

# ***Parent Handbook***



**Granada Day School**

**2019-2020**

## ***Infants - Kindergarten***

*A private, co-educational Christian institution, non-profit, and non-discriminatory as to race, color or national origin*

*Accredited by: Christian Schools of Florida, PK2-K*

*Licensed by the Florida Department of Children and Families*

*Certificate # C11MD0226*

*Capacity: 188*

*900 University Drive*

*Coral Gables, Florida 33134*

*Web Page: [www.granadadayschool.com](http://www.granadadayschool.com)*

*School: (305) 444-2028*

*Church: (305) 444-8435*

*Fax: (305) 444-3193*

*Granada Day School is open to children regardless of their race, color or religion*

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# **Granada Day School**

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## **School Board Members**

Mr. Jack Thomson, *Chairperson*  
Dr. Monica Payares-Lizano

Ms. Lottie Downie  
Mrs. Christine Lambert

Ms. Jackie Eads  
Mr. Philip Winter

Mrs. Jeannette Tejeda  
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**

9:30 a.m.	Heritage Worship Service
9:30 a.m.	Sunday School (Nursery through Adult)
11:00 a.m.	Spanish Worship Service
11:11 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	Room 30
Infants and Toddlers	Nursery

### **Church Staff**

Rev. D. Worth Carson, *Senior Pastor*  
Jeff Sullivan, *Executive Administrator*  
Rev. Jamid Jimenez, *Spanish Pastor*  
Jane Haywood, *Asst. to Sr. Pastor over V. and Worship*  
Dr. Phillip Binnie, *Assistant Pastor*  
Dany Flores *Contemporary Service Director*  
Sandy Carson, *Children's Ministry Director*  
Mandy Patterson, *Asst. to Children's Ministry*  
Higor Ribeiro, *Creativity Director*  
Ana T. Main *Day School Director*

Gabriela Viggiani, *Executive Asst. to Teaching Pastors*  
Peggy Gasior, *College & Career Director*  
Ania DaSilva, *Financial Secretary*  
Rachel Correa, *Heritage Service Director*  
Dave McCloud, *Family Pastor, Missions*  
Charles Curcio, *Director of Technology*  
Crystal Norman, *Wedding Coordinator*  
Luisa Triana, *Cataife Hernandez, Custodian*  
Alfredo Lopez, *Maintenance Manager*

# 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:

Welcome to Granada Presbyterian Day School. We are so glad that you have brought your children to this 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 our school. 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 (to be placed in your child's file) as evidence that you understand and accept our policies.**

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, Gabriela Lopez. 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 (PK2-K). 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 is comprised 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 Volunteer Committee

Granada Presbyterian Day School parents and grandparents 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, Party and Event Program Committee, Yearbook photographers, School Office Assistants, Substitute Teacher Assistants, etc.

### **Qualifications of Teaching Staff**

The teachers are committed Christians 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). The staff is also required to obtain 45 hours Department of Children and Families certification. Teachers must also maintain at least 3.0 CEUs 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 3 months*)**

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 her earliest possible convenience.

## **Curriculum and Instruction**

### **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. 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.

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 and a variety of readiness experiences in all areas of learning development. 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.

One-2 year olds use “The Creative Curriculum for Preschool”. The Creative Curriculum translates child development theory and research into best practice, clearly defining the teacher’s vital role in connecting content, teaching, and learning for preschool children. The curriculum for 3 year olds is “Splash into Pre-K—A Great Place to Learn and Play!” by Houghton Mifflin Harcourt. Splash into Pre-K is an early learning program designed to ensure success for today’s Pre-K and 3-4 year-old and Kindergarten learners through the latest research and interactive learning philosophies. Splash into Pre-K helps teachers build a community of learners using an integrated child-centered curriculum in English and Spanish. It thoroughly engages children through comprehensive lessons and high-interest activities, and provides a flexible Instruction Plan allowing children to learn and explore at many different levels. Teachers can pick and choose activities depending on individual child's interest. Once children are in VPK, their curriculum includes Creative Curriculum and is supplemented by Houghton Mifflin Reading, Wee Learn, Go Math, Houghton Science and Social Studies.

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 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> A typical day consists of: Arrival; Table Activities; Circle Time (prayer, pledges, helper chart, calendar, weather, and curriculum); Bible (story and verse, Chapel on Wednesday morning); Art; Music; Media Center and Library; Snack and playground; Learning Centers (math, art, science, language, social studies, small motor skills); Group Activities; Dismissal.

## General Policies

### Arrival and Dismissal Procedures

Arrival time for all students is at 8:45 a.m. The parents accompany their children to the classroom where the teachers receive them. Parking is available in the parking lots on Bird Road. Classes begin promptly at 9:00 a.m. All children are to be in their classrooms no later than 8:55 a.m. Classroom doors will be locked at 9:00 a.m. Punctuality is greatly stressed. Please notify the School Office via email, phone call or texting service if your child will be arriving late, or will absent.

Dismissal for One, Two, and Three-year-old classes is at 1:00 p.m. sharp. Children who are not picked up by 1:00 p.m. will be placed in After School Care, and the parents

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<sup>1</sup> James Dobson



will be charged \$10.00 per hour after 1:15 p.m.. Four-year-old classes are dismissed: VPK Only at 11:45 a.m. and VPK “Wrap Around” at 2:00 p.m. Kindergarten students are dismissed at 2:45 p.m. and students not picked up at this time will be taken to After School Care. Dismissal is a very exciting time for the children. When picking them up, please wait for the teacher to open the door signaling dismissal. The teachers have many little ones to account for. Therefore, 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 guardian only. Parents are to submit a signed permission to the Registrar for someone other than the designated persons to pick up the children.

If you need to pick up your child before dismissal time, please come through the front door of the school office (900 University Drive) to sign him/her out.

## **Attendance**

Attendance will be taken by your child’s teacher on a daily basis. Every child will also need to be signed in and out. A form will be available to you at drop off in the classroom. **If you know that your child will be late or absent before hand please text this information with your child's name to 555-888.** In case of a child’s absence without prior notice from parents, the GDS staff will contact the parents/guardians within one hour of drop off time. In the 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)**

## **Attendance Rule from DCF**

“Providers must contact parents/guardians within one hour of the normal drop off time to verify the child’s absence.” DCF Handbook 7.5 p.51

It is the parent/guardian’s responsibility to inform the school in writing of any tardiness exceeding one hour of the regular arrival time of 8:45 a.m. and/or my child/children’s absence from school. If no communication is made in one hour of regular drop off time the school will contact the parent guardian thru email, text message and/or phone call. If parent/guardian cannot be reached the school will go down the list of authorized pick up people.

No reductions in tuition will be made for illness, vacations, school holidays, or weather-related absences. Parents of all VPK students: Please make sure children attend 80% of the program. VPK students with excessive absences, or that go beyond the 20% of allowable absences risk losing their place in the program.

## Before and After School Supervised Care

### Before School Care:

1. Is available Monday through Friday from 7:00 a.m. to 8:40 a.m. for  
Infants- Room 34  
Toddlers- Room 3  
PreK 2, 3, VPK, and Kindergarten- Room 14  
***Pre-K 2 children are to be dropped off in Room 10 beginning at 7:30 a.m.***  
At 8:40 a.m. the children will be escorted to their classrooms.
2. Prior registration with the Registrar is required.
3. A fee of \$5.00 per child, per day used, will be assessed and billed at the end of the month for children not pre-paid for services.

### After School Care:

*Please note: Children must be signed out by the After School Care teacher. In the past, parents sometimes signed the child out themselves while the teacher was assisting other children and the handwriting was illegible. If that occurs, you will be billed for the full time of ASC.*

1. Is available Monday through Friday from 1:00 to 6:00 p.m. for  
Infants- Rooms 34 and 35  
Toddlers- Room 3 (At 5pm, they will be moved to Room 11)  
PreK 2 and 3 will nap in their rooms (1-3pm)  
VPK and Kindergarten- Room 14  
At 4pm, PreK 3, VPK and Kindergarten will combine in Room 14
2. A fee of \$10.00 per hour will be assessed and billed at the end of the month for children not pre-paid for services.
3. All students must be picked up by 6:00 p.m. sharp. A late fee of \$1.00 for every minute past 6:00 p.m. will be assessed at the end of the month.
4. Students are released to the parents or authorized persons only. Parents are to submit a signed permission to the Registrar for someone other than the designated persons to pick up the student.
5. Children staying for After School Care on a regular basis should have an extra change of clothes, including shoes and socks. Please label all clothing with first and last name. Snack from home must be provided.
6. You can request a copy of the After School Care schedule from the ASC Coordinator.

### **Schedules and room assignments may change due to demand.**

Naptime Packages (consisting of pillows, sheets, blankets and pouch) is required for all After School Care children in the Toddlers-PreK 3 program. Sets may be purchased for \$30.00. Parents can communicate directly with the vendor: My Children's Treasures Inc. 12921 SW 99 Avenue. Miami, Florida 33176. Phone number 305-378-1441.

7. It is not possible for teachers to alter schedules or procedures to meet

individual parent requests regarding After School Care. After School Care is provided for the convenience of the parents according to established routines.

## **Book Bags/Backpacks**

Each GDS student is required to have a book bag or backpack for personal belongings, homework papers, and school correspondence being sent home. Please label each book bag or backpack with your child's first and last name. Parents are asked to check their child's book bags each day, especially on Wednesdays for notices and other important information that are sent home in a folder. 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. The Infant classrooms have refrigerators to store milk or other refrigerated items. Nursing can be done in the Cafe, if available.

## **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 hazard. You may bring your child/children in the car seat or stroller, however, please take it with you after dropping the child off in their classroom.

## **Chapel**

This is a special service of worship for our students and faculty held weekly for 20 minutes. Chapel provides an opportunity to praise our Lord Jesus Christ through song, to become more knowledgeable of His Word through Scriptures, sermonettes, and flannel board stories, and to share prayer and fellowship together in His name. Chapel is held Wednesdays at 9:40 a.m.

## **Class Parties and Special Events**

1. Parties and events are announced by teachers and the administration through a monthly school calendar which goes home in the child's backpack 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).
2. Birthday parties cannot be held on campus. However, we enjoy helping children celebrate their birthday. Parents may bring cupcakes or cookies only (please remember we are a peanut free school) at snack or lunchtime. Please, no party bags, decorations including balloons! *Please notify the teacher before hand 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. Teachers may not be asked to distribute invitations.
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.

### **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. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday, but you may leave a message on our answering machine at any time or reach us through email. Our phone numbers are as follows: School 444-2028; Fax 444-3193; Email: [ana@granadadayschool.com](mailto:ana@granadadayschool.com); [gaby@granadadayschool.com](mailto:gaby@granadadayschool.com) ; [ellie@granadadayschool.com](mailto:ellie@granadadayschool.com) ; [tatiana@granadapca.org](mailto:tatiana@granadapca.org) .

Folders will be sent home with students once a week (typically Wednesdays or other day designated by the teacher). They will include calendars, notices, etc. You will be required to sign and return these folders the next school day to verify that the information has been received. Please note: Most of our correspondence will be sent to you via email. Please make sure we have your correct email address. Additional information and monthly and yearly calendars will be posted outside classroom bulletin boards as well as our website, [www.grnadadayschool.com](http://www.grnadadayschool.com).

The Registrar and Billing Manager should be notified immediately regarding any changes in your address or home and work telephone numbers. All pertinent information such as change of physicians, allergies to a specific medication or food, or authorized persons for pickup, should also be made available to the school. Up-to-date information may make a difference in the welfare and care of your child if an emergency situation should occur.

Complaint or Problem Procedure: Occasionally, during the course of the school year, misunderstandings or problems may arise between a teacher and student, a teacher and parent, a parent and the administration, or any one of several possible areas. Since this is often the result of a lack of communication among those involved, and ultimately affects the children, GDS' desire is to remedy the situation as soon as possible. Therefore, the school has established a policy for these situations, and complaints or problems will be handled in the following manner:

1. *All questions, concerns, problems or complaints should be brought directly*

- to the teacher first before anyone else becomes involved.*
- 2. If the situation is not resolved at this level through direct contact, the parent may request a meeting with the School Director.*
  - 3. Finally, if the problem is still not resolved, it will then be placed on the agenda of the School Board at its next regular meeting and addressed by the Board members at that time. Parents will be notified of the School Board's final action by letter.*

## **Conferences**

Two conferences are scheduled during the school year. However, parents and teachers may request intermittent conferences when deemed necessary. We ask that conversations and conferences with teachers be scheduled after school is dismissed. The teacher's primary concern in the morning is greeting your child and starting the day in an orderly manner and dismissing in the same manner.

## **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 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. We will assist and support families potty training the children at home. This is a collaborative effort between school and family.

## **Developmental Screening and Referral**

Your child's first 5 years of life are so important, that we want to help you provide the best start for your child. We will 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 as well. Your child's teacher will score the questionnaire and the scores will be shared with the parents.

If the questionnaire shows that your 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, we will arrange for a parent-teacher conference to discuss the results of the questionnaire. Teacher and parents will discuss an action plan and develop appropriate activities for home use as well. Referrals will be made.

If after our initial conference it is determined that the child would benefit from a

diagnostic evaluation, a referral may be made to community agencies for speech/language, physical, occupational, behavioral, family and/or mental health therapy. If applicable, a referral may be made to the following agencies.

For children birth to 3 years:

Early Steps Program- Appointments will occur within 45 days of the referral. There is no cost to the family for the child's initial evaluation.

For children 3-5 years:

Florida Diagnostic and Learning Resources System (FDLRS)- appointments will be scheduled upon the completion of the referral packet. Screening and evaluation services are available through Miami-Dade County Public Schools at no cost.

## **Discipline Procedures**

GDS ensures that age appropriate, constructive disciplinary practices are used for children in our care. Children shall not be subjected to discipline that is severe, humiliating or frightening. Discipline shall not be associated with food, rest or bathroom procedures. Spanking or any other form of physical punishment is prohibited. Children may not be denied active play as a consequence of misbehavior.

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. A caring manner builds understanding and self discipline. We teach that as God's children, we glorify God when we are obedient.

### **Inappropriate or difficult behavior will be handled in the following manner:**

1. Objective evaluation of the behavior.
2. Restructuring the environment to remove the source of conflict or uncooperative behavior.
3. Positive interaction offering options and/or diversion, as well as setting limits.
4. Removing child from group activity to separate area for a short time ("safety area" or "quiet area").
5. Planning conference with the parents, approaching the problem on a united front.
6. Teacher and parents are resources for each other in evaluating and planning strategies for handling difficult behavior.
7. Fostering attitudes of caring and dedication to the child's progress toward self-discipline.
8. Parents and child meet with the Director if the problem persists.
9. If the inappropriate behavior results in an injury, an Accident/Incident Report will be filled out and signed by the parents of both children involved in incident and kept on file.

10. If inappropriate or difficult behavior persists after the above have been followed, Granada Day School reserves the right to ask the child to leave the school on a permanent basis. If we are not able to meet the child's needs within our current staffing patterns, we will give parents the time and assistance needed to find more appropriate care. As a reminder, no refunds or credit will be issued.

### **Biting Policy**

At this age and stage young children will frequently bite another child. This type of behavior is usually a result of the child acting out in a stressful situation. 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 aggressive behavior is considered to be developmental and appropriate for the young child. However, it is also socially unacceptable behavior.

This is a stressful situation for all families and children involved. We are concerned about the safety of each child. 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 safety area . An accident/incident report will be written and given to the parents of both children involved in the biting incident. Both parents must sign this form and return to the teacher.

**Second bite:** Child will be removed from the classroom (sit in the reception area) for a brief period of time. An accident report will be written and given to the parents of both children involved in biting incident. Both parents must sign this form and return to the teacher.

**Third bite:** Child will be removed from the classroom and parent will be called to come pick up their child. An accident report will be written and given to the parents of both children involved in biting incident. Both parents must sign this form and return to the teacher. 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 and navy/khaki shorts or pants for the girls and boys. In addition, girls may wear a skort in navy blue/khaki. Winter wear is navy slacks or jogging pants and sweatshirts that may be purchased at All Uniform Wear, located at 8456 SW 8 Street, Miami, Florida, 33144 Phone Number: (305) 266-1262.

Please send an extra change of underwear, shorts, shirt, and socks with your child's name labeled with permanent marker, in case they are needed, in your child's backpack or book bag. Clothing and personal items are required to be labeled with the child's first and last name.

Shoes should have soft soles, such as sneakers, which provide the best support for your children. No cowboy boots, thongs, flip flops, or jellies are allowed since they are not conducive to running, jumping or climbing during playground time. GDS will not assume responsibility for damaged clothing or loss of money, jewelry or other valuables that the students bring needlessly to school. No hats are allowed except for special occasions.

## 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. You must come to the school office first to sign your child out and receive a pass. You may park in the circular driveway outside the school office.

## Lost and Found

Articles are kept in Lost and Found for 30 days. If unclaimed, they will be given to a needy cause. If one of your child's things is missing, please check with the office immediately. Lost and Found is located in the Main Office.

## Personal Property

Personal property (such as a toy) is not permitted except on designated "Show and Tell" days. No Martial Arts or war toys (such as Ninja Turtles and Power Rangers) of any kind will be allowed at school at any time. This includes toy guns, knives, and swords. 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.

## Pictures

Individual student pictures are taken in the Fall, followed by class pictures which are taken in the Spring. Both are made available for your purchase. You will be notified via the school calendar and notices sent home in your child's folder.

## Playground Rules and Procedures

The playground is available for use by the parents and their children, however, for better accommodation and school policy compliance, follow the guidelines below:

1. When the playground is being used by GDS classrooms, parents and their children must exit the playground area.
2. Parents and children play at their own risk. Parents are responsible for child supervision. The use of cellphones are discouraged, except in case of emergency.



3. Please be aware of the appropriate age group stated on equipment label - The blue and purple set closest to the Education Wing (on the left hand side) is for 5 to 12 year-olds only.  
Children must use the slide one at a time with no standing at the top or at the bottom. THERE WILL BE NO WALKING UP THE SLIDE. Children are in danger of getting injured by someone coming down the slide if they try to climb up it. Children must always go down the slide feet first.
4. Caution children against pushing or scuffling on playground platforms. Platforms are for constructive socialization and dramatic play.
5. Caution students against throwing mulch, stones or pieces of wood mulch. Keep the mulch within designated areas at all times.
6. Keep University Drive and Bird Road gates latched at all times while children are at play.
7. Keep children from climbing fences, trees and stonewalls, as well as railings, and poles.
8. Teach children to respect plants, trees, bushes, grass growing, and not to excessively pick flowers in order to keep God's world beautiful for them.
9. When going to or playing on the playground, always walk on the sidewalks.
  1. Real or pretend fighting and rough play are not allowed.
  2. Show pride in your school and neighborhood by keeping the building and grounds litter-free.
13. Wet equipment could be slippery and could lead to a fall.
14. Be aware that they should never play on broken equipment. Please notify the Administration if there is a problem with the equipment.
15. Avoid pushing or shoving.
16. Children should take turns using playground equipment and should not crowd or push others to get onto playground apparatuses

### **Snack/Lunch Program**

The school provides water and crackers for all GDS 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. For children in After School Care, the parents are responsible for providing a nutritious snack. Please label after school snacks in order to prevent them being eaten beforehand. No candy, peanut products, gum or soft drinks will be allowed. Please refrain from sending peanuts or any product containing peanuts.

### **Special Needs Policy**

We will not discriminate against children with special needs. Close communication with the parents is essential to providing quality care. If the child has already been evaluated by his/her physician, we will work with them to implement the IEP (individual educational plan) and IFSP (individual family support plan) that has been developed. Parents are required to submit to us their child's most recent IEP/IFSP and keep us updated on the child's progress. If we are not able to meet the child's needs within our

current staffing patterns, we will give parents the time and assistance needed to find more appropriate care.

## **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.

The therapist/professional must provide the school the following:

- 1-Level II background check
- 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. Any person(s) authorized to take a child from the childcare facility, other than the child's parent or guardian, must present positive picture I.D. to the employees of the facility before a child is released.

In the event of a circumstance where no person authorized to remove a child from care is available, the child's parent or guardian must contact the facility and authorize another individual to remove the child from the facility. The authorized individual must present positive I.D. to the employees of the facility before the child is released.

You may not leave a message on the answering machine to authorize another individual to pick up your child. Please send a written authorization slip, fax, or email to the Registrar.

## **Fire and Safety Drills**

Since GDS is genuinely 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.

## 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 lunchbox that contain peanuts.

## Health Policy

GDS recognizes the importance of providing and maintaining a school environment which minimizes the risk of the transmission of any significant communicable diseases. 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 dangerous to the public.

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 - Any child, child care personnel or other person in the child care facility suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed. Such person may not return without medical authorization, or until the signs and symptoms of the disease are no longer present. With a child, a communicable disease may include any of the following:

1. Severe coughing, causing the child to become red or blue in the face or make a whooping sound.
2. Difficult or rapid breathing.
3. Stiff neck.
4. Diarrhea (more than one abnormally loose stool within a 24 hour period).
5. Temperature of 99.6 degrees Fahrenheit or higher when in conjunction with any other signs of illness. (A child should be free of temperature elevation for 24 hours prior to coming to school).
6. Conjunctivitis (pink eye).
7. Exposed, open skin lesions.
8. Unusually dark urine and / or gray or white stool.
9. Yellowish skin or eyes.
10. Any other unusual sign or symptom of illness.

Communicable Disease Panel - A communicable Disease Review Panel will be convened by the Director as needed. The purpose of this plan is to serve as a resource and advisory body to the school for specific communicable disease instruction, and for input regarding issues of major concern to epidemic control and any communicable disease occurrence. The Infectious Disease Review Panel will be comprised of the Director or designee, and/or a physician with expertise in the related disease.

In addition, one or more of the following may be added to the panel:

1. Public health administrator or designee.
2. Physician(s) treating the individual.

The decision to close the school due to infectious disease outbreaks is at the discretion of the school's Director.

*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 a contagious illness, the parent should notify the school and not allow the child to return until the illness has past. 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 faxed to the school office at 444-3193. The school will give written notice of any contagious disease within the school.
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 considerations before turning it into the school office.
4. In case of illness or accident during school hours, the child will be taken to the school office and the parents or guardians will be notified. In the event the parents or designated guardian cannot be reached by phone, the parents, according to prior written consent, give GDS permission to call a designated physician at the parent's expense. In the case of an extreme emergency, when the school is unable to reach the parents, relatives, or family physician, "paramedics" will be called and a hospital of the school's choosing will be asked to administer emergency aid to the child. The "EMERGENCY RELEASE FORM" will be used in lieu of direct parental consent.
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. No medication may be administered by any member of the school staff at any time (this includes nebulizers).
6. A child should not be brought to school when he or she has any of the following:
  - a. Any type of infectious illness such as a communicable disease, infections of the eyes or skin, head lice, etc.
  - b. Dark yellow or green mucus coming from the nose or throat, regardless of whether it is allergy-related or an infection.
  - c. Been vomiting or has diarrhea prior to coming to school.
  - d. A temperature elevation of 99.6 degrees or higher.
    - A child should be free of temperature elevation for 24 hours prior to coming to school.

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 isolation in the Day School office. There will be an additional fee charged of \$10.00 an hour for the additional supervision required during this time.

Please note: Refunds are not given for children who cannot attend school due to illness.

## **Immunizations**

GDS is required by Florida law to obtain a copy of your child's birth certificate, 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.

The Florida Health Form (#3040) is obtained from your child's pediatrician or your health care agency. State law requires that no student will attend the first day of class without an original well-child checkup (DH #3040) and a record of vaccines (DH #680).

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.

## **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 noncustodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a 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.
- Concerning field trips that require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document. The teachers will be informed of such cases if the child is in their class.

## **Parking and Traffic**

Your children's safety is of utmost importance. Therefore, we ask that you comply with the following traffic rules:

1. The flow of traffic in the parking lot on Bird Road is one-way. Please enter on the East (Toledo Ave) and exit on the West (Bird Road). Do not turn your car around in the parking lot. Please follow the traffic pattern to make arrival and dismissal as safe as possible.
2. Drive slowly while in the parking lot. Little children sometimes dart out in front of cars unexpectedly. Five (5) miles per hour is advisable.
3. Parking is available in the Bird Road parking lot and on the grassy swales surrounding Bird Road only. The University Drive parking lot is reserved for church staff only. Remember to display the parking permits in a visible spot in your car (preferably on the drivers side-lower left).
4. Do not park in the drive through porticoes near Fellowship Hall or University Drive. They may only be used on rainy days or for handicapped needs.
5. Please do not leave children unattended in your car while picking up students.
6. Do not let children run in the parking lot and or hallways.
7. Parking lot can be busy, so hold children's hands at all times while in the parking lot.
8. Please avoid social conversations in the parking lot; cars go in and out all the time.
9. Granada Presbyterian Church/Granada Day School is not responsible for handbags, briefcases or any other items left unattended in your car. We strongly recommend do not leave your personal belongs in the car.
10. Please do not park in the areas designated for visitors. Those spaces are reserved for visitors to the Church.

**Rainy Day Policy** – In the event of rain, parents may drop children off under the covered areas. (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 from 8:45-9:00 a.m. only.

## **Severe Weather Plan**

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. Also, check Granada's website for information and updates – [www.granadadayschool.com](http://www.granadadayschool.com). Should the choice be made to dismiss during the school day, parents will be notified by the school administration by phone/text or email. There will be no refunds as a result of school closings due to the 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 guardian.

## Other Safety Issues

School classroom doors and gates will be locked at 9:00 a.m. The Bird Road entrance to the library will be locked at all times. If your child's classroom is located in Room 6 or Room 7, please enter through the hallways on either side of the Education Wing.

## Tuition and Fees

Tuition payments are payable one month in advance and 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 payment is not received by the 30<sup>th</sup> of the month, your child will not be able to return until payment is made. If, for any reason, you are unable to make your tuition payment, please contact the Billing Manager.

- Students whose accounts are more than 30 days overdue will be suspended from school until payment is made. Accounts must be current in order to avoid suspension,
- After School Care will not be available to those students whose accounts are more than 30 days overdue until payment has been made.
- Tuition installments paid in full ensure a place in class regardless of illness or vacation travel. If a student is withdrawn or dismissed once classes have begun for a semester, the parents or guardians are responsible to pay the full tuition for that semester unless the parent notifies of withdrawal in writing and at least giving 30 days advance notice.
- A \$35.00 fee will be assessed for all returned checks.
- End-of-the-year Report Cards and Achievement Test results will not be released to parents whose accounts are not paid in full.
- Parents will not be allowed to re-register their children until debt is paid or a satisfactory arrangement is made with the school.
- Upon cancellation, the current tuition installment at time of cancellation must be paid in full.

### VPK ONLY

- VPK will only pay up to two (2) absences per month, per child. Therefore, Granada Presbyterian Day School will allow absences exceeding two (2) days with a doctor's note that must be turned in to the Day School Office on the day the child returns to school. This policy does not include vacations or weather-related absences (in this event a charge will be assessed to the student's account).

## Registration Requirements

1. The child must be the age of the class he or she is entering by September 1st.

2. Birth Certificate and Health records (using Forms #3040 and #680, which you obtain from your child's pediatrician) must be presented at registration. Students without valid health and vaccine forms will not be able to attend class. All vaccine and health forms must be kept up-to-date in order for your child to remain in school
3. Parents are required, according to law, to read and sign the following:
  - a. Know Your Child's Child Care Facility (DCF brochure).
  - b. Alternative Nutrition Plan Agreement.
  - c. Disciplinary Practices used by Granada Presbyterian Day School.
  - d. Distracted Adult (DCF brochure)
5. 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.
6. Registration, Supply, and Improvement Fees must be paid to reserve a space for your child each school year. These fees, including first and second tuition installments are non-refundable and non-transferable.

### **Permanent Withdrawal/Dismissal**

It is the responsibility of the parents, not the teachers, to notify the office in writing thirty (30) days in advance and fill out the appropriate "Withdrawal Form" if they are planning to withdraw their child. Parents of students who are withdrawn once classes have begun for a semester are responsible to pay up to the current tuition installment at the time of withdrawal.

Note: In all cases of withdrawn students, it is the responsibility of the parents to make the tuition payment through intended withdrawal date.

GDS reserves the privilege of dismissing any child or recommending 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 is found to be out of harmony with the regulations and policies of the school.

### **Tuition Discounts**

Discounts are given for siblings: 10% off for second child, 15% off for third child, etc. Active\* church members and Day School staff receive a discount on tuition.

\*Active Church membership:

- 1) Regular church attendance at Wednesday night and/or Sunday activities (at the very minimum twice a month).
- 2) Actively serving the Lord in a specific church-related ministry, for example, Mercy Ministry, Children's ministry, Worship ministry, flower ministry, missions, etc. You will have an opportunity to select an area during the New Members class.



## 2019-20 EXPULSION POLICY

Part of GDS' mission is to work shoulder to shoulder with parents and share the responsibility of educating their child(ren). The school is committed to go the extra mile and make accommodations as school resources permit. From time to time, certain situations may occur and create circumstances when we have to ask that a child be removed from our program either on a short-term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

### **WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM**

- Staff will try to redirect the child from negative behavior and redirect him/her.
- Staff will reassess classroom environment, develop appropriate activities, and supervision.
- Staff will always use positive methods and language while disciplining children according to school policy.
- Staff will praise appropriate behavior.
- Staff will consistently apply consequences for rules observing school policy.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality. A parent-teacher conference will be scheduled.
- Parent/guardian will be notified verbally and in writing.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff, and parent/guardian will have a conference (or multiple) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation will be given.

### **SCHEDULE OF EXPULSION**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's behavior warranting an expulsion. The action of an expulsion is meant to give a period of time where the parent/guardian may work on the child's behavior and/or come to an agreement with the school. The parent/guardian will be notified about the length of the expulsion. The parent/guardian will be informed on the expected behavioral changes required in order for the child or parent to return to the school.

### **PARENTAL ACTIONS LEADING TO CHILD'S EXPULSION**

- Failure to pay/habitual lateness in payment even after being communicated to by the

billing department.

- Failure to complete required forms including the child's immunization records, even after being reminded by the school office.
- Verbal abuse to staff.
- Parent initiating physical threats and/or intimidating actions toward children or staff members.

#### **CHILD'S ACTIONS LEADING TO EXPULSION**

- If all alternative actions and accommodations mentioned in the first part of this policy do not help the child adjust and thrive after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical/verbal abuse to staff or other children.
- Unable to toilet train in our three-year-old program.



## Granada Presbyterian Day School

I have read Granada Presbyterian Day School's Parent Handbook for the 2019/2020 school year. I understand and agree to the policies as stated.

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Last Name

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Child's First Name

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Classroom Number / Teacher's Name

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Child's First Name

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Classroom Number / Teacher's Name

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Child's First Name

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Classroom Number / Teacher's Name

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Mother's Signature (or)

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Father's Signature

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Date

Please return this signed form to the school office or your child's teacher.