



Parent Handbook & School Policies

Please Read Carefully, sign and return the last Page

Preschool child care programs. Planned activities for children one (1) year of age and up to enrollment in kindergarten shall include a minimum of forty (40) minutes of combined indoor and outdoor physical activity for every three and one-half (3 1/2) hours in care, excluding quiet or nap times.

1. Arrival/ Departure Procedures

Arrival-

Regular School hours are: 7:45 A.M. - 3:45 P.M.

Your child must be in class by 8:45 A.M. sharp.

Departure- Regular School hours ends at 3:45 P.M.

PLEASE NOTE, AFTER 9:00 A.M. PARENTS MUST WAIT WITH THEIR CHILD IN THE SCHOOL LOBBY UNTIL 9:30 A.M. FOR A LATE DROP-OFF. LATE DROP OFF IS FROM 9:30 A.M. TO 10 A.M.

A DOCTOR'S NOTE IS REQUIRED AFTER 10 A.M. AND BEFORE 11 A.M.

PARENT ATTENTION IS REQUIRED DURING DROP OFF AND PICK UP. WE KINDLY ASK YOU TO PUT AWAY YOUR PHONE DURING THIS TIME.

2. Late Pickup Fees

Part Time VPK students should be picked up by 11:45 A.M. Students picked up after 11:46 A.M. **will be charged \$35.00 late fee.**

Full Time students should be picked up by 3:45 P.M. Students picked up between 3:46 P.M and 4:00 P.M. **will be charged a \$25.00 late fee.** All other students picked up after 4:01 P.M. **will be charged a \$50.00 for the 1st 15 MINS.** and \$2.00/minute late fee, thereafter.

PARENTS MUST CALL IF THEY ANTICIPATE BEING LATE (EMERGENCY ONLY)

Consistent late pick up will not be deemed an emergency.

IF NOTIFICATION IS NOT RECEIVED AND A CHILD IS STILL IN THE CARE OF NANA'S PRESCHOOL, THE POLICE MAY BE CALLED, (PER THE GUIDELINES OF THE DEPARTMENT OF CHILDREN AND FAMILIES).

ONLY PERSONS LISTED ON THE AUTHORIZED PICK UP FORM WILL BE ALLOWED TO REMOVE YOUR CHILD FROM NANA'S



3. Child Custody Policy

Nana's Preschool and Daycare, LLC has no legal authority to refuse the release of a child to either parent EXCEPT in the case of legally served court orders. A copy of a signed court order stating custodial assignment must be in a child's file to refuse release to a parent. Any restraining orders restricting access to a child must be presented to Nana's Preschool. A recent photo of the person or persons forbidden from picking up MUST accompany any paperwork such as a court order or restraining order. Any conflicts or discrepancies will be resolved by contacting the Hallandale PD while the child remains in our custody.

Nana's Preschool takes the responsibility for your child's safety very seriously. In the event a staff member feels threatened or that potential harm might be imminent, they will release the child, notify the police and request an Amber Alert. Any additional information or questions regarding this should be addressed with the Director.

4. Inclement Weather/ Public Emergencies

NANA'S PRESCHOOL follows the same guidelines as Broward County Public Schools. In reference to school closings, in the event of potential hurricanes, tornadoes, tropical storms, or other public emergencies, please listen for public announcements (T.V., Radio). As soon as we overcome the inconvenience, we will return to our regular schedule. IT IS YOUR RESPONSIBILITY TO CONTACT US TO VERIFY THE STATUS OF EVENTS. (VISIT OUR WEB PAGE AT www.nanaspreschool.com OR CALL US AT 954-456-6262). **NO REFUNDS WILL BE GIVEN FOR ANY NATURAL DISASTERS.**

5. Holidays

The following holidays are the days we are officially closed. If a holiday falls on a Saturday or Sunday, it may be observed on Friday or Monday:

Labor Day	September 7th, 2020
Teaching Planning Day	September 28, 2020
Veterans Day	November 11th, 2020
Thanksgiving Break	November 26th, 2020
Day After Thanksgiving	November 27th, 2020
Christmas Holiday	December 24th, 2020
Christmas Day	December 25th, 2020
New Year's Eve	December 31th, 2020
New Year's Day	January 1st, 2021
Martin Luther King Day	January 18th, 2021
President's Day	February 15th, 2021
Good Friday	April 2nd, 2021
Memorial Day	May 31st, 2021

6. Immunizations

Each child enrolled must meet the applicable immunization requirements specified by the State of Florida. All immunizations required for the child's age must be completed and documentation provided to the center 48 hours prior to admission into the center.

7. Sick Children

Children should not be brought to school when they are ill. Illness is defined as:

- Listlessness, sleepiness, loss of appetite, and/or general discomfort
- Skin rash or skin disorder that is contagious
- Inflamed or swollen throat or glands
- Persistent cough
- Fever 100 degrees or higher
- Diarrhea within the past 24 hours
- Vomiting within the past 24 hours
- Yellow or greenish mucus running from the nose with weeping or Pink Eye (conjunctivitis)
- Sore throat or trouble swallowing
- Difficult or rapid breathing
- Other disease symptoms in the informed judgment of the Director

All students must be picked-up from school within 1 hour of school notification. ALL STUDENTS MUST BE 24 HRS FREE OF ANY SYMPTOMS AFTER TIME OF PICK UP TO RETURN TO SCHOOL. (Dr's note may be required based on illness)

THE TUITION IS STILL DUE WHEN THE CHILD IS SICK OR ON VACATION.

8. Medication

Nana's staff is not authorized to provide medication at any time. If you have any questions please refer to the director.

9. Toys from Home

Items such as jewelry, TOYS, candy, gum, money, balloons, and play guns are prohibited and should be left at home. Parents are asked to help their children understand that it is not wise to bring an object from home which they may not wish to share with the group or which could get lost.

10. Clothing

Uniform immediately identifies NANA'S students in case of an emergency, closed toes shoes, preferably velcro minimize chances of playground accidents, and sweatshirts will keep your child warm as our classrooms are kept at 72 degrees as per DCF law. All children sent to school with no uniform will be given a new polo shirt and charged \$13.

The uniform must be worn daily.

- Children should wear comfortable, casual bottoms and closed toe shoes. **(no sandals, no crocs)**
- All clothes must be labeled with your child's name.
- Nana's is not responsible for lost items.
- If your child has an incident where he/she requires an extra change of clothes and it is not available to him/her, NANA'S may provide a temporary change of clothes for \$10

Please send in a complete change of clothes with your child's name on it. To avoid losing jackets, hats or gloves, remember to label clothing that might be taken on or off during the day.

Sheets and blankets will be sent home every Friday and must be returned clean every Monday.

In case student is missing their blanket a new sheet will be provided and a \$10 charge will be charged.

11. Biting

Children bite for different reasons. In most cases, it is a developmental stage. We understand that it is a difficult and frustrating issue for parents, the children, and the teachers involved. Our policy is to attempt to stop chronic biting by observing and documenting the episodes.

Children who continue to bite, after 3 times will be asked to leave Nana's. We understand it might create hardship for parents, but we have to protect the other children in this instance.

12. Head Lice

Discovery of lice requires that the child be sent home and treated. All nits must be removed before the child can return to school. Upon their return, the child's scalp will be inspected by a staff member. If a case of lice is discovered at home, please report it to the school.

13. Hygiene

Students and parents need to practice safety habits at all times. Teachers will do a daily review of classroom and school safety. Students are encouraged to practice hygienic policies in school, which include hand washing before all meals and after the bathroom.

13b. Safety

NANA'S has special locks in all our classrooms to be able to implement lock down drills and procedures in case of any emergency situation. NANA'S has cameras in all areas of the school and all of our staff and substitute teachers are required Level II background screening & CPR/First Aid Certification.

Parents are responsible for their children once they exit from our second point of entry glass door into the lobby area. Also, parents are responsible for their children in the parking lot area as this is a public high traffic parking lot.

Please make sure your contact information is also up to date in your child's file.

14. Emergency Evacuation and Relocation

An emergency evacuation and relocation plan is posted at the center. Once a month, the children and staff will practice a fire drill. In the event of Code Red or Lockdown conditions, Nana's Preschool and Daycare, LLC yields control to the Emergency Provisions and Policies of the City of Hallandale.

PARENTS AND/OR GUARDIAN'S CELLULAR PHONES MUST BE ON DURING SCHOOL HOURS, AND NANA'S PHONE NUMBER SHOULD BE REGISTERED SO THAT YOU KNOW WHEN WE ARE CALLING YOU.

15. Bumps and Bruises

A skinned knee or slight cut is not an emergency and will be handled using first aid by a qualified staff member. In the event of an emergency or accident, we will contact you, per the instructions provided on



the enrollment form which has been filled out by the parent. We are near excellent hospital services, should such services be required. Part of this agreement is your authorization for Nana's to take whatever emergency measures are deemed necessary for the care and protection of your child. Please inquire with the Director if a predetermined hospital has been designated.

16. Field Trips

From time to time NANA'S may bring in-house field trips. These field trips occur mostly during Summer, and during special events such as career week. **NO FIELD TRIPS OUTSIDE SCHOOL.**

17. Birthdays

Birthdays are a special time at NANA'S PRESCHOOL. Parents are welcome to join the celebration. If you wish to celebrate your child's birthday at NANA'S Preschool it must be planned with the teachers and coordinated with the office. **It is a 45min event. Please see guidelines with administration, no home cooked food is allowed.**

18.Meals

If children are enrolled in the lunch program of Nana's, lunch will be provided at the designated times. Children not enrolled in the lunch program will eat the meals and snacks they bring from home at the same scheduled times. Sharing of food and snacks is discouraged and parents are asked to reinforce this policy. Foods that require cooking or reheating should be **sent** warmed and wrapped for your child to eat at lunchtime. **As per the Department of Children and Families guidelines food will not be reheated or cooked at Nana's. No exceptions.**

NANA'S PRESCHOOL IS A PEANUT/TREE NUT FREE FACILITY, THEREFORE WE KINDLY ASK YOU TO PLEASE MAKE SURE NOT TO SEND WITH YOUR CHILD ANY FOODS THAT MAY CONTAIN NUTS SUCH AS PEANUT BUTTER.

18b. Snacks

The Center will provide two snacks (fruit, cookies, cereals, fruit juices, cheese, crackers, yogurt, etc) and a 3rd snack if they are enrolled in our aftercare program.

It is important for us to be informed if your child (ren) has any known or suspected food allergies. In the event of food allergies the parent shall be responsible for providing all snacks.

18c. Food on Special Events

The parents or parent guardians will be advised in advance of each activity that involves the consumption of food and beverages on any special event such as sport tournaments, graduation and shows.

19. Teacher-Parent Communication

Parents and staff at Nana's maintain open lines of communication. You will find many opportunities to speak with your child's teacher about matters of concern when a conference is scheduled. We ask that you keep us posted about events or changes at home that might affect your child (e.g. separation, moving, a difficult weekend or morning, houseguests, death, etc.).

Appointments or a conference with the teacher and/or Director must be scheduled in advance.



20. Separation Policy

Please note 3 minutes with your child in their class is the maximum time allowed.

Parents are encouraged to limit the time in order to help in the transitioning process and avoid separation anxiety (5 minutes) If you have any questions about the separation process, please contact the preschool Director.

21. Please Read Carefully!

Nana's Preschool and Daycare, LLC reserves the right to refuse service any time during the school year to any child or family based on the following:

***School can not continue to meet the personal needs of the student enrolled.**

*Inappropriate Child Behavior – Expulsion may be given to students significant behavior violations (behavior towards teachers, other student or self)

*Inappropriate Adult Conduct- Disrespect to staff or policies of Nana's Preschool.

*Repeated late pick ups after 3:45 pm. (VPK Dismissal Hours)

22. Non-Payment of Tuition

If a family becomes more than 5 days late with payment, access to the school may be denied.

23. Policy Changes

Upon enrollment, parents will be provided with a handbook and an opportunity to read and discuss the information in the handbook with the Director. Any time policies and/or procedures change that affect the operations of the Center throughout the year, parents will be notified in writing as soon as administratively feasible. Parents are always welcome to discuss any policy or procedure with the Director at any time.

24. Special Events

Special events such as Winter Show and End of The Year Show may require between \$25 and \$50 fee for costumes and accessories.

CHILDREN DISCIPLINE POLICY

Nana's Preschool follows the Conscious Discipline policy.

It is very important that a child's development is nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child is not permitted.

In response to negative behavior, Nana's will not use:

- Threats or bribes
- Physical punishment
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, Nana's will:

- Implement PBS (Positive Behavior Support)
- Respect your child
- See the situation through the student's eyes
- Use positive language to explain desired behavior
- Speak calmly while bending down to student's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a reflection-chair for no longer than one minute per year of your child's age, if necessary
- There are some times when the teacher will have to deny the child's requests while still letting them know he/she understands that they feel sad.

Conscious Discipline is an evidence-based comprehensive program that includes:

- School climate changes
- Social-emotional competency changes in adults
- Social-emotional competency changes in children
- Behavioral and resiliency changes
- Classroom management shift from external rewards and punishments to problem-solving
- Academic success

Florida Administrative Code prohibits children from being subjected to discipline that is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited for all child-care personnel. Children may not be denied active play as a consequence of misbehavior. NOTE: In extreme cases the child could be suspended from the school for a period determined by the administration or can be expelled from the school.

Parental/ Guardian Signature

Date



STUDENT'S NAME: _____ CLASS: _____

By signing this page, I _____ indicate that I have read and accept the terms

and conditions of Nana's School Policy.

Parental/ Guardian Signature

Date