

Bola Childcare & Learning Center

C11MD1370

Where Every Child Is A Winner



Parent Handbook

Center of Excellence

Family Participation Encourages Children to Excel
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Introduction

Bola Childcare & Learning Center is pleased and privileged to have the opportunity to provide an excellent child care for your child/children. Our state trained staff is keenly aware of the responsibilities we have to you and your entire family.

We are continually striving to offer the best service in early childhood education. You will be pleased with your child's/children's progress in all our programs. Our utmost goal is to offer a loving and well planned atmosphere. We wish your child/children can develop his/her intellectual, physical, social, moral and emotional characteristics. Your satisfaction is our pleasure.

Bola Childcare has an open door policy throughout the day; you are always welcome to stop-by and observe your child/children and also to consult with our staff. We encourage our parents to volunteer from time to time. We want to work together with you, your family and friends. We hope you will visit us soon. Do not forget that your suggestions are always welcome

Program Philosophy Statement

Bola Childcare & Learning Center believes that children learn best when they are in a comfortable environment where teachers and parents model best attitude and behavior to provide better tools for best achievement.

We also believe that teaching our children the role of different cultures, expose them to understand and respect others. At Bola we also believe that parent's involvement encourages children to learn better. **Bola Childcare uses the Creative Curriculum strategy to teach each and every student the best way possible. Creative Curriculum is a learning approach that is hands-on. Learning isn't just repeating what someone else says, but requires active thinking and exploration to learn first-hand about the world we live in. Many things are used to enhance the children's learning capacity (free play, music, outside play, and actual teaching). At no time is television or videos used for education. The computer is also a learning tool that is used and each child is allowed 15 minutes per day to work on it.**

Mission Statement

Bola Childcare & Learning Center is a program where each child's well-being is our primary concern. We strive to provide an excellent environment for all our children, which will enable growth socially, physically and cognitively in a safe and loving environment, which will stimulate all aspects of their daily activities.

Registration Procedures

At Bola Childcare we encourage all our parents to visit our center with your child/children during the day operating hours prior to enrolling. The following documents

must be fully completed and submitted to the center before your child/children can be admitted.

- Application form & parent's information sheets
- A health examination report (HRS 3040 form) "BLUE FORM"
- Proof of TB time test
- Proof of immunization "YELLOW FORM"
- HRS 680 form
- Birth certificate (Hospital Certificates are not acceptable)

Parent/Children Orientation

Before your child/children starts with us, we strongly recommend that all parents attend a two hour orientation to familiarize you with the school. The first thing is for a parent to fill-out the forms and turn-in all required documents as listed above.

After which the parents will be taken through the center and stop and watch at the child's assign class for about thirty minutes. The parents are then taken to the office for step-by step introduction through our brochure/parent handbook.

A file will be opened for the child/children, while more information about the center is given to the parent regarding our operations, holiday, emergency, our teachers and PTA. At this time, our checklist will be completed to make sure that all areas are covered.

Breakfast, Lunch & Snacks

Babies, Infants & Toddlers: (New born – 0 year to 5 year old)

Parents, please be aware that breakfast, lunch and snacks are served to children at the center, if your child/children is/are registered for food program. You are strongly advice to register your child/children for free food during the time of registration; this is your responsibility, which should be taken very seriously.

If you fail to register your child/children, you will have to bring lunch bag.

Breakfast Time: 7:30 am till 8:45 am

Lunch Time: 10:30 am till 12:.00 pm

Snack Time: 2:30 pm till 3:00 pm

Bringing your child/children early to the center is your utmost responsibility.

Guidance/Discipline Policy

In accordance with the new state rules: (10m-12 (2)) which requires child care facilities to notify parent in writing concerning the disciplinary policy used by the facility, the following policy applies.

It is our policy to reinforce positive behavior, not the negative. The following are situations that require disciplinary action: Hitting, Kicking, Bad language, Scratching, Punching, Biting and spitting. Disrupt behavior in class, destruction of school equipment.

THE MODE OF DISCIPLINE USED CONCERNING THOSE SITUATIONS ARE AS FOLLOWS:

Children are spoken to by the teacher and reminded that his/her behavior is not appropriate. Children having difficult interacting with other children in class are placed in "Quiet Time" for a certain amount of time.

Any child who continually disrupts the classroom is sent to the office and spoken to. The parent is then contacted and made aware of the existing problem. Children shall not be subjected to discipline, which is severe, humiliating or frightening. Discipline shall not be associated with food, rest or toileting.

Our classrooms foster a happy, productive and safe environment. In the event that a child needs to be corrected, for a behavioral problem, quiet time will be used. Listed below are steps that shall be taken before enforcing disciplinary actions:

- The child is reminded of the center rules and regulation;
- The child is placed in quiet time (away from the group, but within the classroom);
- The classroom teacher will consult with the school administrator on methods of handling the problem;
- The parents are called-in for conference.

No form of physical punishment will be employed or tolerated. Parents will be notified of a child's consisted need for disciplinary correction. If a child's actions continue to be inappropriate, suspension or dismissal from the school will be considered.

Guidance will be appropriate, respectful, not tied to food or toileting, and within appropriate developmental expectations. Corporal punishment is not permitted.

Sign-in/Sign-out

It is the state requirement and mandatory school policy that children are signed-in and out daily, upon leaving your child in the morning or at pick-up time in the evenings. The time of day the child is sign-in and out must be noted. We will by no means release your child/children to an intoxicated or impaired individual(s).

Drop-off & Pick-up

At Bola Childcare, we open at 6:00 am, we expect parents to start drop-off at 6:15 am. To be fully involved, all children are expected to be in school not later than 8:45 am, to participate in breakfast and circle time. Leaving your child for the first time might be traumatic experience for both parent and child alike. We advise to bring your child to his/her teacher, reassure the child about the school and that you will be back to get him/her and then leave. If your child is upset, please do not linger, as it will not ease the

discomfort when you do leave. Parents are encouraged to call and check on their child/children. Please note that ONLY those persons authorized on the registration forms will be allowed to pick-up your child/children. If you wish for another family member or friend to pick-up your child, you must notify the office and add that person and make a driver license copy for our file.

Please make sure that your vehicle is locked and that you do not leave any valuable in your car whenever you drop-off or pick-up your child/children from that center. **If you or anyone you send to pick up your child is impaired or intoxicated, the school will not release the child/children to you/them and the necessary measures will be taken to ensure the safety of the child/children.**

Fees

Fees must be paid in advance to avoid late fee penalty of 15% per day. We do expect parents to inform the office, if you will not be able to pay your fees on Friday. Attendance for three (3) days in a week is considered full week.

Late Pick-Up Fees

Bola Childcare & Learning Center opens at 6:00 am till 6:00 pm every day, Monday – Friday, except on state approved public holidays.

- All children must be picked-up by 6:00 pm
- Late fee of \$1.00/ minute is charged per child
- Late pick-up fee is due at the time of pick-up or next morning
- Call the center if you are running late

CALLING THE CENTER DOES NOT EXCEPT YOU FROM PAYING LATE FEE

Refunds

We do not refund payments. It will be applied to future week accordingly. We hope that you will not be requesting for refund, however should you child falls sick or travels, your advance payment will be applied to the upcoming week. Should you plan to transfer your child, please inform your case worker of the transfer.

Registration Fees

Registration fee is deferred for all subsidized children. All private children are required to pay sixty (\$60.00) dollars per child for registration.

Nutrition Policy

Bola Childcare provides breakfast, lunch and snack daily to our children. Our food is catered-for daily by Greater Miami Caterers. We do not encourage any food been brought from home, except for the babies. Should your child/children is allergic to any food, please inform the office/director and we shall need doctor's note for our record. If you need school menu, please request for it.

Emergency Procedures

Sick child attendance policy:

At Bola Childcare, we understand that it may be difficult for a working parent to stay home with a sick child, however, in an effort to control the spread of illness in our center and in conjunction with the regulations of the state of Florida Department of Health and Rehabilitative Services, please do not send your child to school with any of the following:

Communicable diseases such as:

- Measles
- Mumps
- Chicken pox
- Scarlet fever &
- Whooping cough

Symptoms of:

- Pink eye
- Skin rashes
- Constant cough
- Sore throat & Ear aches
- Nausea
- Colds
- Fever &
- Diarrhea

If any child becomes ill during the day, and is found to have any of the above symptoms, we will separate the child while we notify the parents and until he/she is picked-up. Parents are required to pick-up their sick child as soon as they are notified. If a parent cannot be reached, the director will contact an authorized person from the emergency contact list provided by the parent on the enrollment form.

Please remember to keep your information current from time to time.

Readmission:

Children will not be readmitted to the center until symptoms are not present for 24 hours. A doctor's note that your child is free of communicable disease is required.

Emergency Response Plan

Here at Bola childcare and Learning Center we have instituted an Emergency Preparedness Plan in case there is an emergency (ie lockdown, hurricane, or tornado) for which you, the parent, will be contacted in case of an emergency, there is a room parent in each classroom. What this means is that there is one parent in each class that we have asked to be in charge of contacting the other parents of that class in case we ourselves cannot reach out to all the parents of Bola Childcare in a timely manner. Please ask the office which parent is assigned to your child's class.

The steps that are taken in an emergency are:

- We talk to the children about the emergency and explain to them the changes in the normal daily routine in preparation for evacuation.
- All parents are notified to pick up their children at the first media Hurricane Warning.
- If parents cannot be reached, a message is placed at the school and informing parents of the shelter where the children and a staff member from the school is located.
- A message is left at each emergency contact number found in the child's record.
- A staff member will remain at the shelter with the children until the last child is picked up by their parents.

Parental Involvement

To assure the maximum educational development of each child and the efficient operation of our school, communication between parents and school personnel is vital. A parent or responsible adult is required to attend meeting of the P.T.A. In addition, at least two conferences between parents and teacher are required each year. Parents as responsible adults must commit themselves yearly to thirty (30) hours of community service to the school. Parents must complete homework sheets, especially for our preschoolers. In exchange for reduced or subsidized tuition and charges. Parents are required to be involved in their child/children life in this center. All parents must participate in the P.T.A. organization, which serves as parent's voice to the school management. Parents are required to be involved in planning tours and also chairperson the tours. Please inquire from the office details information.

If, at any time, you have a concern about your child/children or his/her learning program, please bring it to the appropriate staff member, either the teacher, or the director. We cannot fix a problem we do not know about. The administration of Bola Childcare will make every effort to ensure that problems and complains are dealt with promptly and in the best interest of the children, their families and the center.

Accommodations for Parents with English as a Second Language

Majority of our parents at Bola Childcare speaks English as a second language as well as many of our staff. In the event that we may need an interpreter for any reason, our teachers and parents are always available to help.

Child/Children Evaluation

At Bola Childcare the evaluation is done by both teachers and child development services staff. Age and stages questionnaires are sent to the school on every child enrolled in the program from child development services to be completed with parental consent from. After it's completed, it is sent back to CDS (Child Development Services) for evaluation. Then the findings or results are sent to the school.

When Bola Childcare receives the result, they are then discussed with the parents. The results are especially relayed to the parents if there are any developmental delays or

concern in any area. A follow-up will be done by CDS inclusion department with the parents' consent. Parent consents will be requested to refer children to FDLER.

Children Transition

Class-to-Class Transition

Here at Bola Childcare and Learning Center we put emphasis on the children's growth and development. Children are transitioned from one class to the next, based on the teachers' evaluations, assessments done at the school on the children, and the ages of the children. Parents are notified of these changes in advance.

Transition to Public School

For parents of children that are leaving Bola childcare to attend public schools, these are the list of public schools around our area.

- Arcola Lake Elementary (305) 836-2820
- Edison Park Elementary School (305) 758-3658
- Holy Cross Lutheran Christian Day School (305) 893-0851
- Little River Elementary (305) 754-7531
- Miami Shores Montessori Elementary (305) 756-7733
- Morning Star Elementary (305) 758-6741
- Phyllis Ruth Miller Elementary (305) 756-3800
- Toussaint L'Ouverture Elementary (305) 758-2600

Field Trips

Before any field trip, parents will be solicited to be chairperson on the tour in addition to those that have already enlisted for that particular trip. As soon as we have enough parents to accompany our children, notes will be sent home to all parents, and the same information will be posted on both parents and teachers bulletin boards. The information will include the time of departure, location/destination, cost of the trip and duration. All interested parents are required to pay and fill-out the trip authorization form for each child. The parents are then instructed as to the time they are supposed to arrive at the school on the trip day.

Sickness & Injury

If your child/children are sick or injured while under our care, we will call the parents or (designated person) immediately. Please make sure that contact numbers on your child/children's registration form are kept current. Small scraped or bruises will be reported to the parent at pick-up time.

Also if your child/children is sick or injured at home, please make sure that he/she is given proper care and if need be, take him/her to see a medical doctor. Parents please do not bring your child/children to the center if he/she has fever or any contagious disease. Show this courtesy and precaution to the other children, as you would expect the same courtesy and precaution shown to your child/children. Children cannot be dropped-off or permitted to remain in school if they have any of the following:

- Head lice

- Diarrhea and /or Vomiting
- Unexpected Rash
- Fever
- Exposed Wound

Medication Administration

Our staff will not administer medication without a signed permission from the parent or guardian. Only prescribed medication by a physician will be administered. PLEASE MAKE SURE THAT YOU FILL-OUT MEDICATION FORM AT THE OFFICE.

Approved Holidays

Bola Childcare closes on the following state approved public holidays:

- New Year's day
- Dr. Martin Luther King Jr. birthday
- Memorial day
- Independence day
- Labor day
- Thanksgiving & the following day
- Christmas

Center's Rules & Regulations

Please make sure that all extra clothing is labeled with the child full name. We will not be responsible for any unmarked clothes left over after one week (5) days. No children will be allowed in the center with open toe shoes.

Television viewing in the center is not allowed during the hours of 8:30 am and 5:00pm. However, this may be permitted only during the waiting period for pick-up in the evening and during after school period. It is NOT a regular occurrence.

ALSO BRING EXTRA DIAPER FOR BABIES & TODDLERS.

Please do not allow children to wear TRINKETS, JEWELRIES, and HEAD BEADS or give toys to be brought to the center. The center will not assume responsibilities for lost or broken items.

If your child wants to bring his/her favorite book from home, be sure that the book is clearly marked with the child's name to avoid having it mixed-up with school property.

I have read and understood this document and that failure to abide by these rules and contract could be caused for my child/children from BCLC.

Signature indicating that the policies contained in this handbook has been explained to and understood by the parent(s). I have also received a copy of this handbook and other information regarding the center. I am committed to supporting the program and policies of this center and subsequent HRS/DCF policies.

Child's Name

Parent/Guardian Signature Date

Director's Signature