

City of Miramar Early Childhood Program

Parent Handbook



M.O.S.T. (Maximizing Out-of-School Time) Summer Camp 2015

Welcome to the Miramar Early Childhood Program Summer Camp. Our summer camp program is designed to keep children active, motivated and busy during their summer vacation. Our program strives to offer positive experiences to our campers. We have established some guidelines to be followed by all campers in order to provide a safe and enjoyable summer. This packet contains our summer rules, regulations and policies for you to review with your child.



LOCATION

Fairway

License # 45833
3700 Largo Drive
Miramar, FL 33023
954-602-4797

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Early Childhood Philosophy

The City of Miramar contributes to our community by providing secure and supervised learning and play through the Early Childhood Program. The philosophy of our Early Childhood Program is based on the belief that a child care, preschool, after school or camp program; should provide the physical, social emotional and intellectual activities; which enable a child to have a positive learning experience. Our programs offer age appropriate activities and an anti-bias curriculum. Teachers are carefully selected and screened to assure a quality experience for each child. We offer year-round programming in facilities licensed by Broward County Department of Children and Families.

M.O.S.T. ~ Maximizing Out-of-School Time

The Children Service Council MOST program incorporates best practices and offers a safe, positive environment for elementary school age children. The program enhances academic achievement, supports social and physical development, and strengthens a child's relationship with adults and peers within the context of their families, schools, and communities.



The program reinforces the learning experiences that children receive at school. An academic environment is provided that is conducive for learning with certified teachers and qualified counselors. The children are taught social skills, math, reading enrichment, science skills, diversity and nutrition.

Grant Participation Requirements

Participation in the following scheduled activities is **mandatory**:

- ☑ Physical Fitness: – 1 hour per day
- ☑ Math: – 30 minutes per day.
- ☑ Social Skills Building: - 2 hours per week.
- ☑ Service Learning Project: - children will participate in 1 service learning project.
- ☑ Reading Activities: - children will participate in 1 hour per day to increase their basic reading skills.
- ☑ Science: - 2 hours of science activities per week.
- ☑ Nutrition: - children's nutritional needs shall be met with a nutritional breakfast, lunch and snack which meets the USDA guidelines.
- ☑ Family Involvement: - Parents are required to participate in 1 activity during the summer.
- ☑ Pre & Post Testing: - Participants are required to be tested in math and reading skills.
- ☑ Drowning Prevention / Water Safety - Water safety lessons and swimming skills are provided weekly.

Participants are to attend the summer program from 9:00 a.m. to 3:00 p.m.

Camp Information

Ages: All campers must have completed kindergarten to enroll in the school age summer camp program. Children must have turned age 5 prior to September 1, 2014. Please ask about availability in our preschool programs for children that do not meet the age requirements for camp.



Attendance: Regular attendance is vitally important to the success of your child's academic achievement and participation in the program. Attendance of each child must be timed in and out in writing each day with a parent's signature.

- The maximum number of program days that a child may be absent without acceptable documentation justifying the absence is 5.
- **The maximum number of non-attendance days that a child may be absent with or without justification is 10.**

Non-attendance is recognized as early-sign-outs or absences for the day. In order to be in attendance children must attend a minimum of 6 hours on camp days. Proper written notification is required for all acceptable reasons of absence. Additional documentation may be required for the absence to be approved as excused.

Non-attendance will have consequences. Children that exceed the amount of acceptable non-attendance days will be terminated from the program and will be ineligible for participation in future subsidized funded programs.

Participants are to attend the summer program from 9:00 a.m. to 3:00 p.m. Monday through Friday.

Acceptable reasons for an absence include: •Student illness, •Illness of an immediate family member, •Death in the family, •Religious holidays of the student's faith, •Required court appearance or subpoena by a law enforcement agency, •Special events (conferences, state/national competitions, exceptional cases of family need), •Medical or dental appointments, •Having a communicable disease or infestation

Calendar/Newsletter: The summer program calendar provides an overview of daily activities. Please post the schedule in a convenient place in your home. Information regarding daily activities and specials will be posted in the center.



Camp Shirts: Campers will receive a camp t-shirt their first week of attending camp. For the safety of your child, campers must wear their camp t-shirt on field trip days. Wearing the camp t-shirt assists staff to identify children. Additional shirts may be purchased for \$8.00 each.

Clothing: Remember the summer months are very hot! Campers should wear clothes that are cool and comfortable. For the safety of your child, sneakers must be worn at all times, no sandals please. Hats are allowed.



Celebrations / Birthdays: Parents are always welcome to celebrate their child's birthday, and the teachers love to observe all of the holidays. We ask that you please recognize that some items are not appropriate for a school setting, and that our time is limited, as we share birthday treats at the end of our lunchtime or afternoon snack. **Items accepted for birthday parties must be store brought and may include cupcakes, doughnuts or cookies only.** *Balloons, juice, cakes, candy, goodie bags and candles are not permitted.*

Communication: Parents will be contacted immediately under the following conditions: A child has received an injury which could require medical assistance; a child has a medical condition which could be contagious; a child soils his/her clothing.

Parents will be communicated with when picking up their child under the following conditions: A child receives a minor injury that does not require medical assistance; a child complains of a non-emergency condition or symptom.

Discipline: Please refer to **Rules of Conduct**. Violent or sexual behavior will not be tolerated and will result in a camper being immediately suspended from camp. There are no refunds issued for children that are suspended.



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 2 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 2 years of age. Electronic media time is limited to no more than 1 to 2 hours per day for children older than 2 years of age.

Children may not bring personal electronic devices (including tablets, cell phones or video games) to the program.

Enrollment Forms: Children are required to be registered prior to attending the program. Please remember that the information on your child's #1 form is the only link between you and your child while they are in our care. It is vital that this information is updated regularly and that emergency phone numbers are correct.

Field Trips: Campers must be at the camp location when the bus leaves for a field trip. Campers may not be dropped off or picked up from field trips. All campers must go on the bus and return on the bus from field trips. This is to ensure the safety of your child and others.



Please refer to the **Summer Calendar** for field trip information, dates and times.

Financial Policies and Procedures:

- Registration, payments and fees are non-refundable and non-transferable.
- Acceptable form of payment is: Check, money order, Visa or MasterCard. Cash will not be accepted.
- Registration: Assessed Fee \$12 per child or \$18 per family
- All payments are due prior to your child attending. Children will not be excepted without proper payment.
- Payments will not be adjusted for Holidays or children's absences.
- Returned Checks: A fee will be assessed by our finance department for any returned checks. A money order /credit card payment for the exact amount of the original check, plus the check fee, is due within 3 days of notice in order for your child to continue attending the program. After 1 returned check on a child's account, all further payments must be paid by Credit Card or Money Order.
- You will be given a payment schedule when you register as to the fees you will be charged. (this is based on the financial information that you provide)
- Monthly fees cannot be prepaid. Fees must be the exact amount for each monthly payment. Fees over the monthly amount will not be accepted.



- **Payment Schedule is as follows:** Payments are due in the morning when your child comes to camp.
 - **June 8h - Registration fee and monthly fee for June**
 - **July 6th - Monthly fee for July**
 - **August 3rd - Monthly fee for August**



First Aid: If your child has a minor injury (ie: cut, scratch, ant bite), we will only apply ice, water, and/or band aid. If a more serious injury occurs that demands attention you will be notified immediately. Fire/Rescue will be called if necessary.

Illness: Any child who has a communicable or infectious disease or who develops a fever or other signs and symptoms which include, but are not limited to, any of the following: severe coughing, difficult or rapid breathing, stiff neck, diarrhea, temperature of one hundred degrees Fahrenheit or higher, (pink eye) conjunctivitis, untreated infection, skin rash/ infection and or any other signs or symptoms of illness must be removed from the facility. Such children shall not return to the facility until the signs and symptoms are no longer present and the child feels well enough to participate in daily activities.

Late Pick: Our program and facilities close promptly at 5:00 p.m. We do not have extended hours beyond 5:00 p.m. Please be prompt & allow yourself time to pick up your child from the program by 5:00 p.m. In case of an emergency, please call the center to let them know you are going to be late. The following procedures will be in effect if your child is left after 5 p.m.: 1-Parent or Guardian will be called at home and work. 2-Emergency phone numbers from the #1 card will be called. 3-If no authorized person can be reached by 6 p.m., we will notify the police department that your child has not been picked up.

If your child is not picked up on time, you will be asked to fill out a late pick up form. Upon completion of 3 late forms your child will be suspended from the program.



Meals / Nutrition Plan: A nutritional breakfast, lunch and afternoon snack will be provided daily. Our child care centers participate in the Child Care Food Program (CCFP) and must serve meals and snacks meeting the CCFP requirements. The program helps children develop desirable eating habits and learn about healthy food choices. Food substitutions can be made for children with a physical or mental disability when supported by a physician's statement.

NOTE: Children may not bring any alternative meals, snacks or food to the program.



In accordance with the Broward County Ordinances, parents/guardians and the Child Care Providers are urged to work cooperatively to assure that children are provided with nutritious snacks and meals when they are not offered by the Provider. **OUR CHILD CARE CENTER IS A PEANUT SAFE ZONE. ALL FOODS EATEN AT THE CHILD CARE CENTER MAY NOT CONTAIN PEANUTS OR PEANUT RELATED PRODUCTS.**

The **Provider** agrees to provide a nutritious: **Breakfast, Lunch, Afternoon Snack**



Medication: No prescription medication shall be given by personnel without the signed permission of the parent or guardian completed on an authorization for prescription and non-prescription Medication Form. Please see the Center Supervisor for the proper form.



Money: Please use discretion when sending money or other valuable items to camp. Campers can bring money for field trips. Campers are responsible for their belongings. Counselors will not hold and/or distribute items or money to campers.

Movies: Movies that are shown will be rated G or PG.



Reporting Child Abuse & Neglect: As Early Childhood Employees are in daily contact with children, they are considered the first line of defense and are by law; mandated reporters in accordance with S.39.201 of the Florida Statutes.

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

THE LAW: Florida Statutes define 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.



Rules of Conduct / Discipline Policy: Children of all ages in the city program 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 discipline children by using positive redirection. Positive discipline 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. Discipline shall not be associated with food, rest or toileting.
4. Children may not be denied active play as a consequence of misbehavior.
5. A discipline record shall be kept on file in the office for any major or constantly recurring problem.
6. If necessary, the problem shall be discussed with the parents.
7. Spanking or any form of physical punishment is prohibited.
8. If a child becomes a problem to the point of considering dismissing the child from the program, the following procedures shall be implemented:
 - a. Meeting with the parent(s) and discuss the reason for considering dismissal.
 - b. Explore all avenues for positive corrective action.
 - c. Allow a probation period for corrective action.
 - d. Dismissal action should be taken only as a last resort.
 - e. Parent(s) shall be given a written notification of the reason(s) for dismissal.

Weapons



Under no time is it appropriate for any child to possess or bring any weapon of any kind into a program facility.

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.

Parents are to be immediately notified and the child placed under constant supervision from the site supervisor, or designee.

Disciplinary action up to and including expulsion from any and all City run child care programs may be taken.

Policy and Procedures: 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.

Sign In/Out Procedures: Parents must sign their child in and out from camp. Persons permitted to remove the child must be able to show a picture ID and know the child's password. Parents that allow their child to sign themselves out from camp must provide a written notice to the Center Supervisor with the times & dates the child is allowed to sign out from the program.

In the event someone else, other than the persons indicated on your child's registration Form, will be picking up your child, they must have the following: 1- Picture ID 2- Child's password. Your child's password was indicated by you on the enrollment form at registration. There will be no exceptions. Please call the office ahead of time and give them the name of the person picking up your child, so they can verify the identification. This procedure is for the protection of your child.

Our program prohibits the release of a child to a parent or person permitted to pick up a child if that person appears to be intoxicated or impaired.



Smoke Free Campus: FLORIDA ADMINISTRATIVE CODE CHILD CARE STANDARDS:

Pursuant to Chapter 386, F.S., smoking is prohibited within the child care facility, all outdoor areas, during field trips, and in vehicles when being used to transport children. Owners/operators are to notify custodial parents and legal guardians, in writing, that smoking is prohibited on the premises of the child care facility.

Swim Days: On swim days campers will need to wear their swim suit to camp. Campers will be leaving in the AM to go swimming. Bring: towel, sunscreen and a change of clothes. Campers can change when they return to the center from the pool. Sunscreen is the responsibility of the camper to bring and apply. We do not provide sunscreen for your child.



Sunscreen & Water Bottles: The sun is very strong during the summer months, sunburns and dehydration are always a concern. To help prevent sunburn apply sunscreen to all exposed areas before coming to camp, reapply as needed. Bring an insulated water bottle with water or sports drink daily. Campers can bring them with them for outside activities.

Summer School: Students that will be attending a Broward County School Board sanctioned summer academic program cannot be guaranteed a place in the program. Part-time spaces will depend upon registration availability.

- Part-time students must adhere to the MOST program schedule. We cannot make adjustments to our program activities to accommodate children in part-time care.

Part-time care will only be available when the program is at Fairway. Children may not come to the center if the program is off-site on a field trip.

- There is no pick up from summer academic programs. It is the parents responsibility to assure the child's arrival and dismissal from the program.



Transportation: Children must be at the facility 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 insure the safety of your child and others.

Children will be transported by Broward County School Board Transportation, City of Miramar or an approved transportation provider for weekly field trips. **NOTE:** Children that are age five are required to wear a seat belt when transported. If for any reason a seat belt is unavailable, your child will remain in the care of our preschool program.

Toys & Valuables: Please keep toys or valuables at home. The camp provides children with the necessary supplies for daily activities. Save those special items to share with your friends on show & tell days or special activity days. Campers are responsible for their belongings.



Physical Activity Participation: In compliance with the updated 2014 Child Care Ordinance the requirements listed below will be met at all City of Miramar Early Childhood Program sites.

1. Planned indoor and outdoor physical activity requirements for preschool aged children ages one (1) year and up to enrollment in kindergarten shall include a minimum of forty (40) minutes of combined indoor and outdoor physical activity for every 3.5 hours in care.
2. Forty minutes of outdoor physical activity for every 3.5 hours in care is required for elementary school aged children.
3. Children will not be prohibited from participating, or required to participate in, any physical activity as a method of punishment.
4. Physical activities include but are not limited to: bike riding/ jump rope/ organized ball games/ playground equipment usage/free play/dance

Appropriate dress is required for children at all times. Children should be dressed in weather appropriate play clothes. Please remember that sneakers or rubber soled shoes provide both comfort and safety. Open toed sandals, shoes or "Crocs" are not acceptable.



Daily Camp Schedule

7:30 a.m. to 9:00 a.m.	Arrival, Children's Choice, Attendance & Morning Announcements
9:00 a.m. to 9:30 a.m.	Restrooms, Breakfast , Nutrition
9:30 a.m. to 12:00 p.m.	Reading, Science, Social Skills, Math
12:00 p.m. to 12:30 p.m.	Playground, Free Play
12:30 p.m. to 1:30 p.m.	Restrooms, Lunch , Nutrition
1:30 p.m. to 2:30 p.m.	Computer Lab & Board Games
2:30 p.m. to 3:30 p.m.	Physical Fitness—Spark Activity
3:30 p.m. to 4:00 p.m.	Restrooms, Afternoon Snack , Nutrition
4:00 p.m. to 4:30 p.m.	Community, Service Learning, Children's Choice
4:30 p.m. to 5:00 p.m.	Clean up & Dismissal



Center Closed 5 p.m.

This is an outline of our basic daily schedule for camp. Times and activities may vary. Please refer to your weekly camp schedule for detailed information regarding field trips, swimming and daily activities.

NOTES