance of the following holidays:

- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve - close at noon
- Christmas Day
- New Year's Eve - close at noon
- New Year's Day
- Dr. Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day



VACATION/SICK POLICY

Each child will be allowed a maximum of fifteen days of vacation/sick leave per school calendar year. A written request for the fee adjustment must be submitted one week prior to the requested vacation dates. Your account must be current and your child must have been attending the program for 12 consecutive weeks to utilize vacation.

PARENTAL ROLES & RESPONSIBILITIES

The Center recognizes the important role parents play in their child's preschool program. Thus, parents are welcome, encouraged, needed, and valued as an essential part of the program. There are many ways that parents can become involved in the program.

1. Classroom Observations - The Center has an open door policy. Parents may come at any time and observe their children in the school environment. We ask that if you choose to exercise our "Open Door Policy," that you remain unobtrusive and/or unobserved to the student to avoid disruption to the class.
2. Conferences - Teachers schedule conferences twice a year to discuss the progress and development of child(ren) with parents. These conferences are scheduled during the months of January and April. At any time, parents and/or teachers may request additional meetings as necessary.
3. Printed Information - A monthly newsletter and calendar will be sent home with your child outlining some of the activities that will be taking place at our center. It will be helpful in making you part of your child's school life.
4. Parent Bulletin Board - The parent bulletin board in each child's classroom contains new information, current curriculum studies, classroom activities, announcements, and items of interest.
5. Parent Volunteers - Parents are invited to come and read a book, engage in an art project, share a special skill (such as playing a musical instrument, assisting with a cooking project, etc.), or share holiday traditions. It is recommended that parents speak with teachers to determine alternative ways to participate in their child's classroom learning experiences.
6. Program Evaluation - Parents are encouraged to provide feedback regarding program operations on a regular basis. At least annually, parents will be given the opportunity to complete an anonymous survey either through a printed or online format.

PARENTAL / GUARDIAN SUPPORT

We believe that a positive and constructive relationship between the Center and a student's parents (or other individuals interacting with the Center on behalf of their relationship with a student) is essential to the fulfillment of the Center's mission, educational objectives, and operations. The Center reserves the right to limit or control the access to and/or presence of parents and/or at school-sponsored or school-related events; to suspend or remove a student from the Center; or to decline to re-enroll the student, if the Early Childhood Superintendent concludes that the actions of the student's parents impede the Center's ability to meet its educational objectives or mission, disrupt school operations, abusive, threatening, or are uncooperative, unreasonable, or unsupportive of the Center, its management or staff, philosophy, rules, regulations, policies, and standards, or make it difficult to have a positive or constructive relationship with the parents.

**"Children are not things to be molded,
but people to be unfolded." - Jess Lair**

ADJUSTMENT PERIOD POLICY

Miramarvels Early Childhood Academy strives to promote well planned transitions from home to school that pave the way for happy, well-adjusted school experiences. It is strongly encouraged that children arrive to school by 9:00 am to properly transition your child. The following adjustment-period plan is suggested for new children and their families and may be modified according to a child's temperament and emotional needs:

1. Schedule a school visitation day with the child during school hours. This will allow them to meet children, teachers, and other school staff as well as the classroom and playground area.
2. The first day of school, parent(s) will walk their child into his/her classroom. Parent(s) may bring a family picture to leave at school. Parent(s) may remain in the classroom for 30 minutes and then say good-bye and leave. Parent(s) may choose to wait in the office or just outside the room unobtrusively. We discourage parents from going back into the room. In extreme cases of separation anxiety, we will call for you.
3. The second day of school, parents can remain in the classroom 20 minutes, say good-bye and leave.
4. The third day of school, parents can remain in the classroom 10 minutes, say good-bye and leave.
5. The fourth day, and every day thereafter, parents walk their child to the classroom, say good-bye and leave.

SECURITY OBJECTS

The Center staff accepts and welcomes familiar objects from home (i.e. blankets, teddy bears, soft dolls, or pictures) because they help children feel secure, comfortable and make a smoother transition between home and school. As children become more confident at school and develop friendships, familiar objects lose their appeal without much adult intervention. The length of time a security object is used will vary based on individual needs of children. Because these objects are in close contact with their owners, these objects must be disinfected regularly. Parents are asked to launder these objects at home on a weekly basis or as needed.

POTTY TRAINING

During the toddler years, parents and teachers will work together diligently to teach two-year old children how to use the bathroom. Children must be completely potty-trained in order to advance to the three-year old classroom, as these rooms are not equipped to handle diaper changing. Pull-ups will not be accepted in the three-year old classroom.

TRANSITION TO A NEW CLASSROOM

With the exception of children leaving the Toddler classroom when they become two years of age, transitions will take place at the end of the school year or when the new school year begins in August.

VPK & KINDERGARTEN TRANSITIONS

Center staff will provide a variety of transition activities and information including parent information meetings, written materials, classroom activities and field trips to a Kindergarten classroom.

APPROPRIATE DRESS

Children should be dressed in weather-appropriate play clothes. Please remember that sneakers or rubber-soled shoes provide both comfort and safety. Open-toed or open-backed sandals or shoes are not acceptable footwear. No CROCS. Young children have toileting accidents, food spills and generally get messy. We ask that each preschool child have a fresh change of clothing including pants, shirt, underclothes and socks. Be sure to send a fresh change of clothing each time soiled clothes are sent home.

For your convenience, school shirts are available for purchase for \$10.00 per shirt.

BEHAVIOR MANAGEMENT

The three basic goals of the guidance techniques used at Miramarvels Early Childhood Academy are to help children develop:

1. Self-esteem
2. Self-control / Self-regulation
3. Problem-solving and negotiation skills

The staff use positive techniques of guidance and discipline including modeling, encouraging desired behaviors, redirecting the child to a more acceptable behavior, elimination of potential problems, setting clear and realistic limits, encouraging positive directions, and providing positive reinforcement. Occasionally a child may have to be removed from a situation temporarily if he/she is unable to act in accordance with established rules. Under no circumstances will staff members use spanking or any other form of physical punishment. Children are not subjected to discipline that is severe, humiliating, shameful, threatening, or frightening. Discipline will not be associated with food, resting, or toileting. Parents are not to administer physical punishment in the Center.

RULES OF CONDUCT / DISCIPLINE POLICY

Children of all ages in Miramarvels Early Childhood Academy are disciplined in the same manner. The following policy will govern the types of discipline to be administered in the event a child becomes unruly or his/her actions interfere with the classroom or outdoor functions of the program.

1. Teachers redirect children's behavior by using positive redirection. Positive redirection teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of conflict.
2. A child shall not be subjected to severe, humiliating or frightening discipline.
3. Behavior modification shall not be associated with food, rest or toileting.
4. Children may not be denied active play as a consequence of misbehavior.
5. A record shall be kept on file in the office for any major or constantly recurring misbehavior.
6. If necessary, the misbehavior will be discussed with the parents.
7. Spanking or any form of physical punishment is prohibited.
8. If the misbehavior continues or escalates to where we can no longer guarantee the safety of your child or others, the following procedures will be implemented:
 - a) Meeting with the parent(s) to discuss a positive behavior improvement plan.
 - b) Dismissal action will be used only as a last resort.
 - c) Parent(s) will be given a written notification of the reason(s) for dismissal.
9. Weapons - A weapon includes firearms, explosives, knives and other sharp objects intended for harm.
 - a. It is illegal and strictly prohibited for any child or adult to possess or bring any weapon of any kind into a program facility.
 - b. Possession of a weapon shall be defined as knowingly, intentionally, deliberately, or inadvertently (without meaning to do it) bringing a weapon onto City property, program facilities, or any program sponsored activity.
 - c. City of Miramar Police Department will be notified.
 - d. Parents will be immediately notified and the child placed under constant supervision from the Site Supervisor, or designee.
 - e. Immediate expulsion from all Miramarvels Early Childhood Academy preschool programs will be taken.
10. Policy and Procedures
 - a. The City of Miramar reserves the right to dismiss any participant or family who does not comply with the policies and procedures of the Early Childhood Program.



“Children are like wet cement. Whatever falls on them makes an impression.” ~ Dr. Haim Ginott

BEHAVIOR EXPECTATIONS

To ensure and maintain a safe and secure learning environment for all children, the following behavioral expectations must be met:

1. Children will be respected and respectful of other children, their families and staff.
2. Children will not intentionally destroy school property or property of others.
3. Children will use appropriate language.
4. Children will not physically harm themselves or others.

If a child is not able to meet these expectations, staff will take the following steps:

1. The parent(s) will be informed by incident report or telephone call.
2. The parents and staff will meet to discuss the situation.
3. The parents and staff will collaborate to determine a written behavioral plan to extinguish the problem behavior and encourage alternative, appropriate behavior. Behavioral supports will be initiated to help ensure the child's success at home and at school. If necessary, the Supervisor will refer the family to outside resources (Early Learning Coalition, Child Find, private consultants) to assist the process. A prescribed period of time will be set to implement the behavioral plan and for the child's behavior to discontinue.

CHILDCARE TERMINATION

1. If all of the preceding steps have been taken and the child's unacceptable behavior is not extinguished within the prescribed time, and all measures have been exhausted to meet school expectations, the Supervisor will recommend that the child be removed from the Miramarvels Early Childhood Academy.
2. In the unfortunate event that the child must be removed from the Center, the child will be referred to an appropriate educational setting and/or professional resource where the child can be helped.
3. On a case by case basis, and with written evaluations and documentation, the Early Childhood Superintendent may determine that the child is eligible to re-enroll in the Miramarvels Early Childhood Academy.
4. We reserve the right to terminate services. Please be aware that we seldom have reason to enforce termination.

WEATHER PLAN & EMERGENCY PROCEDURES

The Center's policy is to continue as usual with indoor activities during severe weather conditions. However, if weather conditions create a need for the school to close early, parents will be contacted to pick up their children. If parents/ guardians cannot be reached, staff will begin contacting the child's approved emergency contacts. In the event of an emergency evacuation, staff will refer to the Emergency Preparedness Plan and implement appropriate procedures posted throughout the Center. Emergency and fire drills are conducted and documented throughout the year.

In the case of hurricanes, there will be warnings far enough in advance, so that appropriate preparations may be taken in accordance with the advice of local authorities. Please monitor public media such as local news channels and radio stations. Miramarvels Early Childhood Academy follows the Broward County Public Schools system on all closings due to inclement weather.

FIELD TRIPS

Transportation: Transportation for all field trips will be arranged with an approved Broward County School Board chartered bus company or City of Miramar bus. A signed parental permission form for children to participate will be required. Children must be at the center when the bus leaves for a field trip. Children may not be dropped off or picked up from field trips. All children must go on the bus and return on the bus from field trips. This is to ensure the safety of your child and others.



Field Trip Procedures: For all field trips, a manifest shall be kept at the facility and a copy brought with staff attending the field trip. This manifest shall include the names of the children, staff and volunteers attending the field trip, and current telephone numbers where parents may be reached in the event of emergency. The manifest and any field trip permission slips will be kept on file at the Center for one year. Staff shall take a first aid kit and a cellular phone on all field trips. Potable water and toileting facilities shall be available on all field trips. If the field trip extends beyond two hours, there shall be a meal provided. Upon arrival at the field trip destination and return to the facility, a designated staff member will:

1. Mark each child off the log as the child departs the bus
2. Conduct a physical inspection and visual sweep of the bus to ensure that no child is left in the vehicle
3. Sign the log verifying that all children were all accounted for and that the visual sweep was conducted

Shirts: For the safety of your child, they must wear their program t-shirt on field trip days. Wearing the t-shirt assists staff to identify children. Shirts may be purchased in the office.

ACCIDENTS AND INJURIES

- In the event of an accident, a teacher trained in first aid will render aid and instruct another teacher to contact a parent by phone using the emergency information on file at the Center.
- The parent will be asked to come to the Center to transport their child to a physician's office or medical facility as needed.
- In the case of a serious situation, Miramarvels Early Childhood Academy staff will call 911 first, and then the parent or designated emergency contact.
- The parent further agrees to assume all responsibility for payment of all medical costs incurred.
- Following any accident or incident, a staff member will fill out an accident/incident report form which is signed by the parent and placed in the child's file.

DISPENSING MEDICATION

If medication must be administered at school, the following procedures must be followed in compliance with the State of Florida regulations on administration of medication by child care personnel:

1. Only medication in the original container shall be administered when there is a completed "Medication Permission Form." The form must be filled in completely, signed and dated by the parent who requests the administration of any medication. Medication includes prescription and non-prescription medication, including bug repellent, diaper cream, and sun screen.
 2. The original medication container must be clearly labeled with:
 - a) prescription number
 - b) name of the medication to be given
 - c) times for administration
 - d) amount of all dosages
 - e) child's name
 - f) name of the physician
 3. The tool for administering the medication must also be provided.
 4. All medication or topical solutions must be kept out of children's reach. DO NOT leave these objects in your child's cubby or backpack. Medication should be directly handed to an administrator along with the proper paperwork filled out.
 5. An administrator will store the medication in a locked/secured area or refrigerator according to storage instructions.
 6. Medications cannot be shared by siblings.
 7. An administrator, accompanied by a witness, will administer medications.
 8. A record of each dosage of medications will be logged on the Medication Form and will remain in the child's file.
 9. It is the parent's responsibility to ask the teacher for their child's medication at pick-up.
- Failure to follow all medication procedures will result in our right to refuse administration of medication to your child. Please understand we are only protecting your children and following the laws placed by the State of Florida.

CHILD ALLERGIES

Food and Drug Allergies: A parent will inform the Miramarvels Early Childhood Academy, in writing, of any allergies your child may have. If a daily medication or treatment is needed, you must provide a prescription in the original packaging or bottle with the child's name, dosage, and times to be given. Failure to do so can result in our right to refuse administration of medication to your child.

Seasonal Allergies and Asthma: The same rules apply to these children as listed above. Be aware that even over the counter medication requires a doctor's prescription (original) and signature before medication administration.

Procedure: When a child shows signs of any type of allergy, we will phone the parents accordingly. As the parent, it is your responsibility if suggested by school personnel, to pick up your child and take him/her to their doctor. Also, if requested, to bring a doctor's note to verify their prompt return to school. The note must be original and state that the child may return to school. If not provided, the child will not be permitted back into the Center until such note is provided.

HEALTH FORMS

A health record form must be completed and submitted prior to enrollment each year. Parents should note on the health form any specific medical conditions (i.e., epilepsy, allergies, diabetes, etc.) The Florida Department of Health and the Department of Children and Families (DCF) requires that all children have a medical examination certificate (DH 3040 Form) on file at the Center upon admittance into the program. When the Medical Examination Certificate or DH3040 Form and/or the Certificate of Immunization or DH 680 Part B Form expires, parents will receive a written notice to renew the forms immediately. The child will not be permitted to return to school until the forms have been received by the Center. Florida law requires that all children who attend preschool have on file a Certificate of Immunization (DH Form 680 Part B) indicating that the child has been adequately immunized.

HAND-WASHING

The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance.

Children and adults wash their hands:

- on arrival for the day
- after diapering or using the toilet
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit)
- before meals and snacks
- before preparing or serving food
- after handling any raw food that requires cooking (e.g., meat, eggs, poultry)
- after playing in water that is shared by two or more people
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals
- when moving from one group to another (e.g., visiting) that involves contact with toddlers/twos.

Adults also wash their hands:

- before and after feeding a child
- before and after administering medication
- after assisting a child with toileting
- after handling garbage or cleaning



Proper hand-washing procedures are followed by adults and children and include:

- using liquid soap and running water
- rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, a single-use towel, and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

ILLNESS / TRANSMITTABLE DISEASE

Children who are ill must be kept at home. An informal observational health check of each child will be done upon arrival by the child's teacher. Children who show symptoms of illness will be sent home to keep the Miramarvels Early Childhood Academy in compliance with local county Health Department regulations and to protect the well-being of all students and staff. Parents should keep their child home if he/she exhibits one or more of the following symptoms:

fever of 100° or above	eye discharge or redness	sore throat	headache
persistent cough	unexplained rash or skin eruption	vomiting	diarrhea
listlessness	heavy nasal discharge	earache	loss of appetite
unusually irritable	gray or white stool	infected skin patches	yellowish skin/eyes
unusually dark tea-colored urine	unusual behavior	difficult or rapid breathing	illness treated with antibiotics

If your child has any of the symptoms mentioned above, parents may be requested to submit a note from the doctor stating that the child is well enough to return to school and is not contagious.

The following guidelines govern a child's attendance in the Center:

- A child must be well enough to fully participate in both indoor and outdoor activities.
- A child showing symptoms of illness while at school will be isolated until he/she can be taken home. Center staff will ask the parent to pick up their child within one hour. It is the parent's responsibility to pick up their child or ensure that another designated individual is available to meet the one-hour requirement. If the child is not picked up within the hour of receiving notice of illness by phone, you will incur a late pick-up fee of \$1.00 for every 1 minute after one hour.
- Children need to stay home for at least 24 hours after the initial sick day so they are symptom free without medication and fully recovered.
- Fever is not necessarily the main criteria for determining if a child is ill. Behavioral changes might also indicate illness and exclusion from the program. These changes result in a child needing greater care than usual from the teacher, which compromises the health and safety of the other children in the group.
- Determining whether a child is ill or has anything contagious is a difficult decision to make and a responsibility shared by teachers and parents. However, in the event of a dilemma, the final decision will be made by the Superintendent in the absence of the Center Supervisor.

Parents will be informed of the details of their child’s illness through a phone call and asked to sign a “Sick Child Notification.” This note will document any pertinent information that the parent may need to relay to the child’s doctor. This notice will also give parents information about when the child may return to school and/or if a doctor’s note is required for attendance. A child showing symptoms of illness while at the Center will be isolated until he/she can be taken home.

Parents are required to notify the school if their child is absent for any reason and/or if a child develops or has been exposed to any of the following contagious diseases:

Bacterial Meningitis	Measles, Mumps	Hand, Foot, and Mouth	Chicken Pox
Diarrheal Diseases	Pertussis (Whooping Cough)	Conjunctivitis (Pink Eye)	Diphtheria
Pneumonia, Epiglottitis, or Acute Infectious Arthritis	Hepatitis	Rubella (German Measles)	Pediculosis (Head Lice)

The Center must be notified immediately so that parents of all children exposed to the disease can be alerted. A child who has a highly contagious illness must be kept at home until the symptoms disappear and he/she is released in writing by their pediatrician. Children should remain at home until they are free of fever for 24 hours after illness without the use of a fever-reducing drug.

Staff and teachers will provide information to families in writing about any unusual level or type of communicable disease to which their child may have been exposed. An “Illness Notice” will be posted at the front office and classroom doors to notify parents of contagious illnesses.

SMOKE-FREE CAMPUS

No student, parent, employee, volunteer, contractor or school visitor is permitted to use tobacco products of any kind or electronic cigarettes at any time according to Florida Administrative Code Child Care Standards pursuant to Chapter 386, F.S. Smoking is prohibited within the childcare facility, all outdoor areas, during field trips and in vehicles when being used to transport children.

NAPPING

All preschool children are given the opportunity to take a nap after lunch. Parents must bring a child sized sheet that fits over the provided rest mat; a blanket, small pillow and snuggle toy are optional. Each child’s name should be clearly written on his/her belongings. All napping materials must be stored in a sealed or zipped bag, labeled with child’s name. Bedding must be taken home every Friday for laundering, or if it becomes soiled.

REPORTING CHILD ABUSE

All Miramarvels Early Childhood employees are mandated and protected by Florida state law to report any signs of child abuse or neglect.

Florida Statute S.39.201 defines Child Abuse and Neglect as harm or threatened harm to a child’s physical or mental health or welfare by the acts or omissions of a parent, adult household member or other person responsible for the Child’s welfare, or for the purposes of reporting requirements, by any person.

Under Florida Statutes, anyone who knows or has reasonable cause to suspect child abuse or neglect is required to report it. Any person failing to report, preventing another from doing so or making a false report may be prosecuted under law.

As all early childhood employees are considered mandated reporters and are not considered private citizens, employees should report any suspicions or findings of abuse or neglect. A report will be made immediately to the Florida Abuse Hotline Information system by calling the 1-800-962-2873 phone number.

Miramarvels Early Childhood Academy staff will fulfill this obligation and will report any suspected cases of child abuse or neglect.

NUTRITION

CHILDCARE FOOD PROGRAM: Miramarvels Early Childhood Academy Programs participate in the United States Department of Agriculture (USDA) Child Care Food Program which assists centers in serving nutritious meals each day to all enrolled children. Accommodations will be made for children with food allergies. The United States Department of Agriculture and the Florida Department of Health require that each child have a completed Free and Reduced-Price Meal Application on file. Free and Reduced-Price Meal Applications will be placed in our files and treated as confidential information.

In order for children to participate in curriculum activities or parties involving food, parents must sign an Authorization for Food Related Activities form. This form will be provided prior to the activity.

ALTERNATE NUTRITION PLAN: In accordance with the Broward County Child Care Ordinance, parents and the childcare facility are urged to work cooperatively to assure that children are provided with nutritious snacks and meals. The facility agrees to provide a nutritious Breakfast, Lunch and Mid-afternoon snack. OUR CHILDCARE CENTER IS A PEANUT SAFE ZONE. ALL FOODS EATEN AT THE CHILDCARE CENTER MAY NOT CONTAIN PEANUTS OR PEANUT RELATED PRODUCTS.

Silver Lakes Elementary Only: The parent agrees to provide a nutritious Mid-morning snack, Lunch, Mid-afternoon snack & Supper.

BIRTHDAYS & CELEBRATIONS

Due to Health Department regulations, homemade food may NOT be served. Parents may bring only store-bought prepared foods and drinks to their child's classroom celebration. Plans should be discussed and approved by administration a few days in advance so there are no conflicts in schedule or with students within the classroom with food allergies. Balloons, cake (that needs to be cut with a knife), candy, and candles are not permitted. Classroom parties shall be contained to the birthday child's classroom. Students in other classrooms (other than siblings) will not be pulled from their respective classrooms to participate.



If parents are hosting a birthday party for their child outside of school, invitations may be placed in the children's cubbies or backpacks only if every child in the classroom is to receive one. Miramarvels Early Childhood Academy personnel are under no obligation to deliver party invitations on your behalf.

LOCKDOWN PROCEDURES:

The City of Miramar has created the following schedule of actions in case of a security and/or safety concern in or near our facilities.

If a threat warrants a facility to go into Lockdown, the following procedures will be implemented:

- NO VISITORS, including parents, will be allowed in or out of a facility.
- **All doors will be locked and no one may enter or exit until the threat has lifted.**

We understand that during a crisis, parents may want to remove their child from the program. However, if a facility is placed under Lockdown, it will be done to ensure the safety of each child. No one will be permitted in or out of the building during this time.

ELECTRONIC MEDIA POLICY

The use of electronic media devices (television, videos, movies or computer games) in our preschool programs are not used on a regular basis. Children younger than two years of age are prohibited by Child Care Standards to have any electronic media time. Electronic media will only be used for educational purposes or physical activity for children older than two years of age. Children may not bring personal electronic devices (including tablets, cell phones or video games) to the program.

DAILY SUPPLY NEEDS

PLEASE SEND IN THE FOLLOWING CLEARLY MARKED WITH YOUR CHILD'S NAME

Infants, Toddlers & Two-Year Olds

- Two complete changes of clothing
- Diapers or training underwear/pants, wipes and creams
- Sheet, blanket, pillow and comfort item for crib or mat
- Bottles or sippy cups

Three-Year Olds & VPK

- Change of clothing (pants/shorts, shirt, underwear and socks)
- Zippered bag or backpack (soft duffle bag, no wheels or hard sided bags)
- Small blanket and pillow

CLASSROOM SUPPLIES

THESE ITEMS WILL BE COLLECTED AT THE BEGINNING OF THE SCHOOL YEAR. PLEASE PUT ALL SUPPLIES IN A BAG LABELED WITH YOUR CHILD'S NAME

Infants

- 2 boxes of wipes
- 2 boxes of tissues

Toddlers

- 1 box of jumbo crayons
- 2 boxes of wipes
- 2 boxes of tissues

Two-Year Old Class

- 1 school supply box
- 1 box of jumbo crayons
- 2 bottles of glue
- 2 boxes of wipes
- 2 boxes of tissues

Three-Year Old Class

- 1 black & white composition book
- 1 school supply box
- 1 box of large crayons
- 1 package of colored pencils
- 1 package of washable markers
- 2 bottles of glue
- 2 boxes of wipes
- 2 boxes of tissues

Four-Year Old Class/VPK (Optional)

- 1 composition book
- 1 school supply box
- 1 box of large crayons
- 1 package of colored pencils
- 1 package of markers
- 2 bottles of school glue
- 2 plastic duo-tang folders
- 1 pair blunt tip scissors
- 2 boxes of wipes
- 2 boxes of tissues





Broward & Miami-Dade School Readiness

We accept School Readiness financial aid vouchers from Broward County and Miami-Dade County Early Learning Coalitions.

Sunset Lakes License #46209

2801 SW 186th Avenue
954-883-5230 Press 2

Silver Lakes Elementary #46627

2300 SW 173rd Avenue
954-883-5230 Press 2
For information on this location contact
Sunset Lakes.

Silver Shores License #46021

15700 Pembroke Road
954-883-5230 Press 3

Fairway License #45833

3700 Largo Drive
954-883-5230 Press 5

We are on the web at www.MiramarFL.gov

YOUR PARTNER IN YOUR CHILD'S SUCCESS



AWARD WINNING PROGRAMS

Miramarvels Early Childhood Academy is a Department of Children and Families approved Gold Seal Quality Care Program. It recognizes that our standards reflect quality in our level of care and supervision provided to children.

NATIONALLY ACCREDITED

Miramarvels Early Childhood Academy is Nationally-Accredited by Accredited Professional Preschool Learning Environment (APPLE). APPLE Accreditation recognizes our commitment to provide quality learning programs.

LICENSED AND CERTIFIED

All programs offered by Miramarvels Early Childhood Academy are licensed by the Florida Department of Children and Families.



it's
**RIGHT
HERE**
in MIRAMAR...



WWW.MIRAMARFL.GOV