



# City of Miramar EARLY CHILDHOOD PROGRAM PARENT HANDBOOK 2011/2012



**State of Florida & Broward County  
Gold Seal Award of Excellence &  
APPLE Accredited Preschool**

## MISSION STATEMENT

The City of Miramar Early Childhood Program provides high quality child care for children. The vision of community which is provided through this program can color a child's ideas and expectations about equity, cooperation and citizenship.

- \* Each child is provided the physical, social, emotional and intellectual activities which enable them positive experiences.
- \* Importance is placed on cooperative play.
- \* Emergent literacy is the core emphasis of the anti-biased curriculum.
- \* Developmentally appropriate activities and learning materials are taught by Child Development Associate Credentialed Teachers in a safe and secure environment.

## PROGRAM PHILOSOPHY

The Early Childhood Program philosophy 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 each child a positive learning experience.

The Early Childhood Program contributes to our community by providing secure and supervised learning and play. The overall program is designed to grow with each child's needs. Age appropriate activities and an anti-bias curriculum shall be followed to assure quality learning experiences. Staff professionalism is a priority. Loyalty to the children, families and our City shall be conveyed at all times.

### **Sunset Lakes**

2801 SW 186 Avenue  
954-602-3360

### **Silver Shores**

15700 Pembroke Road  
954-442-4030

### **Vicki Coceano**

2001 Douglas Road  
954-437-0415

### **Miramar Civic Center**

6920 SW 35th Street  
954-963-6683



**Visit us on line at  
[www.ci.miramar.fl.us](http://www.ci.miramar.fl.us)**

**REMEMBER: "THE FIRST YEARS LAST FOREVER"**



Dear Parents:

On behalf of the entire City of Miramar Early Childhood Program, I would like to take this opportunity to welcome you. I know that you and your child will spend many happy hours of play and learning at our center.

**Mayor**

Lori C. Moseley

**City Commission**

Winston F. Barnes  
Yvonne Garth  
Troy R. Samuels  
Barbara Sharief

Please take the time to review the Parent Handbook and Enrollment Packet which contains important information regarding our policies and procedures. Please return the signed enrollment information packet to your center's supervisor. Also, do not hesitate to speak to the supervisor regarding any questions or concerns that you may have regarding our program.

I am aware that raising children can be both stressful and complicated, and hope that you will consider us partners in this effort. We encourage you to visit our center at anytime during normal operation hours. I also encourage you to advise us of any situations that may affect your child's care and nurturing.

Sincerely,

*Karen Lewis*

Karen Lewis  
Childcare Superintendent



**GUIDELINES FOR SUPPORTING YOUR CHILD'S EVERYDAY LEARNING**

Our Early Childhood Program offers a developmentally appropriate, anti bias curriculum that is designed to enhance the overall growth of your child. Your interactions with your child, the questions that you ask about the day, the comments that you make in response to your child's description of our program, and the activities that you engage in, at home with your child, will help to make this a positive experience for the entire family. You will also be asked from time to time to conduct specific follow-up activities, as a way of reinforcing the learning. **THIS IS NOT HOMEWORK.** Homework is assigned once a child reaches elementary school. These are meant to be an enjoyable parent and child time that supports your child's school learning.

We encourage parents to be involved with our program. Our open door policy provides opportunities for family visits. We also invite you to share any expertise or experience that would be beneficial to the program.

What follows are some tips for supporting our curriculum on an everyday basis. Please contact us with your questions about these ideas or anything your child may be learning at school.

- ☺ Start the day by reminding your child about something he/she will be doing at school, for example: "You will see your friend Jonathan" or "Today is Show and Tell."
- ☺ Check the monthly calendar/newsletter and bulletin boards daily for a review of the day's activities.
- ☺ Each day, ask your child, "How was school today? What did you do?"
- ☺ If your child says, "Nothing" or "We ate cookies" (they often do), probe a bit. Ask "What kind of cookies did you eat?" or "Did you go outside today?"
- ☺ Read to your child daily, at least one age-appropriate book.
- ☺ Ask your child about his friends and teachers at school. If your child tells you that he especially likes or dislikes someone, ask why. This can give you insights as to how your child feels about the school experience.



## DROP OFF AND PICK UP POLICY

- ✍ All persons picking up a child must present a picture ID.
- ✍ Program policy requires that each child is brought to their classroom door and signed in/out every day by an adult. Children may not be left in the center or in the foyer area.
- ✍ No child shall be admitted to the program between 10:30 a.m. and 1:30 p.m. without prior authorization by the site supervisor.
- ✍ Children should be picked up from the center by the designated person as indicated on your child's registration card. The registration card requires both the mother's and father's signatures.
- ✍ A release form must be on file in the office for anyone 18 years of age or younger that is on the pick up list.
- ✍ In the event someone else, other than a designated person is picking up, please call the center and identify yourself with your child's password (indicated on the registration card) and give the full name of the person you are giving permission to pick up your child.
- ✍ If a substitute caregiver is designated by you to transport your child to and from school, please notify the center in writing the name of this individual/business and the times/days that he/she will be providing this service.
- ✍ In case of illness, emergency or behavior issue, a one-hour time period will be allotted for a parent/guardian to pick up your child at the center.

**Our program closes promptly at 6 p.m.** If your child is not picked up on time, you will be asked to fill out a late pick-up form. If you have 3 late forms in your child's file within a 12 month time frame, you will jeopardize your child's continued participation in our program. This policy will be strictly enforced. When picking children up at the end of the day, please check the cubby set up by your child's teacher for any memos or handouts. Let the teacher know that you have arrived to pick up your child, and sign your child out for the day. These policies are designed to provide the utmost safety for your child.

## PARENT COMMUNICATION



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. Please post this information in a convenient place in your home. It will be helpful in making you part of your child's school life.

Parents will be contacted immediately under the following conditions:

- ✪ A child has received an injury that could require medical attention.
- ✪ A child has a medical condition that could be contagious.
- ✪ A child soils his/her clothing and no extra clothing has been supplied from home.

Parents will be notified when picking up their child under the following circumstances.

- ✪ A child receives a minor injury that does not require medical assistance.
- ✪ A child complains of a non-emergency condition or symptom.
- ✪ A child exhibits disruptive or unusual behavior.

## APPROPRIATE DRESS FOR CHILD CARE

Children should be dressed in weather-appropriate play clothes. While many parents take pride in dressing their children in expensive designer clothes, these will only be damaged by the activities of the child's school day. When your child dresses in play clothes, he/she feels free to participate in all activities, without restriction. Please remember that sneakers or rubber soled shoes provide both comfort and safety. Open toed sandals or shoes are not acceptable footwear.

On any given day your child might play with paints, playdoh, sand or water or go to the playground. These, and other activities, are designed to enhance your child's intellectual skills, motor, and social skills growth. We do not worry, nor should your child, about a bit of paint, playdoh or sand on clothing. It simply means that your child had fun and interesting learning experiences.



Young children have toileting accidents, food spills, and generally get messy. We ask that each 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.

### HEALTH / SICKNESS POLICY

The City of Miramar Early Childhood Program Child Care Centers are licensed and adhere to the Broward County Child Care Ordinance 2004-2. We ask for your cooperation with the following issues that will ensure your child's well-being and the center's over all health.



Please do not send your child to school if they display any of the following symptoms: **Diarrhea, Pink Eye, Skin Rash, Fever, Head or Chest Congestion, Vomiting**

It is not acceptable to send any child to school while **taking fever reducing medication**. Notify the office when your child is ill or has **been ill in the last 24 hours**. The administrative staff of the center reserves the right to refuse admittance of a child who has been ill. Notify the office if your child is on any **medication**.

With the health and safety of all the children in our care, the administrative staff of the center reserves the right to refuse admittance of a child who appears ill. We also reserve the right to request a child to be picked up from the center if the child appears ill during the school day.

In case of illness, emergency or behavior issue, **a one-hour time period will be allotted for a parent/guardian to pick up the child** at the center. In case you are unavailable, please have a plan of action in place which allows a person to pick up your child in case of illness or incident within one hour of the occurrence.

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. Please do not hesitate to make changes when necessary.

### MEDICATION POLICY



Our City of Miramar Early Childhood Policy and the State Guidelines for Child Care Programs mandate that medications can only be administered to children if the following strict set of guidelines are observed. These guidelines are as follows:

- ✍ The Children and Families **#5 Medication Form** must be completed by the child's parent/guardian before medication can be accepted.
- ✍ Prescription medications must come in their original bottle.
- ✍ Non-prescription medications must also come in their **original bottle** and will be administered at the discretion of the site supervisor.
- ✍ The name of the child to whom medications are to be administered must be on the bottle. Medications cannot be shared by siblings.
- ✍ The medication dosage must be on the bottle, including the number of times per day to be administered, and instructions as to how long the medication should be administered.
- ✍ Site Supervisor will store medications in the office or in the refrigerator according to storage instructions.
- ✍ To avoid confusion, the supervisor or person in charge, accompanied by a witness will administer medications.
- ✍ A record of each dosage of medications will be logged on the **#5 Medication Form** and will remain with the supervisor or person in charge.

## HOLIDAYS AND DAYS OFF

The Early Childhood Program is operational everyday, Monday through Friday, except for the following: [Hurricane Warning or Emergency Declared by City of Miramar](#) Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve (after 12 noon), Christmas Day, New Year's Eve (after 12 noon), New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day

## VACATION POLICY

Each child will be allowed a maximum of two school weeks, ten days vacation, from September 1<sup>st</sup> through August 31<sup>st</sup>. This leave must be taken in one week increments / 5 consecutive days. 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 attending the program for 12 consecutive weeks to qualify for vacation. VPK Students, please refer to your VPK packet regarding policies and regulations.



## 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. A child may be disciplined by sitting out of the activity for a short period of time.
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. A discipline record shall be kept on file in the office for any major or constantly recurring problem.
5. If necessary, the problem shall be discussed with the parents.
6. Spanking, or any form of physical punishment, is prohibited.
7. If a child becomes a problem to the point of considering dismissing the child from the program, the following procedures shall be implemented:
  - a. Meet 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.

### CHILD CARE FOOD PROGRAM

The City of Miramar Early Childhood Programs are participating 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. All meals served meet the meal pattern requirements established by the United States Department of Agriculture and the Florida Department of Health.



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. The information requested on the Free and Reduced-Price Meal Application is necessary so that the center may receive reimbursement for meals served to your child.

It is a United States Department of Agriculture requirement that all applications have either a food stamp/TNF number or household income data listed, and that applications must be signed by an adult household member. The United States Department of Agriculture also requires the following:

- ✍ For families listing a food stamp of TANF case number in Part 2 or foster child personal use income in Part 3, no social security number is required, but an adult household member must sign the application
- ✍ For families listing household income data, the adult signer's full social security number must listed in Part 5. If the person signing the application does not have a social security number, the word "None" must be written.

Free and Reduced Price Meal Applications will be placed in our files and treated as confidential information.

### ALTERNATE NUTRITION PLAN PARENT COPY

In accordance with the Broward County Child Care Ordinance/Family Child Care Ordinance, parents, and the child care facility/home are urged to work cooperatively to assure that children are provided with nutritious snacks and meals where lunches are not provided by the facility/home. Please read the following carefully, sign, and return as soon as possible to The City of Miramar Early Childhood Program. **The facility agrees to provide a nutritious: Breakfast, Lunch and Mid-afternoon snack.**

### 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.

### FINANCIAL AGREEMENT

**Payments: 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.
- \* After-school payments are due in accordance with the payment schedule.
- \* Payment schedule is not adjusted for Holidays or children 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 FORM OF PAYMENT IS: CHECK, MONEY ORDER, VISA OR MASTERCARD. NO CASH WILL BE ACCEPTED.**

**Registration Fees: required at the time of registration**

- \* Preschool registration \$100 per school year. Preschool registration fee will be pro-rated accordingly as of January 1st for the remainder of the school year.
- \* After-school registration \$50 per school year. After-school registration fee will be pro-rated accordingly as of January 1st for the remainder of the school year.
- \* Spring, Winter, Teacher Planning Day registration \$10 per school year.
- \* Summer Camp registration \$10 per summer.
- \* Re-enrollment fee will be based on the current registration fee.

**Preschool Payments:**

- \* Full time weekly: Infants \$200, Wobblers \$185, Toddlers \$175, 2-Year-Olds \$155, 3-Year-Olds \$145, 4/5-Year-Olds \$160 without VPK
- \* VPK extended care fee \$100 for 7:00 a.m. to 6:00 p.m.; VPK extended care fee \$40 for 7:00 a.m. to 9:00 a.m. only or 12:30 p.m. to 2:00 p.m. only; Free VPK State funded program is 9:00 a.m. to 12:30 p.m. only.

**Preschool Special Activity Fees:**

- \* All special activity payments must be made in advance of your child participating in the activity.
- \* Child must pay preschool registration fee to participate in special activity programs.
- \* A graduation fee of \$100.00 for pre-k classes is due on May 2nd.

**After-School Payment Schedule:**

- \* \$150 per payment: August 22, September 19, October 17, November 14, December 12, January 23, February 20, March 26, April 23, May 21 (May 21st payment is prorated \$112.50)
- \* \$160 payment is due for the after-school program at the Youth Center if transportation is included.

**Teacher Planning Day, Spring Camp, Winter Camp:**

- \* Teacher Planning Days \$25 each, Winter & Spring Camp \$140 each.
- \* Payments are non-refundable and due in full at the time of registration.

**School Readiness / Subsidized Care / VPK:** Refer to your Family Central agreement for complete policies.

- \* Family Central will determine your Authorization for Care.
- \* Children receiving funding are allowed three unexcused absences per calendar month, seven excused absences. Fees will be assessed for days not paid by school readiness funding.

**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, plus the check fee, is due within 3 days of notice in order for your child to continue attending the program.
- \* After 3 returned checks on a child's account, all further payments must be paid by Credit Card or Money Order.

**Withdrawal From Program:** Written notification of withdrawal is required two weeks in advance. All applicable fees will be assessed if written notification is not received. Re-enrollment fees will apply if the child returns to the program after official withdrawal.

**Non Residents:** An additional 20% will be added to all program fees for Non-residents.

## SCHOOL SUPPLY LIST

### Optional List

#### 4-year-old Class / VPK

- 1 Black & White Composition book
- 1 School Supply Box
- 1 box of Fat Crayons
- 1 package of colored pencils
- 1 package of Markers
- 2 bottles of school glue
- 2 boxes of wipes
- 2 boxes of tissues

#### 3-year-old Class

- 1 Black & White Composition book
- 1 School Supply Box
- 1 box of Fat Crayons
- 1 package of colored pencils
- 1 package of Washable Markers
- 2 bottles of glue
- 2 boxes of wipes
- 2 boxes of tissues

#### 2-year-old Class

- 1 Black & White Composition book
- 1 School Supply Box
- 1 box of Fat Crayons
- 2 bottles of glue
- 2 boxes of wipes
- 2 boxes of tissues

#### Toddlers

- 1 box of Fat Crayons
- 2 boxes of wipes
- 2 boxes of tissues

#### Infants

- 2 boxes of wipes
- 2 boxes of tissues

Please put all supplies in a brown paper bag with child's name on the front of the bag. We are looking forward to a great year with you and your child.

## CHILDREN'S DAILY SUPPLY NEEDS

### Infants, Toddlers, Two Year Olds

Please send in the following **clearly marked** with your child's name:

- ✍ Several 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 and Pre-K Students

Please send in the following **clearly marked** with your child's name:

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

