

Parent Handbook



Granada Day School

2020-2021

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

Email: info@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 Ms. Lottie Downie Mrs. Jeannette Tejeda
Dr. Monica Payares-Lizano Mrs. Christine Lambert Mr. Philip Winter 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

9:30 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 th grade	Room 30
Infants and Toddlers	Nursery

Church Staff

Rev. D. Worth Carson, <i>Senior Pastor</i>	Gabriela Viggiani, <i>Executive Asst. to Teaching Pastors</i>
Jeff Sullivan, <i>Executive Administrator</i>	Peggy Gasior, <i>College & Career Director</i>
Rev. Jamid Jimenez, <i>Spanish Pastor</i>	Ania DaSilva, <i>Financial Secretary</i>
Jane Haywood, <i>Asst. to Sr. Pastor over V. and Worship</i>	Rachel Correa, <i>Heritage Service Director</i>
Dr. Phillip Binnie, <i>Assistant Pastor</i>	Dave McCloud, <i>Family Pastor, Missions</i>
Dany Flores, <i>Contemporary Service Director</i>	Charles Curcio, <i>Director of Technology</i>
Sandy Carson, <i>Children's Ministry Director</i>	Crystal Norman, <i>Wedding Coordinator</i>
Higor Ribeiro, <i>Creativity Director</i>	Alfredo Lopez, <i>Maintenance Manager</i>
Ana T. Main, <i>Day School Director</i>	Luisa Triana, Cataife Hernandez, <i>Custodian</i>

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. In it, you will also find the new modifications the school has implemented in response to COVID-19. 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, facing what is called: "*The new normal*" Granada Presbyterian Day School seeks your prayerful support, cooperation and adherence to the policies and procedures outlined in this handbook, especially at this challenging time we are in now. 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.

For more information about COVID-19 and a detailed description of the guidelines to be followed at GDS in response to COVID-19 please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

<https://floridahealthcovid19.gov/>

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 (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 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 Volunteer Committee

Due to the COVID-19 pandemic, all volunteer activities are paused until further notice.

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 their 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 1st, 2nd, 3rd, or 4th 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 the 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 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.¹

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).

Modifications in response to COVID-19 include reduced classroom sizes to groups of 10 children or less. Infants and younger toddlers are limited to 8 per classroom. Modified classroom layout, enhanced outdoor and small group activities will promote social distancing between the children. Children will not mix or interact with other groups and will remain with the same teachers throughout the day.

Staff and children will have 2 daily temperature checks during the day.

Increased daily cleaning, sanitation, and disinfection will be practiced before, during and after school hours of classrooms, bathrooms and playground.

Protective equipment will be worn by GDS staff and teachers such as protective clothing, gloves, and face coverings/shields. Children ages 3 and older must wear a face covering, but can be removed when eating, naptime, or during strenuous activity such as playground time.

As we adapt to a new normal, things can change as our state and local authorities ease restrictions. In the meantime, GDS is committed to following all state and local authorities, complying with regulations from the Florida Department of Health, Department of Children and Families (our licensing agency) as well as following the guidelines from the Centers for Disease Control (CDC).

¹ James Dobson

General Policies

Arrival and Dismissal Times - (Modified in response to COVID-19)

Infants/Younger Toddlers.....8:00 a.m. – 4:00 p.m.

Older Toddlers-PreK 3.....8:45 am – 1:00 pm

VPK Only.....8:45 am – 11:45 am

VPK Wrap Around.....8:45 am – 2:00 pm

Kindergarten.....8:45 am – 2:45 pm

After School Care will be offered until 4:00 pm only. Your child **MUST** be pre-registered for this service. Before School Care will be unavailable until further notice.

You will be greeted by GDS staff who will assist you with the check-in of your child each morning, as well as checkout in the afternoon. Your child will be escorted by our staff directly to the classroom. Arrival and pickup locations will be announced during Orientation.

Children are released to the parents or guardian only. Parents are to submit a signed written permission or email to our Registrar, Mrs. Gaby Laris for someone other than the designated persons to pick up the children. When providing permission, please include the person's full name (as it appears on their ID), date of pickup and relationship to the child. GDS staff will confirm the person's identity by requesting a valid picture identification at pickup.

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.

GDS is going paperless and contactless in an effort to stop the spread of COVID-19, and provide parents an extra safety measure when dropping off and picking up their children. The new Procure Connect app will allow parents to sign in and sign out daily, answer daily health screening questions, as well as maintain communication between staff, and teachers. Please make sure to accept the invitation from your email and sign up for this wonderful tool.

Attendance

GDS is going paperless and contactless at the school in response to COVID-19. The school has purchased a program called Procure Connect. You will be able to communicate with the school/teacher through the app. This includes texts, daily activity reports for your infant and toddler (in lieu of the physical forms), pictures and videos, as well as signing your child(ren) in and out daily . The app will facilitate daily engagement and communication between school and parents.

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. This attendance rule will be enforced starting August 31, 2020. Our registrar, Mrs. Laris 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 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 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

After School Care

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 or email to our Registrar for someone other than the designated persons to pick up the student. Parents or guardians must be signed up for Procure
3. Children staying for After School Care on a regular basis 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 pillows, sheets, blankets and pouch) are 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. at (305) 378-1441 or (305) 205-0524. Please visit mychildrenstreasures.com for more information.

Book Bags/Backpacks

Each GDS student is required to have a book bag or backpack for personal belongings, or homework papers 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. If an activity/homework was sent home by your teacher, please return the folder to class the following school day.

Breast Feeding

Due to the COVID-19 pandemic, nursing mothers and employees may bring breast milk and store their expressed breast milk in the GDS refrigerator located in the child's classroom. 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 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

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.** virtually. 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

In order to maintain the safety of all children and staff, Granada Presbyterian Day School is pausing all events for the 2020-21 school year that require large social group interactions until it is safe to have large social group interaction again.

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 with any questions or concerns.

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 will be scheduled virtually with the parents until further notice.

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 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.

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 safety 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 and navy/khaki shorts or pants for the girls and boys. In addition, girls may wear a skirt in navy blue/khaki. Uniforms are to be purchased from 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 first and last name labeled with permanent marker, in case they are needed, in your child's backpack or book bag.

In response to COVID-19, please provide an extra pair of shoes for indoors so your child can change when entering the classroom. It should have soft soles, such as sneakers, which provide the best support for your child. 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.

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. You may park in the circular driveway outside the school office.

Lost and Found

Articles are kept in the mail 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.

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.

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. Effective 2020-21 school year, Steckley Designs, Inc. our photographer will be emailing parents directly with their child's proof and order information.

Playground Rules and Procedures

Due to COVID-19, the playground is available for GDS' staff and students only. Playground equipment is sanitized and disinfected before and after classroom use. For the safety of our staff and children, groups will not mix or interact with each other including during playground and outdoor time.

Snack/Lunch Program

Infants and young toddlers will bring morning snacks/milk/formula 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. VPK Only children do not have a lunch period during the classroom schedule. 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 other peanut products.**

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

Due to the COVID-19 restrictions, all on-site therapy services are paused until further notice.

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 or email with the first and last name of the person (as it appears on the valid identification), 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.

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.

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 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. These include the new procedures and guidelines GDS has implemented in response to COVID-19.

COVID-19 and other Communicable Diseases

Please consider the following points and actions to take before bringing your child to school:

- Check your child each morning for signs of illness, such as a temperature of 100.4 or greater.
- Symptoms such as a sore throat or other signs of illness, like cough, diarrhea, severe headache, vomiting, chills or body aches.
- Please refrain from bringing your child to school if you or your child has had close contact with someone who has been diagnosed with COVID-19. Follow guidance on what to do when someone has known exposure.
- If your child becomes ill, please contact the GDS main office.
- Be familiar with local COVID-19 testing sites in the event you or your child develop symptoms.
- Talk with your child's pediatrician and make sure your child is up-to-date with all recommended vaccines, including for flu. All school-aged children should get an influenza flu vaccine every season, with rare exceptions. This is especially important this year because we do not yet know if being sick with COVID-19 at the same time as the flu will result in more severe illness.
- Review and practice proper hand washing techniques at home, especially before and after eating, sneezing, coughing, and adjusting a face cover. Make hand washing fun and explain to your child why it's important.
- Please pack a water bottle, additional (back up) cloth face covering for your child/children.
- Label your child's cloth face coverings clearly in a permanent marker so that they are not confused with those of other children.
- Practice with your child putting on and taking off cloth face coverings without touching the cloth.

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 a 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:

- 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 72 hours prior to coming to school).

- 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.

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 composed 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 guidance from our local health agencies, and the Director of the school.

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 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.
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. 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. A fee of \$12.00 an hour for the additional supervision will be required during this time.

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. State law requires that no student will attend the first day of class without the DH 3040 form or immunization certificate DH 680 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.

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 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 judgement 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 drive carefully as you enter the main parking lot on the Bird Road side. Please be aware of your designated drop off and pickup location. 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 inside the school office must park on University Drive.

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 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. 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 guardians.

Other Safety Issues

School classroom doors and gates will be locked during school hours. For the health and safety of our staff, students and families, only GDS staff and students are permitted inside the school building in response to the COVID-19 pandemic.

Tuition and Fees

Tuition Payment Schedule

Annual tuition is divided into 10 equal installments from July 1, 2020 until April 1, 2021 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, 2020 until June 1, 2021. 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.

- 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.
- 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, epidemic/pandemic, or vacation 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 (DH 3040 and DH 680, which you obtain from your child's pediatrician) must be presented at registration. 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)
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 VPK Only or VPK Wrap Around 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.

Permanent 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.

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

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 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. Day School staff receive a discount on tuition. Active church members receive a discount when:

1) Regular church attendance at Wednesday night and/or Sunday 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.

Tuition Credit due to COVID-19 Closure

The relationship with a private school is much different than with public or charter schools. Regardless of outcome or operation, public and charter schools receive funding through taxes that we all pay year after year regardless of use. A private school is a different agreement. We are contracted together to offer a special education experience for your child based on our tuition agreement at the beginning of the year. This tuition policy is non-refundable because we have entered into agreements with teachers, vendors, insurance agencies, companies, and facilities that do not offer refunds for loss of operation. Private schools can not operate without an agreed partnership with families. COVID has created a new scenario for all of us to navigate. Because of its unique challenges, we are adjusting our tuition contract to make opportunity for a tuition credit in the event that GDS must close its campus for any period of time due to COVID in the 2020- 2021 year.

Tuition Rates & Daily Credits for Non-Campus Days				
Grade Levels	Annual Tuition Rates <i>July 2020-April 2021</i>	10 Month Installment Plan	Daily Credit Amount <i>Applicable to non-campus days only</i>	Campus Closed with Online
PreK 1 - PreK 3	\$6,950	\$695	-\$22	N/A
VPK Wrap Around	\$4,650 (with VPK voucher)	\$465	X	-\$15
Kindergarten	\$7,300	\$730	X	-\$13
Grade Level	Annual Tuition Rates <i>July 2020-June 2021</i>	Regular Monthly Tuition <i>Based on the 12-month payment plan</i>	Daily Credit Amount <i>Applicable to non-campus days only</i>	Campus Closed with Online
Childcare Center	\$12,300	\$1,025	-\$33	N/A

In the case that GDS is mandated to close the entire school for the remainder of the academic year, GDS will complete distance learning for VPK and Kindergarten classes. GDS will refund 1 tuition installment for each entire month that was not completed on campus.

Tuition credits or tuition refunds do not apply if GDS campus is open to attend, but a family chooses not to attend for personal reasons. If you have any specific questions, please email our Billing Manager, Ellie Palacios at ellie@granadadayschool.com



Granada Day School

Granada Presbyterian Day School

I have read Granada Presbyterian Day School's Parent Handbook for the 2020-21 school year including the update policies, procedures and modifications GDS has implemented due to COVID-19 impacts on our community. I understand and agree to follow the policies, procedures and modifications 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.