

# ***Parent Handbook***



**Granada Day School**

**2023-2024**

## ***Infants - Kindergarten***

*900 University Drive  
Coral Gables, Florida 33134*

*Days and Hours of Operation:  
Monday through Friday, 7:30 a.m. to 6:00 p.m.*

*Web Page: [www.grnadadayschool.com](http://www.grnadadayschool.com)  
Email: [info@granadadayschool.com](mailto:info@granadadayschool.com)*

*School: (305) 444-2028*

*Church: (305) 444-8435*

*Fax: (305) 444-3193*

*Accredited by: Christian Schools of Florida, PK2-Kindergarten  
DCF License # C11MD0226  
Capacity: 188*

*Granada Day School is a private, co-educational Christian institution, non-profit, and non-discriminatory as to race, color, religion or national origin*

## *Table of Contents*

Granada Day School Staff.....	P. 3
Mission Statement.....	P. 4
Organization of School.....	P. 6
Curriculum and Instruction.....	P. 7
General Policies.....	P. 9
Health and Safety Tips.....	P. 16
Tuition and Fees.....	P. 20
Parent Acknowledgement Form.....	P. 22

# **Granada Day School**

Ana Main, Director

[ana@granadadayschool.com](mailto:ana@granadadayschool.com)

Gabriela Laris, Registrar/Assistant to the Director

[gaby@granadadayschool.com](mailto:gaby@granadadayschool.com)

Ellie Palacios, Billing Manager

[ellie@granadadayschool.com](mailto:ellie@granadadayschool.com)

Tatiana Rodriguez, Communications Manager

[tatiana@granadachurch.com](mailto:tatiana@granadachurch.com)

Jennifer Torna, Academic Coordinator and Office Support

[jennifer@granadadayschool.com](mailto:jennifer@granadadayschool.com)

Gabriela Pita, Office Assistant

[gabriela@granadadayschool.com](mailto:gabriela@granadadayschool.com)

## **School Board Members**

Mr. Taylor Larson, Chairperson  
Dr. Monica Payares-Lizano

Mrs. Serena Salve  
Mr. Philip Winter

Mrs. Jeannette Tejeda  
Ms. Kathy Z. Dee

# **Granada Presbyterian Church**

A Congregation of the Presbyterian Church in America

We are a fellowship of people who are trusting in Jesus Christ as Lord and Savior. We believe the Bible to be the inerrant, written Word of God and the only infallible rule of faith and practice.

## **Sunday Services**

9:00 a.m.	Heritage Worship Service
9:00 a.m.	Sunday School (Nursery through Adult)
11:00 a.m.	Spanish Worship Service
11:00 a.m.	Portuguese Worship Service
11:00 a.m.	Contemporary Worship Service
11:00 a.m.	Sunday School (Nursery through Adult)

## **Wednesday Night Activities**

5:30 - 6:30 p.m.	Family Night Dinner (Buffet Style)
6:30 - 7:30 p.m.	Family Night Activities
Adult Prayer Meeting and Bible Study	Fellowship Hall
Junior and Senior High	Youth Loft
3 year olds – 5 <sup>th</sup> grade	Second Floor
Infants and Toddlers	Nursery

## **Church Staff**

Rev. D. Worth Carson, *Senior Pastor*  
Jeff Sullivan, *Executive Administrator*  
Rev. Jamid Jimenez, *Spanish Pastor*  
Pr. Ezequias Abreu, *Portuguese Ministry*  
Jane Haywood, *Director of Guest Services*  
Dr. Phillip Binnie, *Assistant Pastor*  
Max Milian, *Contemporary Service Director*  
Sandy Carson, *Children's Ministry Director*  
Evelio Vilches, *Young Adult, Family Ministry*  
Ana T. Main, *Day School Director*

Gabriela Viggiani, *Executive Asst. to Teaching Pastors*  
Peggy Gasior, *College & Career Director*  
Higor Ribeiro, *Creativity Director*  
Juan Tejeda, *Financial Secretary*  
Rachel Correa, *Heritage Service Director*  
Dave McCloud, *Family Pastor, Missions*  
Crystal Norman, *Wedding Coordinator*  
Alfredo Lopez, *Maintenance Manager*  
Yolanda Gomez, *Cataife Hernandez,*

# Mission Statement

The school's mission  
is to provide  
quality Christian education  
for preschool  
through kindergarten;  
to serve  
and assist parents  
in their God-given  
responsibility  
to nurture  
and educate their children;  
to present to each child  
the gospel of the Lord  
Jesus Christ.

Dear Parents:

It is with lots of hope, faith and joy in our Lord Jesus Christ we welcome you to Granada Presbyterian Day School. We are so grateful and glad that you have brought your children to our school. The administration and staff consider it a privilege to be part of your child's educational future and pledge our best efforts to provide an excellent academic program in a Christ-centered environment.

This handbook is designed to ensure a clear understanding of the philosophies, policies and procedures that govern GDS. In it, you will also find the guidelines and policies used by the school to better serve our families and community. It is our desire to provide a loving, nurturing atmosphere, and we encourage your valuable input and participation. If you have a new idea or suggestion, please share it with us.

As we begin this new school year together, Granada Presbyterian Day School seeks your prayerful support, cooperation and adherence to the policies and procedures outlined in this handbook. Please sign and return the last page of this handbook in person or scanned via email (to be placed in your child's file) as evidence that you understand and accept our policies of this handbook.

If you have questions or concerns regarding these regulations, please feel free to contact the School Office. For any questions you may have in regards to your child's registration or record-keeping, please contact our Registrar, Mrs. Gaby Laris. Thank you for your attention to these matters.

Sincerely in Christ,

Ana T. Main  
Director

# Organization of School

## Accreditation

Granada Presbyterian Day School (GDS) is accredited by Christian Schools of Florida. Christian Schools of Florida is highly recognized and authorized by the Florida State Department of Education. By virtue of our association with Christian Schools of Florida, we are also a Gold Seal Quality Care Program, a member of FAANS (Florida Association of Nonpublic Schools) and accredited by the National Council of Private School Accreditation. Granada Presbyterian Day School will consequently be subject to renewal of accreditation every five years, and its faculty will be required to complete a self-study for each renewal.

## Educational Philosophy

It is our belief that each child is an individual, loved as God's creation and encouraged to work at his or her own level of development. The child is nurtured in the belief that everything comes from the triune God, is sustained by Him, and is directed to His glory. The child's optimum development is a result of parents and teachers working cooperatively to establish age appropriate goals and methods which best enhance the child's physical, spiritual, emotional and intellectual growth. A love of learning is encouraged through exposure to a balanced, experiential curriculum of Bible study, science, art, music, nature, literature, creative playtime, and academic readiness as well as to non threatening rules for appropriate classroom behavior.

## Organization and Government

Granada Presbyterian Day School, preschool and kindergarten, was established in 1954 as an outreach ministry of Granada Presbyterian Church. School administration consists of the Church Session, School Board and Director, working cooperatively to establish policy in order to provide Christian schooling to the children of the Church, as well as to the community in general. The School Board meets monthly to determine philosophy and policies, monitor the school's finances, hire personnel, and oversee the administrator's execution of the present policies and regulations, as well as the management of the school's overall operation.

## Parent and Family Participation

Granada Presbyterian Day School parents and families are encouraged to participate in the implementation of school functions and programs. Parents, teachers and administration staff work together in the development of children's programs, special events, parent education programs and classroom projects. Parents are asked to give their area of interest when they indicate a desire to be on our Parent Volunteer Committee, and they are assigned accordingly. Our areas of need are Room Parents, Event Program Committee, Yearbook photographers, School Office Assistants, Substitute Teacher Assistants, etc.

## **Qualifications of Teaching Staff**

The teachers are committed Professionals who have been or are currently being trained in Early Childhood Education. All GDS teachers are encouraged to obtain a Florida Child Care Professional Credential (formerly CDAE) or higher credentials. The staff is also required to obtain a 45 hours Department of Children and Families certification. Teachers must also maintain at least 3.0 CEUs (equivalent of 30 hours) of additional professional development annually.

## **Resources Available**

Arrangements can be made for the use of an interpreter. An interpreter can be used during a teacher-parent conference, an orientation, or as needed. Languages available are English, Spanish, or Portuguese.

## **Summer Camp (*Beginning at PreK 2*)**

Granada Presbyterian Day School operates a summer camp program for GDS students and the community. There is a separate registration and fee schedule, as well as length options. For more information, please leave a message with the school office and the Camp Director will return your call at their earliest possible convenience.

# **Curriculum, Instruction and Classroom**

## **Program of Instruction: Preschool and Kindergarten**

Preschool is designed to prepare the child academically and socially for Kindergarten. A child must have reached his or her 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> birthday by September 1st to be eligible to enter the preschool program.

Our program focuses on the whole child and provides opportunities for him or her to develop spiritually, socially, emotionally, intellectually and physically through hands-on tasks. This program, for one, two, three and four year olds, includes Bible study, language development (pre-reading, pre-writing skills), pre-math skills, center time developmental activities (home living, science and discovery, art appreciation, music enjoyment, cooking and gardening, manipulatives), social studies, recess (outdoor play), and separate art, music, library & media classes. The Kindergarten program builds on these developmental activities and provides formal instruction in reading, language and math skills. GDS provides an experiential learning program through teacher-directed and child-directed activities that require individual, small, and large group participation. The learning centers' environment promotes skills and concepts development in preparation for elementary school while encouraging problem solving and self-discovery.

At GDS, we understand the significance of play and how it helps children to comprehend their surroundings. Playing with other children aids in the development of socialization skills. Moreover, by playing, children learn to solve problems in an environment

conducive to this process. They also acquire critical thinking skills that enable them to ask questions and determine how things work. These activities further enhance their language development. Based on well-established research, GDS incorporates the Creative Curriculum and Wee Learn Curriculum in each classroom, which is play-based. This decision reflects our commitment to providing a high-quality educational experience grounded in evidence-based practices. By combining these curricula, we aim to foster creativity, enhance critical thinking skills, and promote social-emotional development in our students. This approach aligns with our philosophy of providing a well-rounded education that prepares students for success in both academics and personal life.

## **Creative Curriculum**

The foundation of The Creative Curriculum is based on the insights provided by six prominent theorists. The curriculum is designed to serve as a guideline for childcare centers to unite and offer the best possible care based on these theorists' views on children.

The Creative Curriculum for Preschool is built around five essential principles that provide a constructive framework for setting up and running preschool programs. These principles drive our practice and give us insight into why we take specific actions to create the best environment for our young learners. These principles are essential for the success of our preschool program, and we continuously strive to incorporate them to improve the quality of our services. They include:

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social–emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.
- Teacher–family partnerships promote development and learning.

## **Wee Learn Curriculum**

WEE Learn Curriculum is an evidence-based, faith-based early childhood education program that prioritizes each child's unique learning style and individual differences. It draws on several theoretical approaches and is facilitated by skilled early childhood educators. Children receive age-appropriate and tailored education through play and interactive experiences.

The curriculum covers language and early literacy, mathematics, science, social studies, the arts, physical development, spiritual development, and personal and social development. It is relevant to children's everyday experiences and emphasizes families' vital role in connecting a child's early experiences to the world around them.



## Kindergarten Curriculum

Florida Wonders Curriculum is an evidence-based Kindergarten program aligned with the new Florida B.E.S.T. Standards that help students build knowledge while fostering exploration of the world around them. Florida Wonders values the experiences and perspectives each student brings to the classroom and empowers them to take ownership of their learning. They have unparalleled opportunities for student-friendly self-evaluation of progress on learning goals and self-expression through reading, writing, and speaking. Structured differentiation ensures that all students have opportunities to become critical thinkers in various subjects like reading, writing, math, science, and social studies.

## Spiritual Development

Because each child is created in the image of God, his or her spiritual development is the foundational ingredient of our program. Bible study is a daily aspect of our program, as well as a weekly chapel, in which we endeavor to instruct the child in the truths of the Bible and impress upon them that these are not just Bible stories, but lessons in life. The religious instruction that is offered to them provides them with an opportunity to personalize these truths and to enable them to have a personal relationship with the living God, our Savior and Lord, Jesus Christ. "There is nothing more important than the salvation of [these children]. Every other goal and achievement in life is anemic and insignificant compared to this transmission of faith to our children."<sup>1</sup>

# General Policies

## Arrival and Dismissal Times

Infants/Younger Toddlers.....8:00 a.m. – 4:00 p.m. (Child Care Center)

Older Toddlers-PreK 3.....8:15 a.m. – 1:00/4:00 p.m. (Preschool)

Free VPK.....8:15 a.m. – 11:45 a.m. (Preschool)

Full Day VPK.....8:15 a.m. – 4:00 p.m. (Preschool)

Kindergarten.....8:15 a.m. – 4:00 p.m. (Preschool)

***Earlier drop off and extended time until 6:00 p.m. are offered for an additional fee.***

Arrival time for our Child Care Center students starts at 8:00 a.m. and the Preschool students at 8:15 a.m. Parents accompany their children to the classroom where the teachers receive them. Parking is available in the parking lot on Bird Road. Classes begin promptly at 9:00 a.m. The gates and classroom doors will be locked at 9:00 a.m. Punctuality is greatly stressed. Please notify the School Office via email, phone call or Procure app message if your child will be arriving late, or will be absent. All late arrivals should enter through the school office for check in.

---

<sup>1</sup> James Dobson

Short day classes end at 1:00 p.m. sharp. Children who are not picked up by 1:15 p.m. will be assessed a late pick up fee and will be moved to the school office. The Free VPK class is dismissed at 11:45 a.m. All Full day classes (Including VPK and Kindergarten) end at 4:00 p.m. Parents are to wait outside the classrooms while the teacher dismisses them. If, for any reason, you need to speak to the teachers, please set up an appointment for a more convenient time, or wait until all the children have been dismissed. Children will be accompanied by their parents to and from the parking lot at all times. Children are released to the parents or guardians, and authorized emergency contacts only. Parents are to submit permission via Procure message, email or fax to the Registrar for someone other than the designated persons to pick up the children.

## **Attendance**

Attendance records are maintained daily. You must communicate absences with the school/teacher through the Procure app or email.

Parents of VPK students will still need to sign the monthly attendance certification form (also known as the VPK Long Form) as required by the Early Learning Coalition (ELC). VPK students must adhere to the 80/20 rule as mandated by the state of Florida. Your child's VPK teacher will have the attendance form available to sign on the last day of each month.

**If you know that your child will be late or absent beforehand please use the Procure app to inform the office.** In case of a child's absence without prior notice from parents, the GDS staff will contact the parents/guardians to verify the reason for absence. In case that parents/guardians cannot be reached, GDS staff will contact the emergency contacts in the order they are listed on the registration form. You may also email any absence or tardiness to [attendance@granadadayschool.com](mailto:attendance@granadadayschool.com)

## **Full Day Students (4:00 p.m.)**

1. All students must be picked up by 4:00 p.m. A late pickup fee of \$1.00 for every minute past 4:15 p.m. will be assessed at the end of the month and will be billed to the parent's account.
2. Students are released to the parents or authorized persons only. Parents are to submit a signed written permission via the Procure App or email to our Registrar for someone other than the designated persons to pick up the student. Please provide first and last name, phone number and email in the relationship to the child. Parents or guardians must be signed up for Procure.
3. Children staying for full day classes should have a snack provided from home and an extra change of clothes, including shoes and socks. Please label all clothing with first and last name.

4. Naptime packages (consisting of pillow, sheet, blanket and drawstring bag) are required for all Full Day students in the Toddlers-PreK 3 program. Sets may be purchased through the vendor, My Children's Treasures Inc. at (305) 378-1441 or (305) 205-0524. Please visit [mychildrenstreasures.com](http://mychildrenstreasures.com) for more information.

### **Book Bags/Backpacks**

Each GDS student is required to have a bag or backpack for personal belongings, or homework folders sent home. Please label each bag or backpack with your child's first and last name. Parents are asked to check their child's book bags each day. If an activity/homework was sent home by your teacher, please return the folder to class the following school day.

### **Breast Feeding**

The school encourages and supports mothers who nurse. Mothers are welcome to come and spend time with their infant. Nursing can be done in the Cafe, if available. The Infant classrooms have refrigerators to store milk or other refrigerated items when mothers choose to send breastmilk. Mothers should provide their own containers, clearly labeled with name and date. Staff are trained in proper storage and handling of breast milk as well as ways to support nursing mothers. GDS will follow human milk storage guidelines from the American Academy of Pediatrics and the Centers for Disease Control and Prevention to avoid waste and prevent foodborne illness.

### **Car Seats/Strollers**

Due to the limited space in the Nursery area, we do not have a way to properly store car seats or strollers in the lobby; which also can be a trip and or fire hazard and the school can be penalized for it. In case the family needs to share a car seat, please make arrangements without including storing them at school.

### **Chapel**

As Christians serving the Lord Jesus Christ at Granada, the worship of our Lord is at the heart of who we are. It is through worship that we find the strength, the ability and the desire to serve our Savior and to love one another and those we minister to in the fullest possible way. Chapel is held every **Wednesday at 9:40 a.m.** The pledges (to the American flag, the Christian flag and the Bible) are recited, songs are sung; a Bible talk and/or a flannel board or dramatic presentation is given.

At GDS, we seek to develop in children the heart habit of worship to God through prayer, Bible reading and singing. Teachers foster these habits by the following:

1. Lead students in prayer (or encouraging children to lead).
2. Encouraging students to suggest, before prayer, specific needs or reasons for praise.
3. Reminding students to offer thanks to God before snack and lunch times.
4. Leading students in singing at specific times, or as the Spirit moves during instruction.
5. Contributing to the planning of and participating in regularly scheduled chapels.

## Class Parties and Special Events

1. Parties and events are announced by teachers and the administration through a monthly school calendar or newsletters which goes home in the child's bag or book bag. Please transfer all dates to your personal calendar and keep our monthly calendar in a visible place for easy reference (maybe on the refrigerator). Emails and Procure messages are also sent as reminders.
2. Birthdays may be celebrated on campus with certain limitations. Parents may bring cupcakes, cookies, juice boxes or provide pizzas and Happy Meals at snack and lunchtime only (please remember we are a peanut free school) Please, no party bags containing candies or mylar or latex balloons. **NO EXCEPTIONS!** You may provide goodie bags containing age appropriate toys, coloring books, crayons, etc. **Please notify the teacher beforehand if you would like to bring a special treat for your child on his or her birthday.**
3. Only parents or guardians may distribute invitations to the entire class for parties planned off campus. Electronic party invitations should be emailed to the School Registrar (Gaby Laris) to forward to other parents.
4. Holidays: GDS respects the right of parents to celebrate the holiday of Halloween, Christmas and Easter with their families as they wish. Within the school program, however, the following scriptural principles serve as our school guidelines:  
Halloween: GDS emphasizes a "Harvest Theme" at this time of the year. The traditional themes and symbols including witches, ghosts, and death (Deuteronomy 18:10 and 11), black cats, superstition, fear (Psalm 104 and I John 4:18), and darkness (I John 1:57) are all contrary to basic Bible truths as taught at GDS. In general, smiling pumpkins, wheat stalks, displays of produce, etc. are acceptable harvest symbols; while black cats, witches, monsters, ghosts, gravestones, vampires, etc. are not. Please refrain from distributing candies or treats on this day.  
Christmas and Easter: GDS treats these holidays as joyous times of the year to enthusiastically celebrate and emphasize both the birth of Jesus Christ and His resurrection. Activities and symbols, which complement these emphases, are prominent in our classrooms; myths and symbols, such as Santa Claus, elves, the Easter Bunny, etc. which compete with these are deemphasized.

## Classroom Ratio

Classroom ratio sizes are as follows: PreK 1 is 1:6, PreK2 is 1:7, PreK3 and above 1:10, and Kindergarten 1:15. Infants and Younger Toddlers in the Child Care Center are 1:4.

## Communication (Parent, Teacher, School)

Good communication is vital to the operation of the school. To avoid misunderstandings regarding school policies, please contact the office whenever questions arise. You may call (305) 444-2028 or email [info@granandadayschool.com](mailto:info@granandadayschool.com) with questions or concerns. Messages can be sent to our office staff or teachers via the Procure application as well. GDS provides communication regarding weekly activities, events and notices via email, bulletin boards, and messaging through the Procure app. If you must get in touch with

your child's teacher, please email directly to their GDS email address, or send a text message via the Procure app.

## Conferences

Scheduled parent/teacher conferences are held **twice a year**, one in the Fall and one in the Spring. The conferences are to be approximately 15 minutes in length. Parent/teacher conferences are held in person in the classroom on the designated days, unless it is scheduled on a different day by the teacher. During the conferences, teachers will discuss the child's development, milestones reached, as well as any assessment results.

## Diapering and Potty Training

**Children entering the PreK 3, VPK, and Kindergarten programs must be fully potty trained.** If a child in our PreK 3 program requires assistance with wiping please communicate with your child's teacher. We must receive written consent authorizing our staff to assist your child in this manner. Please provide your teacher with a bag of wipes to be used.

Children enrolled in our Infants-PreK 2 programs that use diapers must provide disposable diapers, wipes and (diaper ointment is optional) to the classroom. GDS does not provide these supplies for the child. Children in the process of potty training must be provided multiple changes of clothing (to be kept in the classroom) in case of potty accidents. All potty training is done by the parents/guardian at home and we will assist and support children during the process in the classroom. This is a collaborative effort between school and family.

## Developmental Screening and Referral/ Assessments

Your child's first 5 years of life are so important, that we want to help provide you with an *Ages & Stages Questionnaire* to help you keep track of your child's development. You will be asked to answer questions about your child including communication, gross motor, problem solving, and personal-social skills. Your child's teacher will fill out a questionnaire, score the answers and share results with parents.

- If the child is developing without concerns, we will provide a list of age-appropriate activities that are designed to encourage your child's development.
- If the questionnaire shows possible concerns, teachers and parents will discuss an action plan and develop appropriate activities for home use as well.
- If after our initial conference it is determined that the child would benefit from a diagnostic evaluation, parents must request a referral for evaluation from the child's pediatrician for speech/language, physical, occupational, behavioral, family and/or mental health therapy.

In addition to the Ages and Stages Questionnaire, children in the VPK program will participate in annual VPK assessments (3 times a year). Results of the assessments will be shared with the parents in writing.

## **Discipline Procedures**

GDS ensures that age appropriate, constructive disciplinary practices are used for children in our care. The teachers are responsible for establishing rules for classroom management according to the educational philosophy of GDS. We believe consistent, positive and constructive reinforcement motivates the child to behave appropriately. As advocates for the child, teachers develop routines and procedures that promote learning and socialization to benefit the child and ensure success in class. Per DCF regulation, GDS has established a disciplinary and expulsion policy which is written in detail, and signed by parents in the yearly registration form. To request a copy of the disciplinary and expulsion policies, please email our Registrar, Mrs. Gaby Laris.

### **Biting Policy**

At this age and stage of development, it is common for young children to bite other children. Biting occurs mostly during transition times or when the child is tired or hungry. It also occurs as retaliation, for example, when a child takes another child's toy. Biting also occurs frequently when a child is teething. This behavior is considered to be developmental and appropriate for young children. However, it is also socially unacceptable behavior. Incidents involving biting can be stressful for all families and children involved. The safety of each child will always be our concern and priority. There is much information on the Internet addressing this issue. If it is any consolation, the general conclusion of experts in the field of early childhood is that the child will eventually grow out of it. We will be sensitive to the needs of both families involved in biting incidents and will prayerfully address it in the foregoing manner:

**First bite:** Child will be put in a safe area. An accident/incident report will be written and given to the parents of both children involved in the biting incident. The forms must be signed and will be kept in the school file. Copies of the reports are available upon request. The identity of the children involved will remain confidential.

**Second bite:** Child will be removed from the classroom (sit in the reception area) for a brief period of time. An accident/incident report will be written and given to the parents of both children involved in the biting incident. The forms must be signed and will be kept in the school file.

**Third bite:** Child will be removed from the classroom and parents will be called to come pick up their child. An accident/incident report will be written and given to the parents of both children involved in the biting incident. The forms must be signed and will be kept in the school file. Child will remain at home the following day.

**Fourth bite:** Parents and GDS administrators will meet in order to evaluate and plan strategies for handling the biting behavior.

## **Dress Code**

Uniforms consist of a polo shirt or T-shirt with school logo (various colors to choose from) and navy blue/khaki bottoms for children entering Preschool. Uniforms must be purchased from All Uniform Wear, located at 8456 SW 8 Street, Miami, Florida, 33144. You may contact them by phone at (305) 266-1262.

Please send an extra change of underwear, shorts, shirt, and socks (non-uniform) with your child's first and last name labeled with permanent marker, in case they are needed, in your child's backpack.

No cowboy boots, flip flops, or jelly sandals are allowed since they are not conducive to running, jumping or climbing during playground time. Expensive jewelry such as earrings, bracelets or necklaces should NOT be worn since they can become damaged and/or lost at school. GDS will not assume responsibility for damaged clothing or loss of money, jewelry or other valuables that the students bring needlessly to school.

### **Leaving School Early**

If for some reason you must pick up your child before the normal dismissal, please advise your child's teacher ahead of time. This will allow the teacher the time needed to gather papers, etc. for your child before he or she is picked up and will be less disruptive to the class. Please call the school office 15 minutes prior to pick up. You may park in the designated arrival and dismissal area. Your child's teacher will escort your child to your vehicle.

### **Lost and Found**

Articles are kept in the school office's lost and found for 30 days. If one of your child's things is missing, please check with the main office immediately. Unclaimed items in the lost and found will be given to a needy cause after 30 days.

### **Media Policy**

Photographs and videos may be taken by your child's teacher to show children's development, special activities or events. Such media will be shared via Procure app or via email. Only group photos of children whose parents have opted-in for social media will be used in the school's social media accounts when applicable. Photographs such as individual, group and graduation pictures will be taken by the school photographer, to be displayed in the annual yearbook. Each family will receive a complimentary copy of the yearbook highlighting all the year's achievements, events and special moments. The media release form can be found in the enrollment application.

### **Nap Supplies**

If your child is entering the Preschool (PreK 1 through PreK 3) and staying for the Full Day class, you must provide a fitted crib sheet, blanket and pillow in a bag. A nap sack can be purchased from My Children's Treasures. Their contact number is 305-378-1441 and the website is <https://www.mychildrenstresures.com/>

### **Personal Property**

Personal property (such as a toy) is not permitted except on designated "Show and Tell" days. No toy guns, knives, swords, martial arts or war toys (such as Ninja Turtles and Power Rangers) of any kind are permitted at school at any time. These toys promote aggressive and hyperactive behavior usually involving physical contact and bad language. The toys will be confiscated but may be claimed by the parents from the Director's office. The school is not responsible for loss of personal items.

## **Playground Rules and Procedures**

The playground is available for GDS' staff and students only during school hours. Playground equipment is marked by age limitations such as under 24 months, 2-5 years of age, and 5 and up.

## **Snack/Lunch Program**

Infants and young toddlers will bring morning snacks/milk/formula/lunch from home. The school provides water and crackers for all preschool and Kindergarten children for the morning snack time. The parents are responsible for providing a nutritious lunch for the 30 minute lunch period scheduled between 11:00 a.m. and 12:30 p.m. Free VPK students do not have a lunch period during the classroom schedule. For students enrolled in Full Day classes, parents are responsible for providing a nutritious snack. Please label snacks in order to prevent them being eaten beforehand. No candy, gum or soft drinks will be allowed. **Please refrain from sending peanuts or other peanut products.**

## **School Policy for Therapy Treatment on Campus**

To better serve our students and families, GDS can accommodate therapist visits to be done on campus. If therapist visits are to be done on campus, parents need to notify the Registrar in writing what kind of therapy their child will need and name of the professional coming and scheduled time for the visits. Parents must fill out a permission form which is provided by the school office.

The therapist/professional must provide the school the following:

- 1-Level II background check (Clearinghouse)
- 2-Personal photo identification
- 3-Credentials

Prior to meeting with the student, all professionals need to stop by the school office, sign in and pick up a visitor's pass. When finished for the day, return the visitor's pass to the school office.

# **Health and Safety Tips**

## **Child Release**

No child shall be released to any person(s) other than the person(s) authorized by the parent or guardian and listed on the registration packet or its equivalent. GDS staff will require a valid picture identification in order to verify the identity of the person picking up the child. If a person is not listed in the authorized pick up list, a parent must provide written permission via Procure App or email with the first and last name of the person (as it appears on the valid identification), phone number and email, date of pickup and relationship to the child.

## **Fire and Safety Drills**

Since GDS is concerned with the safety and welfare of its students, unannounced



monthly fire drills are held, as required by law, for the safe and expeditious evacuation of the school building if the need arises. Great care is taken to explain our procedure to the children. We encourage you to also practice fire safety routines at home with your children. In addition, three tornado drills will be held, as well as two lock-down drills, throughout the school year. Code names are always used by the staff to identify the kind of drill performed.

## **Food Allergies**

We are a peanut-free school. Due to the large number of allergies caused by peanuts, we ask that you refrain from sending any food in your child's lunch box that contains peanuts. It is the responsibility of the parents to inform the office staff and teachers of any known allergies, and provide epi-pens when necessary. A medical consent form must be filled out when providing an epi-pen to the school.

## **Health Policy**

GDS recognizes the importance of providing and maintaining a school environment which minimizes the risk of the transmission of any significant communicable disease. It also recognizes the need to ensure that any student or staff member with a communicable disease remains eligible for the benefits of its educational services, as well as the rights and privileges provided by law. In order to balance these rights with the school's obligation to protect the health of all students and staff, the following policies and procedures have been developed regarding any student or staff member who has a communicable disease.

GDS will work cooperatively with local, county, and state agencies, as appropriate, to enforce and adhere to health codes for prevention, control, and containment of communicable diseases in the school.

*Communicable Disease Control* - With a child, a communicable disease may include any of the following:

- Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Temperature of 100.4 degrees Fahrenheit or higher when in conjunction with any other signs of illness. (A child should be free of temperature elevation for 24 hours without the use of fever medication prior to returning to school)
- Vomiting - Within the past 24 hours
- Yellow or green nasal discharge
- Rash - body rash with itching or fever
- Conjunctivitis (pink eye)
- Exposed, open skin lesions
- Unusually dark urine and / or gray or white stool
- Yellowish skin or eyes
- Any other unusual sign or symptom of illness

The following health policy rules will also be adhered to:

1. When your child is sick, please be considerate of the other children and staff.
2. In the event of an illness, the parent should notify the school and not allow the child to return until the illness has passed, and the child has been cleared to return to school. A written, signed release from the doctor stating, "the child may return to school and is free of contagion," is required and should be brought or emailed to the school office. The school will send a Medical Alert of any contagious disease within the school to the child's classroom such as flu, strep throat, RSV, hand foot and mouth disease, "Fifth disease", etc.)
3. In cases of surgery, fracture or prolonged illness, a written note from the doctor should be presented to the teacher regarding any limitation of activities or special accommodations to be made for the student.
4. Any student suspected of having a communicable disease will be placed in a Waiting Room near the playground gate to await parent or caregiver pick up. In the case of an extreme emergency, when the school is unable to reach the parents, relatives, or caregivers, 911 will be called and the child will be transported to the nearest children's hospital.
5. In all emergencies, the school has written parental permission to take such reasonable measures as are, in the judgment of the Director and/or staff, necessary to the welfare and safety of the child.
6. No medication may be administered by any member of the school staff at any time (this includes nebulizers, sunscreen, neosporin, tylenol, bug spray, etc...).
7. In the event that a child becomes sick during the day and is unable to be picked up by a family member within the hour, the child will remain in the Waiting Room in the Day School. After 30 minutes of a high fever exceeding 101 degrees Fahrenheit, 911 will be called if the child is not picked up.

## **Immunizations**

GDS is required by Florida law to obtain a copy of your child's birth certificate or passport, as well as current childhood vaccine records, in order to assure that all students enrolled have proof of immunization against diphtheria, measles, mumps, poliomyelitis, rubella and tetanus. State law requires that no student will attend the first day of class without the DH 3040 form or immunization certificate DH 680 or 681 on file.

**In addition, if vaccine and health forms have expired, your child will not be able to return to school until all vaccines and health forms are up-to-date. It is the responsibility of the parent to obtain these forms in a timely manner after receiving 1st email notification from the school Registrar. There are no tuition refunds if your child is absent from school due to non-compliance.**

## **Insurance**

In the event of an accident occurring on campus or on a field trip, Granada Presbyterian Day School provides a secondary insurance policy (parents are assessed an annual \$40.00 fee included in your registration fees).

## **Noncustodial Parents**

Divorced and separated families are realities of contemporary life that affect GDS's responsibilities to its students. The following guidelines have been adopted to assist the school in a situation where a noncustodial parent wishes to become involved in school related activities of a child, or wishes to have contact with or to take custody of the child while the child is at school:

- Ordinarily, the school will not deny or interfere with a non-custodial parent's involvement in school related affairs or access to the parent's child or the child's records, unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will otherwise not choose sides between parents.
- A non-custodial parent may not take custody of a child or remove the child from school premises unless the custodial parent presents either a valid written court order or a written authorization signed by the custodial parent permitting such custody.
- If the actions of parents, custodial or non-custodial, become disruptive to the operations of GDS, the school has the right to restrict access by such parents and to take other necessary action.
- In the case of name changes for children, our records cannot be altered by request of either a non-custodial or custodial parent until a written court order or judgment allows it. This includes changes such as a name as it appears on a birth certificate, etc.

## **Parking and Traffic**

Your children's safety is of utmost importance. Therefore, we ask that you drive carefully as you enter the main parking lot on the Bird Road side. Always enter through the Toledo Street entrance, and exit onto Bird Road. Making a U-turn in the parking lot and exiting on Toledo Street is not permitted. The speed limit inside the parking lot is 5 m.p.h. Please do not park in the areas designated for visitors on University Drive, as they are reserved for church visitors. Parents or visitors needing to come to the GDS office must park on University Drive near Toledo St.

**Rainy Day Policy** – In the event of heavy rain, parents may drop children off under the covered areas (Carport on the Bird Road side close to the Fellowship Hall). Teachers will be available to meet your child and take him/her to their classrooms. Rainy day arrival will be available until 9:00 a.m. only.

## **Severe Weather Plan**

Only in the event of severe weather, Granada Presbyterian Day School will follow the same decisions made by the Miami Dade County Public School system as to whether or not school will be canceled. Stay tuned to weather reports on local television and radio stations. Information and updates will also be posted on the school website, [granadadayshcool.com](http://granadadayshcool.com). Should the choice be made to dismiss during the school day, parents will be notified by the school administration by Procure message, phone or email. There will be no refunds as a result of school closings due to weather.

## Sunscreen and Bug Spray

Parents who wish to apply sunscreen and/or bug spray on their child must do so prior to the child entering the classroom in the morning or drop off time. Teachers are not able to do this, but must be done by parents or guardians.

## Safety and Security

School classroom doors and gates will be locked during school hours. The gates closest to the Carport will be opened during arrival and dismissal times and will be used as a single point of entry during arrival and dismissal times. A GDS staff member will be present to monitor. If the designated monitor needs to step away from the gates during arrival or dismissal times, the gates will be closed and you will be buzzed in.

# Tuition and Fees

## Tuition Payment Schedule

Annual tuition is divided into 10 equal installments from July 1, 2023 until April 1, 2024 for Preschool and Kindergarten students. Annual tuition for Infants and Younger Toddlers enrolled in the Child Care Center is divided into 12 equal payments from July 1, 2023 until June 1, 2024. Payments are due on the 1st day of each month. A late fee of \$50.00 will be assessed if payment is not received by the 5th of the month. No exceptions will be made. If, for any reason, you are unable to make your tuition payment, please contact the Billing Manager, Mrs. Ellie Palacios at (305) 763-0874 or [ellie@granadadayschool.com](mailto:ellie@granadadayschool.com)

- Students whose accounts are more than 30 days overdue will not be permitted to return to school until payment is made. Accounts must be current in order to avoid suspension.
- Tuition installments paid in full ensure a place in class regardless of illness, epidemic/pandemic, vacation travel or quarantine after travel.
- A \$50.00 fee will be assessed for all returned checks.
- Report Cards, diplomas or transcripts will not be released to parents whose accounts are not paid in full.
- Parents will not be permitted to re-enroll their children if accounts are outstanding.
- Parents are responsible to pay registration and school improvement fees each academic year that children are enrolled in.

## Registration Requirements

1. The child must be the age of the class he or she is entering by September 1st.
2. Birth certificate and medical forms from the State of Florida (DH 3040 and DH 680, which you obtain from your child's pediatrician) must be presented to complete enrollment. Medical forms must always be current for a child to be permitted to attend class.
3. According to DCF regulation, parents are required to receive the following:
  - Know Your Child's Child Care Facility (DCF brochure).
  - Discipline and Expulsion policy used by Granada Presbyterian Day School.
  - Distracted Adult (DCF brochure which must be signed during September and

April)

- Flu brochure (DCF brochure which must be signed during August and September)
- Rilya Wilson Act brochure (signed once each school year)

4. In addition, parents are required to read the Parent Handbook and sign and return the last page to their child's teacher acknowledging that it has been read.

5. Children enrolling in Free and Full Day VPK must present a VPK Certificate of Eligibility in order to receive the VPK subsidy. Children enrolled in a VPK classroom without a VPK Certificate of Eligibility, will be enrolled as a "Non-VPK student" and regular tuition rates will apply.

## **Tuition & Tuition Discounts**

Tuition is billed annually for all age groups. Your total tuition due each school year is divided into 12 payments (Child Care Center) or in 10 payments (Preschool). All payment schedules begin July 1st through April 1st (Preschool) or July 1st through June 1st (Child Care Center). Registration and school improvement fees are billed each year the student is enrolled.

Discounts are given for siblings: 10% off for second child, 15% off for third child, etc. off the tuition amount (not including Before or After School Care, registration or school improvement fees). Day School staff receive a discount on tuition. Active church members receive a discount when:

1) Regular church attendance on Sundays and church activities (at the very minimum twice a month) or serving in a specific church related ministry.

You will have an opportunity to select an area during the New Members class.

## **Withdrawal/Dismissal**

It is the responsibility of the parents, not the teachers, to notify the office of a student's intended withdrawal and fill out the appropriate "Withdrawal Form". Parents must notify withdrawal in writing and at least give 30 days advance notice. Once a child is withdrawn from the program, if a parent seeks re-enrollment in the same academic year, it will be based on availability. A space will not be held in a classroom after a withdrawal has been processed. Once a seat in a classroom is relinquished, it will be offered to the first family on the waitlist.

Note: It is the responsibility of the parents to make the tuition payments for the remainder of the school year unless the student and family is moving out of Miami-Dade county and shows proof of new residence within 30 days of the move in order to be released from the financial obligation. Registration, school improvement fees, and paid tuition are non-refundable, non-transferable.

GDS reserves the right to dismiss any child or recommend alternate placement, if, after entering, the child appears unready to participate in experiences for that age group. Report cards will not be issued to any kindergarten student whose account is not current. After prayerful consideration, a student may be dismissed from Granada Presbyterian Day School when he or she, parents or any family member of the child is found to be out of harmony with the regulations and policies of the school.



## Granada Day School

I have read Granada Presbyterian Day School's Parent Handbook for the 2023-24 school year. I understand and agree to adhere to the policies and procedure as stated in this handbook.

---

Parent's Printed Name

---

Parent's Signature

---

Child's First and Last Name

---

Classroom # / Teacher's Name

---

Child's First and Last Name

---

Classroom # / Teacher's Name

---

Date

**Please return this signed form to the school office or your child's teacher in person or via email to Gaby Laris, Registrar at [gaby@granadadayschool.com](mailto:gaby@granadadayschool.com)**