

Parent Handbook



Granada Day School

2025-2026

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 Presbyterian 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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Gabriela Pita, <i>Office Assistant</i>	gabriela@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
11:00 a.m.	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

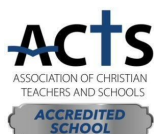
To see each family and child enjoy God through love, faith, and a passion for learning.

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. 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 Laris, 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 Presbyterian 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 (NCPSA). 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 Presbyterian Day School, which includes our preschool and kindergarten, 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, School Office Support, 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 Presbyterian Day School offers a summer camp program open to GDS students and the community. We have different registration options and fee schedules, 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.

Preschool

Preschool: Setting the Stage for Success

Our preschool is designed to get your child ready for Kindergarten, focusing on both academic and social skills. To join, your child should be 1 to 4 years old by September 1st. Here's what we offer:

- **Daily Bible Study:** Introducing your child to important values and stories.
- **Language Skills:** Fun activities to boost pre-reading and pre-writing.
- **Math Basics:** Engaging ways to explore early math concepts.
- **Center Time:** Hands-on activities like home living, science, art, music, cooking, and more.

- **Social Studies:** Learning about the world and their place in it.
- **Recess:** Outdoor play for physical and social growth.
- **Special Classes:** Art, music, and library time to spark creativity.

Play-Based Learning

We know that play is essential for learning. Through play, children develop social skills, problem-solving abilities, and critical thinking. Our approach combines the Creative Curriculum and Wee Learn Curriculum, both of which emphasize learning through play. This helps kids become creative thinkers and builds their social-emotional skills.

Creative Curriculum

The Creative Curriculum is built on the ideas of several key theorists and focuses on:

- **Positive Relationships:** Building strong connections with adults.
- **Social-Emotional Skills:** Key to success in school and life.
- **Purposeful Play:** Using play to support learning.
- **Learning Environment:** Creating spaces that foster quality interactions.
- **Family Partnerships:** Collaborating with families to support learning.

Wee Learn Curriculum

The Wee Learn Curriculum is faith-based and customized to each child's unique learning style. It covers:

- **Language and Literacy:** Developing early reading and writing skills.
- **Math and Science:** Exploring foundational concepts.
- **Arts and Physical Development:** Encouraging creativity and motor skills.
- **Spiritual Growth:** Connecting learning with personal faith.
- **Social Skills:** Helping children relate to others and their surroundings.

Spiritual Development

We believe that spiritual growth is at the heart of our program. Our daily Bible study and weekly chapel services teach your child about faith and values. We aim to help each child develop a personal relationship with God and understand that these lessons are about more than just Bible stories—they're about life.

Join Us on This Journey

We're excited to support your child's development in a nurturing and engaging environment. Thank you for choosing us to be part of your child's educational and spiritual journey.

General Policies: What You Need to Know

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. Late arrivals should check in at the school office.
- If a student is doing Before School Care on a per diem basis, the fee is \$10/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 4:15 p.m. (Full Day) will incur a late pick-up fee of \$1 per minute.
- 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 breast milk. Please provide clearly labeled containers with your name and date. Our staff is trained in proper storage and handling, following guidelines from the American Academy of Pediatrics and CDC.

Car Seats/Strollers

Due to limited space and safety concerns, we cannot store car seats or strollers in the lobby. Please arrange alternative storage if needed.

Feel free to reach out with any questions or concerns. We're here to make your child's experience as smooth and enjoyable as possible!

Chapel

At Granada, our worship is at the heart of everything we do. Every Wednesday at 9:40 a.m., we gather for Chapel to celebrate and deepen our faith together. We start with the Pledge of Allegiance, the Christian flag, and the Bible, followed by songs, Bible verses, and sometimes even fun flannel boards or dramatic presentations.

We want to nurture a heart for worship in our children through prayer, Bible reading, and singing. Here's how we foster these habits:

1. We lead students in prayer and encourage them to lead as well.
2. We invite students to share specific needs or reasons for praise before we pray.
3. We remind children to thank God before snack and lunchtime.
4. We lead singing at special times or whenever the Spirit moves during lessons.
5. We plan and participate in Chapel services regularly.

Class Parties and Special Events

1. **Announcements:** Teachers and/or the administration will let you know about upcoming parties and events via email and Procare messages.
2. **Birthdays:** You can celebrate birthdays at school with cupcakes, cookies, juice boxes, pizzas, or Happy Meals (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.
3. **Invitations:** Only parents or guardians may distribute invitations for off-campus parties. Email electronic invitations to our School Registrar, Gaby Laris, to forward to other parents.
4. **Holidays:** We respect your family's traditions for Halloween, Christmas, and Easter. At school, we focus on celebrating these holidays with scriptural principles. For Halloween, we emphasize a "Harvest Theme" and avoid symbols like witches or ghosts. For Christmas and Easter, we joyfully celebrate the birth and resurrection of Jesus Christ, while minimizing myths like Santa Claus and the Easter Bunny.

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 in clear communication to keep everything running smoothly. If you have questions about school policies or anything else, reach out to the office at (305) 444-2028 or email info@granadadayschool.com. You can also message us via the Procure app. For updates, check your email, bulletin boards, or Procure messages. To contact your child's teacher, use their GDS email or send a text through the Procure app.

Conferences

Parent-teacher conferences for PreK 1 through VPK are held twice a year, in Fall and Spring. These 15-minute meetings give us a chance to discuss your child's development, milestones, and any assessment results. Conferences are typically in-person unless otherwise scheduled.

Diapering and Potty Training

Children in PreK 3 and VPK must be fully potty trained. If your child needs help wiping, let the teacher know and send a bag of wipes. You must also give written permission (letter or email) for the teacher to assist. Children in Infant to PreK 2 need disposable diapers, wipes, and optional diaper cream. Please provide extra clothes and shoes for potty training. We work together with families to support potty training.

Developmental Screening and Assessments

We use the Ages & Stages Questionnaire to track your child's development. You'll complete this questionnaire, and your child's teacher will score it and discuss the results with you. If there are concerns, we'll work together to create an action plan. For VPK students, we also conduct assessments three times a year and share results with you.

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

Biting is common among young children and usually happens due to hunger, tiredness, or teething. Although it's a normal developmental stage, it's something we take seriously. We'll manage biting incidents with sensitivity and have a structured approach:

- **First bite:** The child will be placed in a safe area, and an incident report will be shared with both families.
- **Second bite:** The child will spend time in the reception area, and a report will be issued.
- **Third bite:** The child will be sent home for the day, and a report will be provided.
- **Fourth bite:** We'll meet with parents to discuss further steps.

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're 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. Proofs are emailed directly to each parent and are available for purchase.

Nap Supplies

Infants and Toddlers need a fitted crib sheet and blanket for naptime. For children in PreK 1 through PreK 3, provide a fitted crib sheet, blanket, and pillow in a bag. You can also buy a naptime package from My Children's Treasures. Please visit their website, <https://www.mychildrenstreasures.com/>

Personal Property

Please do not send personal toys to school, except on designated "Show and Tell" days. Toys that promote aggressive behavior, such as toy guns or swords, are not allowed and will be confiscated. The school is not responsible for lost or damaged personal items, including toys or jewelry.

Additionally, children may not wear or bring any devices with recording capabilities to school.

Playground Rules and Procedures

The playground is for GDS staff and students during school hours. Equipment is designated for specific age groups. Please follow all posted rules.

Snack/Lunch Program

Infants and Younger Toddlers bring their own snacks and meals. PreK 1 through VPK students get water and crackers for their morning snack. Parents should provide a nutritious lunch and an afternoon snack. Avoid sending candy, gum, soft drinks, or peanuts.

School Policy for Therapy Services on Campus

While we are not an inclusion school, we strive to support our students' development by making limited accommodations for on-campus therapy services.

Therapist Visits on Campus:

We allow therapists to work with children during the school day, provided parents follow the proper procedures. To arrange this, parents must complete a permission form (available in the school office) which includes the therapist's name and schedule of visits.

Therapist Requirements:

All therapists must:

- Provide a Level II background check and be in the Clearinghouse
- Submit a valid photo ID and professional credentials
- Sign in and out through the front office each visit
- Review and follow the school's *Guidelines for Therapists*

ABA Therapy in the Classroom:

To support students who receive Applied Behavior Analysis (ABA) therapy, we allow therapists to work with children during the school day. However, to maintain a productive and focused learning environment for all students, we permit only one ABA therapist at a time inside any classroom.

Having multiple therapists in the room at once can be distracting and may interfere with classroom routines and instruction. Limiting the number of ABA therapists ensures that the learning environment remains calm, consistent, and effective for every child. ABA therapists must exercise direct supervision with the student they are observing. Cell phone use in the classroom is prohibited. In addition, any observation meetings must be conducted outside of the classroom.

We appreciate your understanding and cooperation as we work together to support all children's growth and success.

Other Therapies:

We have designated spaces outside the classroom available for other types of therapy sessions (e.g., speech, OT, PT), which may be more easily accommodated.

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 or email us. Include their name, ID information, pickup date, and their relationship to your child. Only individuals **18 years or older** can pick up a child.

Fire and Safety Drills

We conduct unannounced fire drills every month to keep everyone prepared. We also hold tornado and lockdown drills throughout the year. We explain these procedures to the children to keep them calm and prepared. You can help by practicing fire safety routines at home, too.

Food Allergies

We're a peanut-free school to protect children with peanut allergies. Please don't pack any peanut products in your child's lunch. Let us know if your child has any other allergies and provide any necessary epi-pens with a completed medical consent form.

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 Policy

At GDS, your child's health—and the health of all children and staff—is our top priority. To help prevent the spread of illness, we have clear guidelines in place for when children should stay home and what steps are needed before they return.

When to Keep Your Child Home

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

- Severe cough (especially if it causes red or blue coloring in the face or a whooping sound)
- Fast or difficult breathing
- Stiff neck
- Diarrhea (more than one loose stool in 24 hours)
- Fever of 100.4°F or higher (must be fever-free without medication for 24 hours before returning)
- Vomiting (within the last 24 hours)
- Green or yellow nasal discharge
- Rash (especially with 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

Health & Safety Guidelines

- Be considerate – If your child is sick, please keep them home to protect others.
- Notify the school first – Let us know if your child is ill. They may not return until fully recovered.
 - A doctor's note is required to return after a contagious illness. It must clearly state that your child is "healthy and no longer contagious."
 - When there's a confirmed case of a contagious illness (like flu, RSV, strep throat, hand-foot-and-mouth, etc.), we'll send a Medical Alert to the affected class.
- Special care after injuries or extended illness – If your child has had surgery, a fracture, or a long illness, please provide a doctor's note detailing any activity restrictions or special care needed.
- If your child becomes sick at school:
 - They'll be taken to the Waiting Room near the playground gate.
 - You will be called to pick up your child as soon as possible. We ask that a family member arrives within one hour.
 - If your child has a high fever (over 101°F) and is not picked up within 30 minutes, or if it's an emergency and we cannot reach you or an emergency contact, 911 will be called, and your child will be taken to the nearest children's hospital.
- Emergency care – We have permission from parents to take any necessary steps for a child's safety in an emergency, based on the judgment of the Director and staff.
- Medication policy – We cannot give children any medication, including:
 - Nebulizers

- Tylenol or other pain relievers
- Sunscreen or bug spray (These must be applied by the parent prior to coming to school or entering the classroom.)
- Ointments (such as Neosporin)

Working with Health Authorities

GDS follows all local, county, and state health guidelines. We work closely with public health agencies when needed to help prevent, manage, or contain the spread of illness.

Thank you for helping us keep our school healthy and safe for everyone! If you have questions about this policy, please contact the school office.

Immunizations

For your child to start school, up-to-date medical forms (Forms 3040 and 680/or 681) are required to be on file. If your child's health or immunization forms expire, they'll need to stay home until we get the updated forms. We'll notify you when forms are due, so please keep an eye on your email! Extension letters from doctors are not permitted.

Insurance

We provide secondary insurance for accidents that occur on campus. There's a \$40 fee included in your registration to cover this.

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 and Traffic

Safety in our parking lot is crucial. Enter through Toledo Street and exit onto Bird Road. Please avoid U-turns and drive slowly (5 mph). Reserved parking is available for visitors on University Drive. If it's raining heavily, the school will practice rainy day arrival until 9:00 a.m. When this happens, we will have a car line and drop off will happen under the carport. Assistant teachers will be available to walk your child to their classroom.

Parent Visitation Policy

At Granada Presbyterian 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 teacher and/or school administration.

- **Observation Duration:** Classroom visits should not exceed 30 minutes to minimize disruption. If a longer observation is needed, please consult with the teacher or administration.
- **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.

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, including in the parking lot. Exceptions are made for on-duty law enforcement officials.

Feel free to reach out with any questions or concerns—keeping our community safe and healthy is a team effort!

Severe Weather Plan

We follow Miami-Dade County Public Schools' decisions on weather-related closures. Check local news or our school website for updates. If we need to close early, we'll notify you via Procure message, phone, or email.

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.

Tuition and Fees

Tuition Payment Schedule

For our PreK 1 through VPK students, tuition is spread out in 10 equal payments from July 1, 2025, to April 1, 2026. For Infants and Younger Toddlers in our Child Care Center, tuition is divided into 12 equal payments from July 1, 2025, to June 1, 2026. Payments are due on the 1st of each month. Please note, if payments are late and received after the 5th, a \$50.00 late fee will be charged. If you have any issues with making a payment, please reach out to Mrs. Ellie Palacios at 786-380-4759 or ellie@granadadayschool.com.

If an account is overdue by more than 30 days, the student will not be able to return to school until the account is brought up to date. Tuition must be current to avoid any suspension from classes. Tuition payments secure your child's spot in their class regardless of reasons like illness, vacations, or other absences. Also, a \$50.00 fee applies for any returned checks.

Report cards, diplomas, and transcripts will not be released if accounts are not settled, and students with outstanding balances will not be allowed to re-enroll. Registration and school improvement fees are required each academic year your child is enrolled.

Registration Requirements

1. Your child must be the correct age for their class by September 1st.
2. Please provide a birth certificate or passport copy and medical forms (DH 3040 and DH 680/681) from your child's pediatrician or Health Department to complete enrollment. Keep these forms up-to-date to ensure your child can attend classes.
3. You'll need to review and sign several brochures:
 - 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)
4. Read the Parent Handbook and return the signed last page to your child's teacher to confirm you've reviewed it.
5. If your child is enrolling in Free or Full Day VPK, present a VPK Certificate of Eligibility to receive the VPK subsidy. Without this, they'll be enrolled at regular tuition rates.

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). GDS staff receive a tuition discount, and active church members can also receive a discount. Regular church attendance and involvement in church activities (at least twice a month) or serving in a church-related ministry qualifies for this 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 2025-26 school year. I understand and agree to adhere to the policies and procedure as stated in this handbook.

Parent's Printed Name

Parent's Signature

Child's First and Last Name

Classroom # / Teacher's Name

Child's First and Last Name

Classroom # / Teacher's Name

Date

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

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).

