

Parent Handbook 2011/2012 Elementary School Age Programs

ACES—After School Program, Teacher Planning Days, Spring Camp, Winter Camp

State of Florida & Broward County
Gold Seal Award of Excellence &
APPLE Accredited Preschool

Mission Statement

The City of Miramar Early Childhood Elementary School Age Programs shall provide physical, social, emotional and intellectual activities supervised by certified staff. These activities will provide positive experiences for all participants. A variety of activities including: homework time, indoor and outdoor games, arts and crafts, tournaments, movies, athletics and much more will be provided in this safe and secure environment.

Civic Center

DCF License #45586
6920 SW 35th St
954-963-6683

Coceano Child Care

DCF License #45706
2001 Douglas Rd
954-437-0415

Silver Shores

DCF License #46021
15700 Pembroke Rd
954-442-4030

Sunset Lakes

DCF License #46209
2801 SW 186th Ave
954-602-3360



Enrollment Policies: Children must be registered before attending the program. If your address, phone number or contact information changes, please notify the office. Up-to-date enrollment information is necessary. The following must be on file: DCF #1 Enrollment Form, DCF Child Care Facility Brochure, written disciplinary statement, written program fees and schedule, City of Miramar consent form, all permission slips.

Arrival/Dismissal: Your child will never be released to anyone who is not listed on his/her #1 Form. In the event that someone else, other than a designated person is picking up, please call the center and identify yourself with your child's password (indicated on the registration card) and give the full name of the person you are giving permission to pick up your child. All persons picking up a child must present a picture ID. If your child is absent, it is your responsibility to call and inform us. If a child is absent and we have not received a call from you, it is our responsibility to call you.

Child Care Food Program: Miramar Early Childhood Programs participate in the United States Department of Agriculture (USDA) Child Care Food Program which assists centers in serving nutritious meals each day to all enrolled children. All meals served meet the meal pattern requirements established by the United States Department of Agriculture and the Florida Department of Health. Free and Reduced Price Meal Applications are placed in our files and treated as confidential information. It is a United State Department of Agriculture requirement that all applications have either a food stamp/TANF number or household income data listed, and that applications must be signed by an adult household member.

Alternate Nutrition Plan: In accordance with the Broward County Child Care Ordinance/Family Child Care Ordinance, parents, and the child care facility/home are urged to work cooperatively to ensure that children are provided with nutritious snacks and meals where lunches are not provided by the facility/home. **The facility agrees to provide a nutritious: Breakfast, Lunch and Mid-afternoon snack.**

Newsletters & Information: Monthly newsletters provide an outline of the activities that will be taking place. Please post them in a convenient place in your home.

Special Days: Teacher Planning Days, Winter, Spring & Summer camp programs are offered. These programs include field trips & a variety of activities. Additional fees and registration is required.

Program Hours: Camp & Teacher Planning Day program hours are 7 a.m. to 6 p.m. ACES program follows the Broward County School Calendar. Daily Program Hours are 2 p.m. to 6 p.m., Early Release Day Program Hours are 12 p.m. to 6 p.m.

Communication: Parents will be contacted immediately under the following conditions: 1. A child has received an injury which could require medical assistance. 2. A child has a medical condition which could be contagious. 3. A child soils his/her clothing. Parents will be communicated with when picking up their child under the following conditions: 1. A child receives a minor injury that does not require medical assistance. 2. A child complains of a non-emergency condition or symptom.

Rules of Conduct: Children of all ages in the city program are disciplined in the same manner. The following policy will govern the types of discipline to be administered in the event a child becomes unruly or his/her actions interfere with the classroom or outdoor functions of the program.

1. A child may be disciplined by sitting out of the activity for a short period of time.
2. A child shall not be subjected to severe, humiliating or frightening discipline.
3. Discipline shall not be associated with food, rest or toileting.
4. A discipline record shall be kept on file in the office for any major or constantly recurring problem.
5. If necessary, the problem shall be discussed with the parents.
6. Spanking, or any form of physical punishment, is prohibited.
7. If a child becomes a problem to the point of considering dismissing the child from the program, the following procedures shall be implemented:
 - a.Meeting with the parent(s) and discuss the reason for considering dismissal.
 - b.Explore all avenues for positive corrective action.
 - c.Allow a probation period for corrective action.
 - d.Dismissal action should be taken only as a last resort.
 - e.Parent(s) shall be given a written notification of the reason(s) for dismissal.

Weapons: Under no time is it appropriate for any child to possess or bring any weapon of any kind into a program facility. Possession of a weapon shall be defined as knowingly, intentionally, deliberately, or inadvertently (without meaning to do it) bringing a weapon onto City property, program facilities, or any program sponsored activity. Parents are to be immediately notified and the child placed under constant supervision from the site supervisor, or designee. Disciplinary action up to and including expulsion from any and all City run child care programs may be taken.

Policy and Procedures: The City of Miramar reserves the right to dismiss any participant or family who does not comply with the policies and procedures of the Early Childhood Program.

Medication Policy: Our City of Miramar Early Childhood Policy and the State Guidelines for Child Care Programs mandate that medications can only be administered to children if the following strict set of guidelines are observed. These guidelines are as follows:

- ✓ The Children and Families **#5 Medication Form** must be completed by the child's parent/guardian before medication can be accepted.
- ✓ Prescription medications must come in their original bottle. Non-prescription medications must also come in their **original bottle** and will be administered at the discretion of the site supervisor.
- ✓ The name of the child to whom medications are to be administered must be on the bottle. Medications cannot be shared by siblings.
- ✓ The medication dosage must be on the bottle, including the number of times per day to be administered, and instructions as to how long the medication should be administered.
- ✓ Site Supervisor will store medications in the office or in the refrigerator according to storage instructions.
- ✓ To avoid confusion the supervisor or person in charge, accompanied by a witness will administer medications. A record of each dosage of medications will be logged on the **#5 Medication Form** and will remain with the supervisor or person in charge.

Health/Sickness Policy: The City of Miramar Early Childhood Program Child Care Centers are licensed and adhere to the Broward County Child Care Ordinance 2004-2. We ask for your cooperation with the following issues that will ensure your child's well-being and the center's over all health. Please do not send your child to school if they display any of the following symptoms: **Diarrhea, Pink Eye, Skin Rash, Fever, Head or Chest Congestion, Vomiting**. It is not acceptable to send any child to school while **taking fever reducing medication**. Notify the office when your child is ill or has **been ill in the last 24 hours**. Notify the office if your child is on any **medication**.

With the health and safety of all the children in our care, the administrative staff of the center reserves the right to refuse admittance of a child who appears ill. We also reserve the right to request a child to be picked up from the center if the child appears ill during the school day.

In case of illness, emergency or behavior issues, a one-hour time period will be allotted for a parent/guardian to pick up your child at the center. In case you are unavailable, please have a plan of action in place which allows a person to pick up your child in case of illness or incident within one hour of the occurrence.

Please remember that the information on your child's **#1 form** is the only link between you and your child while they are in our care. It is vital that this information is updated regularly and that emergency phone numbers are correct. Please do not hesitate to make changes, when necessary.

FINANCIAL AGREEMENT:

Payments: Registration, payments and fees are non-refundable and non-transferable.

- * All Preschool payments are due, weekly, before your child enters the center on Monday morning.
- * After-school payments are due in accordance with the payment schedule.
- * Payment schedule is not adjusted for Holidays or children absences.
- * Payments are due as scheduled, unless previous written arrangements have been made and approved by the Child Care Superintendent. Failure to make payment will result in your child being withdrawn from the program.
- * **ACCEPTABLE FORM OF PAYMENT IS: CHECK, MONEY ORDER, VISA OR MASTERCARD. NO CASH WILL BE ACCEPTED.**

Registration Fees: required at the time of registration

- * Preschool registration \$100 per school year. Preschool registration fee will be pro-rated accordingly as of January 1st for the remainder of the school year.
- * After-school registration \$50 per school year. After-school registration fee will be pro-rated accordingly as of January 1st for the remainder of the school year.
- * Spring, Winter, Teacher Planning Day registration \$10 per school year.
- * Summer Camp registration \$10 per summer.
- * Re-enrollment fee will be based on the current registration fee.

Preschool Payments:

- * Full time weekly: Infants \$200, Wobblers \$185, Toddlers \$175, 2-Year-Olds \$155, 3-Year-Olds \$145, 4/5-Year-Olds \$160 without VPK
- * VPK extended care fee \$100 for 7:00 a.m. to 6:00 p.m.; VPK extended care fee \$40 for 7:00 a.m. to 9:00 a.m. only or 12:30 p.m. to 2:00 p.m. only; Free VPK State funded program is 9:00 a.m. to 12:30 p.m. only.

Preschool Special Activity Fees:

- * All special activity payments must be made in advance of your child participating in the activity.
- * Child must pay preschool registration fee to participate in special activity programs.
- * A graduation fee of \$100.00 for pre-k classes is due on May 2nd.

After-School Payment Schedule:

- * \$150 per payment: August 22, September 19, October 17, November 14, December 12, January 23, February 20, March 26, April 23, May 21 (May 21st payment is prorated \$112.50)
- * \$160 payment is due for the after-school program at the Youth Center if transportation is included.

Teacher Planning Day, Spring Camp, Winter Camp:

- * Teacher Planning Days \$25 each, Winter & Spring Camp \$140 each.
- * Payments are non-refundable and due in full at the time of registration.

School Readiness / Subsidized Care / VPK: Refer to your Family Central agreement for complete policies.

- * Family Central will determine your Authorization for Care.
- * Children receiving funding are allowed three unexcused absences per calendar month, seven excused absences. Fees will be assessed for days not paid by school readiness funding.

Returned Checks:

- * A fee will be assessed by our finance department for any returned checks.
- * A money order for the exact amount of the original check, plus the check fee, is due within 3 days of notice in order for your child to continue attending the program.
- * After 3 returned checks on a child's account, all further payments must be paid by Credit Card or Money Order.

Withdrawal From Program: Written notification of withdrawal is required two weeks in advance. All applicable fees will be assessed if written notification is not received. Re-enrollment fees will apply if the child returns to the program after official withdrawal.

Non Residents: An additional 20% will be added to all program fees for Non-residents.

Florida Administrative Code Child Care Standards

Pursuant to Chapter 386, F.S., smoking is prohibited within the child care facility, all outdoor areas, during field trips, and in vehicles when being used to transport children. Owners/operators are to notify custodial parents and legal guardians, in writing, that smoking is prohibited on the premises of the child care facility.



ACES After-School Program Schedule 2011/2012 School Year

August 2011				
Mon	Tue	Wed	Thu	Fri
22	23	24	25	26
29	30	31		

November 2011				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	CLOSED Holiday
14	15	16	17	18
21	22	Camp Day	CLOSED Holiday	CLOSED
28	29	30		

February 2012				
Mon	Tue	Wed	Thu	Fri
		1	Early Release	3
6	7	8	9	10
13	14	15	16	17
	21	22	23	24
27	28	29		

May 2012				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	Camp Day
CLOSED Holiday	29	30	31	

September 2011				
Mon	Tue	Wed	Thu	Fri
			1	2
	6	7	8	9
12	13	14	15	16
19	20	21	Early Release	23
26	27	28	Camp Day	30

December 2011				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
Winter Camp	Winter Camp	Winter Camp	Winter Camp	Winter Camp
CLOSED	Winter Camp	Winter Camp	Winter Camp	Winter Camp Close@12

March 2012				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
Spring Camp	Spring Camp	Spring Camp	Spring Camp	Spring Camp
19	20	21	22	23
26	27	28	Early Release	Camp Day

June 2012				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	Early Release	Camp Day
Summer Camp Begins				

- All camp days require additional payment & prior registration
- After-School program hours: 2:00 p.m. to 6:00 p.m.

October 2011				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	Early Release	Camp Day
31				

January 2012				
Mon	Tue	Wed	Thu	Fri
CLOSED	3	4	5	6
9	10	11	12	13
CLOSED Holiday	17	18	Early Release	Camp Day
23	24	25	26	27
30	31			

April 2012				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	Camp Day
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- Early Release Day program hours 12:00 p.m. to 6:00 p.m.
- Closed: No care is available
- Payment is Due



