

Parent Handbook



Granada Day School

2026-2027

Infants - VPK

900 University Drive
Coral Gables, Florida 33134
(305) 444-2028 (School Office)
(305) 444-8435 (Church Office)

Days and Hours of Operation:
Monday through Friday, 7:15 a.m. to 6:00 p.m.

Website: www.grnadadayschool.com
Email: info@granadadayschool.com
Facebook: Granada Day School Family and Friends

Granada Day School is 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 - Kindergarten
Gold Seal Accreditation by ACTS - Association of Christian Teachers and Schools.

Licensed by the Florida Department of Children and Families - Certificate # C11MD0226
Maximum Licensed Capacity: 188

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Granada Day School

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Ellie Palacios, <i>Billing Manager</i>	ellie@granadadayschool.com
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Renata Perdomo, <i>Office Assistant</i>	renata@granadadayschool.com

School Board Members

Mrs. Serena Salva	Mrs. Jeannette Tejeda
Mrs. Natalie Orbis	Ms. Kathy Z. Dee

Granada Presbyterian Church

A Congregation of the Presbyterian Church in America

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

Sunday Services

9:00 a.m.	Heritage Worship Service
9:00 a.m.	GranadaKids! (Nursery through 5th grade)
9:30 a.m.	Spanish Christian Education Class
10:00 a.m.	GranadaU (Christian Adult Education)
	Granada Youth
10:00 - 11:00 a.m.	Café con Leche in the Patio
11:00 a.m.	Spanish Worship Service
	Portuguese Worship Service
	Contemporary Worship Service
	GranadaKids! (Nursery through 5th grade)

Wednesday Night Activities

6:30 - 7:30 p.m.	Junior and Senior High School- Youth Loft
	Adult Bible Studies
	Choir Practice
7:00 - 8:00 p.m.	Alive Again Support Group
	Portuguese Bible Study

Church Staff

Rev. D. Worth Carson, <i>Senior Pastor</i>	Max Milian, <i>Contemporary Service Director</i>
Rev. David McCloud, <i>Associate Pastor</i>	Rachel Currea, <i>Heritage Service Director</i>
Rev. Jamid Jimenez, <i>Associate Pastor</i>	Immanuel Ramirez, <i>Technical Director</i>
Rev. Jeff Sullivan, <i>Associate & Executive Pastor</i>	Sebastian Cardona, <i>Spanish Worship Leader</i>
Rev. Ezequias Abreu, <i>Assistant Pastor</i>	Peggy Gasior, <i>Spiritual Journey Director</i>
Rev. Phil Binnie, <i>Assistant Pastor</i>	Gabriela Viggiani, <i>Executive Asst. to the Teaching Pastors</i>
Rev. Evelio Vilches, <i>Pastor of Youth & Families</i>	Jane Haywood, <i>Director of Guest Services</i>
Sandy Carson, <i>Children's Ministry Director</i>	Juan Tejeda, <i>Financial Secretary</i>
Higor Ribeiro, <i>Creativity Director</i>	Alfredo Lopez, <i>Maintenance Manager</i>
Kristal Meyer, <i>Outreach Director</i>	Yolanda Gomez, Cataife Hernandez, <i>Custodians</i>



Mission Statement

To grow hearts and minds for Jesus

Vision

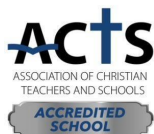
To see each family and child enjoy God through love, faith, and a passion for learning.

At Granada Day School and Church, you'll be welcomed with open arms into a community filled with joy, love, and a true sense of belonging. Our mission is to help you experience the profound love of God.

Through the strength of a Gospel-centered community, we provide a space for individuals to come together, find encouragement, and grow in faith. At our school, students not only gain academic knowledge but also learn about the love of Jesus. It's about nurturing the whole person—mind, heart, and spirit—through prayer, mutual support, and walking side by side through life's challenges, all while experiencing the life-changing power of God's love.

Whether you're seeking academic excellence and spiritual growth for your children, meaningful relationships, or simply a place to call home, you'll find a warm welcome at Granada Day School and Church. Together, we celebrate God's gifts of grace through worship, discipleship, and service, inspiring one another to love and good works.

We are accredited by the Christian Schools of Florida (CSF) and by the National Council for Private School Accreditation (NCPSA) and Association of Christian Teachers and Schools (ACTS).





Granada Day School

Dear Parents,

With hearts full of hope, faith, and joy in our Lord Jesus Christ, it's a pleasure to welcome you to Granada Presbyterian Day School (Granada Day School). Your decision to bring your children to our school means a lot to us, and we're excited to be part of their educational journey. Our team is committed to offering a fantastic academic experience within a Christ-centered environment.

This handbook will give you a clear understanding of our philosophies, policies, and procedures at GDS. Inside, you'll find the guidelines and information we use to support our families and community. We strive to create a warm and nurturing atmosphere, and we welcome your input and suggestions—please feel free to share any ideas you have!

As we start this new school year, we appreciate your support and cooperation in following the policies outlined in this handbook. Please sign and return the last page, either in person or via email, to confirm that you have reviewed and accepted our guidelines.

If you have any questions or concerns, do not hesitate to reach out to the school office. For questions about your child's registration or records, you can contact Mrs. Gaby Lopez, our Registrar. Thank you for your attention, and we look forward to a wonderful year together!

Blessings,

Ana T. Main
Director

Organization of School

Accreditation

Granada Day School (GDS) is accredited by Christian Schools of Florida. This organization is well-regarded and approved by the Florida State Department of Education. Through our association with Christian Schools of Florida, we hold the Gold Seal Quality Care Program status, are members of FAANS (Florida Association of Nonpublic Schools), and are accredited by the National Council of Private School Accreditation (NCPA). We go through an accreditation review every five years and complete a self-study to maintain our high standards.

Educational Philosophy

We believe each child is a unique individual, cherished as God's creation and encouraged to grow at their own pace. Our goal is to help children see that everything comes from God, is sustained by Him, and is directed to His glory. We work closely with parents to set goals and methods that support their child's physical, spiritual, emotional, and intellectual growth. Our balanced curriculum includes Bible study, science, art, music, nature, literature, creative play, and positive classroom behavior rules, all designed to foster a love of learning.

Organization and Government

Granada Day School was established in 1954 as part of Granada Presbyterian Church's outreach. Our school is managed by the Church Session, School Board, and Director, who work together to set policies and provide a quality Christian education for our church families and the wider community. The School Board meets regularly to review our philosophy, policies, finances, and the overall operation of the school, ensuring everything is running smoothly.

Adherence to the Westminster Confession of Faith

Granada Presbyterian Church and Granada Day School, as part of the Presbyterian Church in America (PCA), has as part of its constitution the Westminster Confession of Faith and Larger and Shorter Catechisms. Our pastors and elders subscribe to the confession and catechisms, and our philosophy of ministry and education is geared to the reformed faith as stated therein. We hold to the five solas of the Reformation:

Sola Scriptura: The Bible alone is the supreme authority in matters of faith and practice.

Sola Fide: Salvation is received through faith in Jesus Christ alone, not by any works or deeds.

Sola Gratia: Salvation comes solely by God's grace, not by human merit or effort.

Solus Christus: Jesus Christ is the only mediator between God and humanity. Salvation is through Christ alone.

Soli Deo Gloria: All glory is due to God alone for salvation and all things.

Parent and Family Participation

We encourage our parents and families to get involved in school activities and programs. Parents, teachers, and staff collaborate on developing programs, special events, and classroom projects. If you're interested in volunteering, let us know what areas you're passionate about, and we'll find the perfect fit for you. We're always looking for Room Parents, Event Program Committee members, Yearbook photographers and more.

Qualifications of Teaching Staff

Our teachers are dedicated professionals with training in Early Childhood Education. We support them in earning Florida Child Care Professional Credentials (formerly CDAE) or higher qualifications. Our staff also completes a 45-hour Department of Children and Families certification and maintains a minimum of 30 hours of additional professional development each year.

Resources Available

If you need an interpreter for a teacher-parent conference, orientation, or other school events, we can arrange this for you. We offer support in English, Spanish, and Portuguese.

Summer Camp (Beginning at PreK 2)

Granada Day School offers a summer camp program open to GDS students and the community from Older PreK 2 to Elementary, so if you're interested, please leave a message with the school office. The school Registrar will get back to you as soon as possible with more details.

Curriculum and Instruction

Granada Day School provides a Christ-centered early childhood education for children from infancy through Voluntary Prekindergarten (VPK). Our educational program combines faith, learning, and purposeful play in a safe, loving, and engaging environment where children are encouraged to grow spiritually, academically, socially, emotionally, and physically.

Instruction is guided by The Creative Curriculum®, Wee Learn Curriculum®, the Principles of Conscious Discipline®, and the Florida Early Learning and Developmental Standards: Birth through Kindergarten. Together, they provide a balanced approach to learning that

prepares children for Kindergarten while supporting growth in every area of development.

Our Curriculum Approach

Granada Day School uses The Creative Curriculum® and Wee Learn Curriculum® to provide a balanced educational program from infancy through VPK. The Creative Curriculum® provides the framework for daily instruction through hands-on, play-based learning. Teachers intentionally plan experiences that encourage children to investigate, explore, ask questions, solve problems, and make discoveries while building skills in language and literacy, mathematics, science, social studies, the arts, and physical development.

The Wee Learn Curriculum® provides the spiritual foundation of our program by integrating Biblical truths and Christian values throughout the school day. Through daily Bible lessons, prayer, worship, and Christian character education, children learn about God's love while developing kindness, compassion, honesty, responsibility, respect, and self-control.

Teachers plan learning experiences based on each child's developmental needs and interests while aligning instruction with the Florida Early Learning and Developmental Standards: Birth through Kindergarten. This intentional approach allows every child to learn at an appropriate pace while building the skills needed for future success. Together, these curricula provide children with opportunities to explore, create, collaborate, solve problems, and develop the confidence and skills needed for Kindergarten and beyond.

Learning Through Play

Play is the foundation of early childhood learning. Children learn by exploring their environment, interacting with others, asking questions, solving problems, and making discoveries. Through learning centers, sensory experiences, art, music, movement, outdoor play, STEM exploration, and teacher-guided activities, children strengthen language, literacy, mathematics, science, creativity, physical development, and social-emotional skills. Our teachers intentionally design hands-on learning experiences that encourage curiosity, communication, collaboration, and creative thinking while making learning engaging and meaningful.

Social-Emotional Learning

Building strong relationships and developing social-emotional skills are essential parts of early childhood education. Using the principles of Conscious Discipline®, teachers help children recognize and regulate emotions, develop self-control, solve problems, make responsible choices, and build respectful relationships. By creating safe and connected classrooms, children learn empathy, cooperation, independence, and the confidence to become caring, responsible members of their classroom community.

Spiritual Development

Faith is woven throughout every aspect of the school day. Through daily Bible lessons, prayer, weekly chapel, worship, and Christian character education, children learn about God's love while developing kindness, compassion, honesty, gratitude, responsibility, forgiveness, and respect for others. Our desire is for every child to know they are loved by God and to grow in their faith as they learn to love God and love others.

Standards and Best Practices

Granada Day School is committed to providing a high-quality early childhood education that reflects developmentally appropriate practices and continuous improvement. Our curriculum is aligned with the Florida Early Learning and Developmental Standards: Birth through Kindergarten and supports the expectations of Christian Schools of Florida, providing children with a strong foundation for lifelong learning and future success.

General Policies

Arrival:

- The Child Care Center (Infants and Toddlers) starts at 8:00 a.m.
- Preschool (PreK 1 - VPK) starts at 8:15 a.m.
- Please drop off your child at their classroom. Teachers will be there to greet them.
- Parking is available in the Bird Road lot.
- Classes start promptly at 9:00 a.m., and the gates and classroom doors will be locked at this time. Parents arriving late at the school office must pick up a pass.
- If a student is doing Before School Care on a per diem basis, the fee is \$12/per morning. You must notify the office prior to leaving your child.

Dismissal:

- Free VPK ends at 11:45 a.m.
- Full Day classes end at 4:00 p.m.
- Extended Day program ends at 6:00 p.m.
- Children not picked up by 11:45 a.m. (Free VPK) or 4:10 p.m. (Full Day) will incur a late pick-up fee of \$2 per minute between 4:10-4:15 p.m. After 4:15 p.m. children will be automatically signed into After School Care and will incur an automatic \$15/per hour charge.
- Parents should wait outside the classrooms for pick-up.
- Children will be released to parents, guardians, or authorized emergency contacts only.
- If a student is staying in After School Care from 4:00-6:00 p.m. on a per diem basis, the fee is \$15/per hour. You must notify the office prior to leaving your child.

Note: We offer earlier drop-off and extended hours until 6:00 p.m. for an additional fee.

Attendance

- Attendance is recorded daily. Please notify us of any absences through the Procure app or email.
- VPK parents need to sign the monthly attendance certification form (VPK Long Form) available from your child's VPK teacher at the end of each month.
- If your child will be late or absent, let us know in advance via Procure. For unreported absences, we'll reach out to verify reasons. If we can't reach you, we'll contact your emergency contacts. You can also email us at attendance@granadadayschool.com.

Book Bags/Backpacks

Students in PreK 1 through VPK should have a labeled bag or backpack for personal items and/or homework folders. Check your child's bag daily for notes or activities and return any folders the next school day.

Breastfeeding

We support breastfeeding mothers. You're welcome to nurse your baby in the Cafe, if available. Infant classrooms have refrigerators for storing expressed breast milk. Please provide clearly labeled containers with your child's name and date. Our staff is trained in safe storage and handling, following guidelines from the American Academy of Pediatrics and CDC.

Car Seats/Strollers

Due to limited space and everyone's safety, we are unable to store car seats or strollers at school. Please make alternative arrangements for storing these items before entering the school. If you have any questions or need assistance, please feel free to speak with a member of our school office staff.

Chapel

At Granada Day School, Chapel is a special time when students and staff come together to worship, pray, and grow in their faith. Chapel is held every Wednesday at 9:40 a.m. and provides children with an opportunity to learn about God's love in a joyful and age-appropriate setting.

Each Chapel service begins with the Pledge of Allegiance, the Christian Flag Pledge, and the Bible Pledge. Children then participate in worship through music, prayer, and an age-appropriate Bible message that teaches Biblical truths and Christian values in ways they can understand and apply to their daily lives.

One of our favorite Chapel traditions is recognizing students who are celebrating a birthday that week. Birthday children are invited to come to the front as everyone sings "Happy Birthday" and share what they hope to receive for their birthday. This makes it a special tradition that children look forward to each week. Chapel is an important part of life at Granada Day School. It provides children with a time to worship together, grow in

their faith, and be reminded that God's love is present in everything they do.

Class Parties and Special Events

- **Announcements:** Teachers and/or the administration will let you know about upcoming parties and events via email and Procare messages.
- **Birthdays:** You can celebrate birthdays at school with cupcakes, cookies, juice boxes, or pizzas (remember, we're a peanut-free school). Please avoid party bags with candies, mylar, latex balloons and candles. Goodie bags with age-appropriate toys, coloring books, and crayons are acceptable. Let the teacher know in advance if you plan to bring a special treat.
- **Invitations:** Only parents or guardians may distribute invitations for off-campus parties. Email electronic invitations to our School Registrar, Gaby Lopez, to forward to other parents.
- **Holidays:** At GDS, we respect the traditions of every family while remaining committed to our Christian mission and biblical values. Throughout the school year, we observe special seasons and holidays in ways that reflect our faith and educational philosophy. During the fall, our students participate in a Harvest Celebration that focuses on thankfulness, God's provision, and the beauty of His creation. This celebration is centered on Christian values and does not include Halloween-related activities or traditions. To maintain a consistent Christ-centered environment, Halloween costumes, masks, trick-or-treating, candy exchanges, Halloween parties, haunted houses, witches, ghosts, monsters, or other Halloween-themed decorations, activities, or treats are not part of our school program. We kindly ask families not to send Halloween candy, treat bags, party favors, costumes, or other Halloween-themed items to school. During the Christmas season, we joyfully celebrate the birth of Jesus Christ, and during Easter, we celebrate His death and glorious resurrection. Classroom lessons, activities, and celebrations focus on the true biblical meaning of these holy seasons while minimizing secular characters and traditions. We appreciate your partnership in supporting Granada Day School's Christian mission and helping us provide a learning environment that reflects our faith and values.

Classroom Placement

Each school year, our classrooms are thoughtfully organized to create balanced learning communities. This provides children with opportunities to build confidence, develop new friendships, and strengthen the social-emotional skills that are an important part of the preschool experience.

When making classroom assignments, we carefully consider each child's individual needs, developmental readiness, personality, learning style, and the overall balance of each classroom. Our goal is to create positive learning environments where every child feels safe, valued, supported, and challenged to reach their fullest potential. We understand that families may hope their child is placed with a particular friend. While we value these relationships, we are unable to guarantee friend requests, as our priority is

creating the best learning environment for all children.

If there is information you believe would help us make the best placement decision for your child, you are welcome to share it with the Registrar before the start of the school year. Any information shared will be thoughtfully considered before Granada Day School makes the final classroom placement decisions.

Classroom Ratio

- **Infants and Younger Toddlers:** 1 teacher for every 4 children
- **PreK 1:** 1 teacher for every 6 children
- **PreK 2:** 1 teacher for every 7 children
- **PreK 3:** 1 teacher for every 10 children
- **VPK:** 1 teacher for every 10 children

Communication

We believe clear communication helps keep our school community connected. If you have questions about school policies or need assistance, please contact the school office at (305) 444-2028, email info@granadadayschool.com or message us in the Procure app. School updates are shared by email, on the bulletin boards, or Procure messages. To communicate directly with your child's teacher, please use their GDS email or send a message through the Procure app.

Developmental Screening and Assessments

At Granada Day School, we believe assessment is an important part of understanding each child's growth and guiding instruction. We use a variety of developmentally appropriate screening and assessment methods to monitor progress, celebrate accomplishments, and support each child's continued development.

The Ages & Stages Questionnaire (ASQ-3) is used as a developmental screening tool to monitor developmental milestones and identify each child's strengths and areas for growth. Parents complete the questionnaire, and teachers review the results with families during parent-teacher conferences. If additional support is needed, families and teachers work together to develop a plan that best meets the child's needs.

Throughout the school year, teachers use classroom observations, Progress Reports, and individual student portfolios to document each child's growth and development. Portfolios may include work samples, photographs, teacher observations, and other documentation that reflects each child's learning over time. These assessment methods help teachers plan meaningful learning experiences while sharing each child's progress with families.

As required by the State of Florida, VPK students participate in the Florida Assessment of Student Thinking (FAST) three times each year. FAST measures early literacy development and provides valuable information that helps teachers monitor student

progress, guide instruction, and support Kindergarten readiness.

Our goal is to recognize each child's unique strengths, celebrate growth, and partner with families to support every child's success both in the classroom and beyond.

Diapering and Potty Training

Children in PreK 3 and VPK must be verbal and fully potty trained. If your child needs assistance with wiping, we require written permission (letter or email) for the teacher to provide help. Please also provide a package of wipes for your child. Children in the Infants/Younger Toddler to PreK 2 programs need disposable diapers, wipes, and optional diaper cream. Families of PreK 2 students who are potty training should also provide an extra set of clothes and shoes. We partner with families to support each child's potty training journey.

Discipline Procedures

Our approach to discipline is positive and constructive. We focus on reinforcing good behavior and setting up routines that support learning and socialization. Our discipline policy is found in the enrollment form, and is posted in each classroom.

Biting Policy

At Granada Day School, we strive to provide a safe, loving, and nurturing environment where every child can grow socially, emotionally, spiritually, and academically. We recognize that biting may occur during early childhood as children are developing communication, self-regulation, and social skills. While biting is a common stage of development, our goal is to teach children safe and appropriate ways to express their feelings and needs. Using the principles of Conscious Discipline, we guide children with patience, encouragement, and respect as they develop self-control, empathy, and positive relationships.

If a biting incident occurs, our teachers will:

- Comfort and care for the child who was bitten.
- Help the child recognize and regulate emotions while teaching safe, appropriate replacement behaviors. When appropriate, the child may be guided to the classroom Cozy Corner to practice calming strategies before returning to the group.
- Help children learn positive ways to express their feelings, solve problems, and interact with others.
- Notify the parents or guardians of both children on the same day. To respect the privacy of all families, the names of the children involved will remain confidential.

If a pattern of biting develops, teachers and administration will partner with the child's family to identify possible triggers and develop a consistent plan to support the child's social and emotional growth. The child's progress will be monitored, and strategies will be adjusted as needed in accordance with Granada Day School's Discipline Policy. The

safety and well-being of all children is our highest priority. If biting continues to present a significant safety concern despite collaborative intervention, Granada Day School may determine that the program is unable to meet the child's needs. Any decisions regarding continued enrollment will be made on an individual basis in accordance with the school's Discipline Policy.

Dress Code

Children in the Preschool (PreK 1 and up) are required to wear a uniform daily. Uniforms include a school-logo polo or T-shirt with navy blue or khaki bottoms, purchased from All Uniform Wear, located at 8456 SW 8 Street, Miami, FL 33144. Please label all extra clothing with your child's name. Avoid cowboy boots, flip-flops, jelly sandals, and jewelry, as these are not suitable for active play and may get lost or damaged.

Lost and Found

Lost items are kept in the office for 30 days. If you are missing something, check with the school office staff promptly. Unclaimed items will be donated after 30 days.

Media Policy

We may take photos and videos of your child for school activities, which will be shared via Procure or email. Only group photos of children who've opted-in will be used on social media. Our school photographer, Steckley Photo, will take individual and class photos during the school year.. Proofs are emailed directly to each parent and are available for purchase.

Nap Time and Nap Supplies

All children through PreK 3 will participate in a daily nap time as part of their school day. During this time, children will rest in cribs or on cots in a calm, quiet classroom environment. Nap time is a regular part of our daily program and supports children's health, well-being, and development. Please provide the following:

- **Infants:** A fitted crib sheet and sleep sack.
- **All other children through PreK 3:** A fitted cot sheet, blanket, and small pillow, all stored in a bag. You may also purchase a nap time package from My Children's Treasures. Please visit their website at <https://www.mychildrenstreasures.com/>.

Parent-Teacher Conferences

At Granada Day School, we believe a strong partnership between home and school is essential to each child's success. Parent-teacher conferences for PreK 1 through VPK are held twice each year, in the fall and spring, providing an opportunity for families and teachers to work together in supporting each child's growth and development.

During the conference, teachers will review your child's Ages & Stages Questionnaire (ASQ-3), Progress Report, classroom observations, developmental milestones, and the Family Conference Form. Teachers will celebrate your child's progress, discuss strengths,

identify goals for continued growth, and answer any questions you may have. Together, families and teachers will collaborate on ways to support each child's success both at home and at school. Conferences are approximately 15 minutes in length and are held in person.

Personal Property

Please do not send personal toys to school, except on designated “Show and Tell” days. As part of Granada Day School's commitment to supporting children's social-emotional development through Conscious Discipline, students may bring one small stuffed animal or comfort item to school to support self-regulation and emotional well-being. Comfort items should be clearly labeled with the child's name, remain at school as directed throughout the day, and be taken home daily for cleaning. Toys that encourage aggressive play, such as toy guns or swords, are not permitted and will be held by the school until they can be picked up by a parent or guardian. The school is not responsible for lost or damaged personal items, including toys, jewelry, or other valuables. For the privacy and safety of our school community, children may not wear or bring any devices with recording capabilities to school.

Snack and Lunch

Infants and Younger Toddlers should bring their own snacks and meals. PreK 1 through VPK students are provided water and crackers for their morning snack. Parents should provide a nutritious lunch and an afternoon snack. Additionally, do not send candy, gum, soft drinks, or foods that may pose a choking hazard.

School Policy for Therapy Services on Campus

To support student needs while maintaining a safe, consistent, and effective learning environment, the school permits only speech therapy (ST), occupational therapy (OT), and physical therapy (PT) services to be provided on campus during the school day. These services must take place in a designated area approved by the school and are subject to scheduling, space availability, and all applicable school policies and procedures. All therapists providing approved services on campus must:

- Complete a Level II background screening and be listed in the Clearinghouse.
- Provide a valid photo ID and current professional credentials.
- Sign in and out through the front office for each visit.
- Review and comply with the school's Guidelines for Therapists.

At this time, no other privately provided therapy services, including Applied Behavior Analysis (ABA) services delivered by Registered Behavior Technicians (RBTs) or other ABA providers, are permitted on campus during the school day.

We appreciate the partnership of our families and therapy providers as we work together to support student success while preserving an effective learning environment for all.

Health and Safety Policies

Child Release

At GDS, your child's safety is very important to us. Only parents and contacts listed on the enrollment form are allowed to pick up your child. They must show a valid photo ID at pickup. If someone not on your approved list needs to pick up your child, please send a message through the Procure app, email us and call the school office. Include their name, ID information, pickup date, and their relationship to your child. Only individuals **18 years or older** can pick up a child.

Emergency Drills

GDS conducts regular emergency drills in accordance with DCF licensing requirements to ensure children and staff are prepared in the event of an emergency. Fire drills are conducted monthly, and additional emergency drills, including severe weather and lockdown procedures, are practiced throughout the school year.

Teachers introduce these procedures in a calm, age-appropriate manner to help children feel safe and understand what to expect. Families can support our safety efforts by discussing the importance of following teachers' directions during emergency situations. If you are picking up your child during an active drill, the office will let you into the building once the drill is completed.

Food Allergies

GDS is a peanut-free school to help protect children with peanut allergies. Please do not send any peanut-containing products in your child's lunch or snacks. Please inform the school of any allergies, medical conditions, or special health needs your child may have. If your child requires an EpiPen, it must be provided to the school along with the required medical authorization forms.

Head Injury and Observation

Due to the potential seriousness of head injuries, even those that may initially appear minor, we have implemented the following policy regarding bumps or injuries to the head:

Any time a child sustains a bump, knock, or injury to the head while in our care, parents or guardians will be notified immediately. Out of an abundance of caution, parents are required to pick up their child as soon as possible for home observation.

Even when a child appears fine and shows no immediate symptoms, some signs of head injury can develop later. For this reason, we ask families to monitor their child closely for the next 24 hours and seek medical attention if any concerning symptoms arise, such as vomiting, excessive drowsiness, confusion, loss of balance, or changes in behavior.

This policy is in place to ensure the well-being of every child and to allow for careful observation in a familiar and comfortable environment.

Health and Immunization Forms

Before your child begins school, all required health and immunization forms must be completed and on file, including Florida Department of Health Forms DH 3040 (Student Health Examination) and DH 680 (Certificate of Immunization) or DH 681 (Religious Exemption from Immunization), as applicable.

If your child's health or immunization forms expire, your child will not be able to attend school until updated documentation is received. GDS will provide reminders when forms are approaching expiration, and we ask families to monitor their email and submit the updated forms promptly. **Please note that extension letters from doctors are not accepted in place of current required documents. (NO EXCEPTIONS!)**

Health Policy

At GDS, your child's health and the health of all children and staff are our top priorities. To help maintain a healthy school environment and reduce the spread of illness, we have established clear guidelines regarding when children should remain home, when they may return, and the steps we take when illness occurs at school.

When to Keep Your Child Home

Please keep your child home if they are experiencing any of the following symptoms:

- Severe cough, especially if it causes red or blue coloring of the face or a whooping sound
- Fast or difficult breathing
- Stiff neck
- Diarrhea (more than one loose stool within 24 hours)
- Fever of 100.4°F or higher (children must be fever-free without medication for 24 hours before returning)
- Vomiting within the last 24 hours
- Green or yellow nasal discharge
- Rash, especially if accompanied by fever or itching
- Pink eye (red, itchy eyes with discharge)
- Open or oozing skin sores
- Unusually dark urine or pale/gray stool
- Yellowing of the skin or eyes
- Any other unusual symptoms that may affect your child's ability to participate comfortably in the school day

Health and Safety Guidelines

- Please be considerate of our school community by keeping your child home when

they are sick.

- Notify the school if your child is absent due to illness.
- Children may not return to school until they are fully recovered and able to participate in the regular school day.
- A doctor's note is required before returning after a contagious illness. Documentation must clearly state that your child is "healthy and no longer contagious."
- When there is a confirmed case of a contagious illness (such as flu, RSV, strep throat, hand-foot-and-mouth disease, or another communicable illness), GDS will provide a Medical Alert notification to affected classrooms.
- If your child has experienced surgery, a fracture, or an extended illness, please provide a doctor's note outlining any activity restrictions or special care instructions.

If Your Child Becomes Sick at School

- They will be taken to the Waiting Room near the playground gate for care and supervision.
- Parents/guardians will be contacted and asked to pick up their child as soon as possible.
- We ask that a family member or authorized adult arrives within one hour of notification.
- If your child has a high fever (over 101°F) and is not picked up within 30 minutes, or if there is an emergency and we are unable to reach a parent/guardian or emergency contact, 911 will be called. Your child will be transported to the nearest children's hospital if emergency personnel determine that transport is necessary.

Emergency Care

Parents provide permission for GDS staff to take any necessary steps to protect a child's safety during an emergency, based on the judgment of the Director and school staff.

Medication Policy

GDS does not administer medications, including:

- Nebulizer treatments
- Tylenol or other pain relievers
- Sunscreen or bug spray (these must be applied by a parent before arriving at school or before entering the classroom)
- Ointments, including products such as Neosporin

Working with Health Authorities

GDS follows all applicable local, county, and state health guidelines. We work closely with public health agencies when needed to help prevent, manage, and contain the spread of illness. Thank you for helping us maintain a healthy and safe environment for all children and staff. If you have questions regarding this policy, please contact the school office.

Noncustodial Parents

At GDS, we recognize the importance of maintaining positive relationships with all parents and guardians, including non-custodial parents. Our goal is to ensure the safety and well-being of each child while respecting legal family arrangements.

Communication and Access

Unless there is a court order stating otherwise, non-custodial parents have the same legal rights as custodial parents to:

- Receive school communications, including newsletters and progress updates
- Access student records and documentation
- Participate in parent-teacher conferences and school events

If a non-custodial parent wishes to receive copies of school communications, it is their responsibility to provide the school with accurate contact information.

Custody and Visitation Restrictions

In cases where a court order limits or prohibits contact with a child or access to records, the custodial parent must provide the school with a certified copy of the legal documentation. Without such documentation, the school cannot deny a parent access based solely on verbal instructions.

Pick-Up Authorization

Only individuals listed on a child's authorized pick-up list will be allowed to take the child from school. If a non-custodial parent is not permitted to pick up the child, official documentation must be on file stating this restriction. For the safety of all children, we strictly follow court orders and official documents. If family circumstances change, it is the responsibility of the parent(s) to provide the school with updated legal paperwork.

Parking Lot Safety and Etiquette

The safety of our students, families, and staff is our highest priority. Our parking lot and school grounds are shared spaces where children are present. We ask all families to follow these expectations to help maintain a safe, respectful, and welcoming environment for everyone.

Parking Lot Procedures

- **All vehicles must enter through Toledo Street and exit onto Bird Road.** Please follow the designated traffic pattern at all times.
- **Drive slowly and cautiously throughout the school property.** The speed limit in the parking lot is **5 mph**.
- **Please do not make U-turns** or attempt unsafe maneuvers in the parking lot.

- **Remain alert at all times.** Children and families are walking through the parking area, and vehicles must yield to pedestrians.
- **Parents and guardians must park their vehicles and walk their child(ren) to and from the designated school entrance.** Children should never walk through the parking lot unattended.
- **Please use designated parking spaces only.** Reserved parking is available for visitors on University Drive. Do not park in fire lanes, restricted areas, or spaces designated for staff.
- **Never leave children unattended in a vehicle.** Children must remain supervised at all times while on school property.
- **Please do not block driveways, walkways, entrances, or other vehicles.** Parking spaces should be used efficiently to allow safe access for all families. Always park within the white lines.
- **Please do not leave valuables or personal belongings visible inside your vehicle while parked on school property.** GDS is not responsible for lost, stolen, or damaged items.

Rainy Day Arrival Procedures

If there is heavy rain, GDS will implement **rainy day arrival procedures until 9:00 a.m.** During rainy day arrival:

- A temporary car line will be established.
- Drop-off will take place under the carport.
- Assistant teachers will be available to safely escort children from vehicles to their classrooms.

Families will be notified of any changes to normal arrival procedures as needed via the Procure app.

Parent Code of Conduct: Parking Lot and Common Areas

Our school community is built on mutual respect, kindness, and cooperation. The following expectations apply to the parking lot, walkways, entrances, playground areas, and all other common areas on school grounds.

Families agree to:

- Treat all students, families, visitors, and staff members with respect and courtesy.
- Use calm, respectful language and maintain appropriate behavior at all times.
- Follow school procedures and staff directions to support safety and organization.
- Model patience, kindness, and positive behavior for children.
- Keep children under appropriate supervision while on school property.
- Respect the privacy, personal space, and safety of other families.
- Avoid confrontations, arguments, or disruptive conversations in common areas.

- Address concerns privately with school administration rather than discussing disagreements in front of children or other families.
- Refrain from using threatening, aggressive, disrespectful, or inappropriate language toward staff, families, or children.
- Help maintain a clean, safe, and welcoming environment throughout the school grounds.

Unsafe driving, failure to follow parking procedures, or disrespectful behavior toward members of the school community may result in a meeting with GDS administration and further action as needed.

Parent Visitation Policy

At Granada Day School, we recognize the importance of parent involvement and welcome parents to participate in their child's educational experience. To ensure a safe and productive learning environment for all students, we have established the following visitation policy.

Visitation Hours

Parents are welcome to visit the school during the following times:

- **Scheduled Classroom Visits:** Parents may visit their child's classroom during pre-arranged times. All visits must be scheduled in advance with the classroom teacher to avoid disruptions to the learning environment.
- **Special Events:** Parents are encouraged to attend school events, such as performances, open houses, and class projects, which will be communicated through school newsletters and announcements.

Visitor Check-In

- **Sign-In Process:** All visitors, including parents, must sign in at the front office and obtain a visitor badge before proceeding to the classroom or any other area of the school.
- **Identification:** For safety reasons, parents may be asked to present identification upon arrival. This ensures that all visitors are authorized to be on school premises.

Classroom Observations

Parents are invited to observe their child's classroom activities to gain insight into their learning experience. Please follow these guidelines:

- **Pre-Approval:** Observations must be scheduled in advance with the Director.
- **Observation Duration:** Classroom visits should not exceed 30 minutes to minimize disruption. If a longer observation is needed, please consult with the Director.

- **Respectful Behavior:** During visits, parents are asked to quietly observe and refrain from interacting with students, teachers, or disrupting classroom activities. If you have questions, please address them with the teacher after class.

Privacy and Safety

- **Respecting Privacy:** To maintain student privacy and confidentiality, we ask that parents refrain from discussing or photographing other students during visits.
- **Health & Safety Protocols:** For the health and safety of our students, parents are expected to follow any established health guidelines.

Unscheduled Visits

While we value parent engagement, unscheduled or drop-in visits can be disruptive to the classroom. For this reason, we ask that parents schedule all visits in advance unless there is an emergency. For unscheduled situations, please contact the front office, and we will work with you to accommodate your needs.

Communication with Teachers

To ensure quality communication, we encourage parents to reach out to teachers via email, phone calls, or by scheduling a conference rather than discussing concerns during classroom visits.

Personal Hygiene

To maintain a healthy and respectful learning environment, all students are expected to follow basic hygiene practices. Proper hygiene helps prevent illness, promotes self-confidence, and ensures a positive experience for all students. Parents are responsible for ensuring their child meets the following hygiene standards:

- **Cleanliness:** Students should arrive at school bathed and with clean skin. Regular washing helps prevent body odor and skin issues.
- **Hair Care:** Hair should be neatly combed, brushed, and free of excessive tangles. Long hair should be tied back if necessary for safety or comfort.
- **Dental Hygiene:** Teeth should be brushed daily to maintain oral health and prevent bad breath.
- **Nail Care:** Fingernails and toenails should be trimmed and clean to prevent injury and the spread of germs.
- **Clothing:** Students should wear clean, well-fitting clothing that is free from stains, holes, or excessive wear.

Playground Use and After-Dismissal Supervision

The playground is reserved for GDS students and staff during school hours. After dismissal, children using the playground must be directly supervised by a parent or guardian. Playground equipment is designed for specific age groups, and all posted playground rules must be followed.

After dismissal, parents and guardians assume responsibility for supervising their children while on school grounds. Once a child has been released to their parent or guardian, GDS staff are no longer providing active supervision.

When the After School Care Program is using the playground, children who have been dismissed to a parent or guardian may not enter or participate with the supervised After School Care group.

We ask families to help us keep our campus safe by staying with their children at all times and encouraging safe choices while using the playground. For everyone's safety, children should not play near the fish pond, enter areas that are not designated for play, or throw rocks or other objects into the pond or bird cages. Thank you for partnering with us to maintain a safe, respectful, and enjoyable environment for all our children and families.

Safety and Security

Our classroom doors and gates are locked during school hours for safety. During arrival and dismissal times, a GDS staff member will monitor the gates. If a staff member needs to step away, the gates will be closed, and you'll need to buzz in. No firearms or weapons of any kind (including knives, tasers, or any other item designed to cause harm or intimidation) are allowed on campus or in the parking lot. Exceptions are made for on-duty law enforcement officials.

Severe Weather Plan

GDS monitors severe weather conditions and follows Miami-Dade County Public Schools' decisions regarding weather-related closures and emergency procedures. Families should check local news sources and school communications for updates.

If it becomes necessary to close the school early due to severe weather or other emergency conditions, families will be notified through Procure, phone, and/or email. Please ensure your contact information is current so you can receive important updates.

Swaddling and Safe Sleep Practices

In accordance with regulations set by the Department of Children and Families (DCF), swaddling is not permitted in the classroom under any circumstances.

As part of our commitment to safe sleep practices, all infants 12 months and younger will be placed on their backs to sleep in a safety-approved crib, free of loose bedding, pillows, stuffed animals, or other soft items, in compliance with state and national guidelines.

Sleep sacks are permitted as a safe alternative to blankets. Pacifiers are also allowed, but for safety reasons, pacifier clips, strings, or attachments are not permitted in the crib at any time.

If an infant requires an alternate sleep position due to a medical condition, a signed note from the child's pediatrician must be provided. The note must include the specific sleep position recommended and the medical reason for the exception.

Enrollment and Tuition

Enrollment Requirements

To complete your child's enrollment at GDS, please ensure the following requirements are met:

Age Requirements

- Your child must be the correct age for their assigned class by September 1st.

Required Enrollment Documents

- Provide a copy of your child's birth certificate or passport.
- Submit required medical forms (DH 3040 and DH 680/681) completed by your child's pediatrician or the Health Department.
- Keep all required documents and medical forms current to ensure your child remains eligible to attend classes.

Required Forms and Acknowledgements

Parents/guardians must review and sign the following brochures and policies:

- **Know Your Child's Child Care Facility** (DCF brochure)
- **Discipline and Expulsion Policy**
- **Distracted Adult** (DCF brochure; signed in September and April)
- **Flu** (DCF brochure; signed in August and September)
- **Rilya Wilson Act** (signed once each school year)

Parent Handbook Acknowledgement

Please read the GDS Parent Handbook and return the signed final page to your child's teacher to confirm that you have reviewed and understand the policies and procedures.

VPK Enrollment

If your child is enrolling in Free or Full Day VPK, you must provide a VPK Certificate of Eligibility to receive the VPK subsidy. Without a valid certificate, your child will be enrolled at the regular tuition rate.

Tuition Payment Schedule

For Infants and Younger Toddlers in our Child Care Center, annual tuition is divided into 12 equal monthly payments due July 1, 2026, through June 1, 2027. For our PreK 1 through VPK students, annual tuition is divided into 10 equal monthly payments due July

1, 2026, through April 1, 2027. Tuition payments are due on the 1st of each month. Payments received after the 5th will incur a \$50 late fee.

If you experience difficulty making a payment, please contact Mrs. Ellie Palacios at 786-380-4759 or ellie@granadadayschool.com as soon as possible.

If a tuition account remains unpaid for more than 30 days, the student's enrollment may be suspended until the account is brought current. Tuition reserves your child's place in the classroom and is due regardless of attendance, including absences due to illness, vacations, holidays, or any other reason. A \$50 fee will be charged for all returned checks.

Report cards, diplomas, and transcripts will not be released until all financial obligations have been satisfied. Students with outstanding balances will not be eligible to re-enroll. Registration and School Improvement Fees are required each academic year your child is enrolled.

Tuition Discounts

We offer discounts for siblings: 10% off for a second child, 15% off for a third, and so on, applied to the lowest tuition amount (not including Before or After School Care, registration, or school improvement fees). Active church members who demonstrate regular church attendance and involvement in church activities (at least twice a month) or serving in a church-related ministry are eligible for a Granada Church member discount. A parent who is an active military service member is eligible for a military discount.

Withdrawal/Dismissal

If you need to withdraw your child, please notify us in writing at least 30 days in advance by filling out the "Withdrawal Form." After withdrawal, if you wish to re-enroll within the same academic year, it will depend on availability. Once a child is withdrawn, their spot will be offered to the next family on the waitlist.

If you move out of Miami-Dade County and provide proof of your new address within 30 days of the move, you may be released from financial obligations. However, registration, school improvement fees, and previously paid tuition are non-refundable and non-transferable.

GDS reserves the right to dismiss a child or recommend an alternate placement if the child, their parents, or family members do not adhere to the school's regulations and policies. Report cards will not be issued to any student with an outstanding account.



I have read Granada Presbyterian Day School's Parent Handbook for the 2026-27 school year. I understand and agree to adhere to the policies and procedure as stated in this handbook.

Parent's Printed Name

Parent's Signature

Child's Printed Name

Classroom # / Teacher's Name

Child's Printed Name

Classroom # / Teacher's Name

Date

Please return this signed form to the school office or your child's teacher in person or via email to Gaby Lopez, Registrar at gaby@granadadayschool.com

We are accredited by the Christian Schools of Florida (CSF) and by the National Council for Private School Accreditation (NCPSA) and Association of Christian Teachers and Schools (ACTS).

