



**Childcare & Learning Center**

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# Parent Handbook

## INTRODUCTION

Welcome to Precious Time Childcare and Learning Center where your child's care and early education is our primary goal. Thank you for choosing our Center and becoming part of our Preschool Family. Early Childhood is a very special and meaningful time in a child's life where children express themselves, learn through play and explore new ideas.

Here at Precious Time we will work closely with your child in all the developmental areas of Social-Emotional Development, Cognitive (Intellectual Development), Physical Development, and Language Development at a child's pace making every moment a Precious Time in the life of a child.

## GENERAL INFORMATION

Precious Time has an "Open Door" policy inviting you to drop in unannounced at any time. Stop by and visit us whenever you wish. Precious Time is an equal opportunity provider. Applications for enrollment are considered without regard to race, religion, color, sex, national origin, disability, or any other basis prohibited by law.

## ELIGIBILITY/AFTER SCHOOL SUMMER PROGRAMS

We are licensed to accept infants starting at 3 months. Before and after school activities, as well as full time summer programs are offered for school-age children from ages 5 through 12. We recognize the needs of this age group by providing them with age appropriate activities including, indoor and outdoor games. The summer schedule and school days off will include sports, crafts, and other group activities that are favorite of school-age children.

## ENROLLMENT ELIGIBILITY POLICIE/IMMUNIZATION RECORDS

In order to ensure the safety of your child and to comply with State regulations, all enrollment documentation must be completed and filed before your child attends Precious Time.

An **annual** registration fee will be due upon enrollment and renewed each August. The fee covers insurance & administrative costs. Material and Registration fees are **non-refundable**.

\*Childcare Application filled out and signed with most recent information.

\*Valid physical and immunization records (blue and yellow papers) can not be expired. If these medical forms are expired child is not allowed in the center by the department of children and families.

\*Original birth certificate of child and original social security card of parent(s)/guardian(s).

## PROGRAMS/CURRICULUM

Our Center provides age appropriate programs suitable for preschool and school age children. The Program used consists of monthly and a balanced weekly theme-based approach providing a quality curriculum program to enhance all the areas of learning. This curriculum focuses on enhancing the emotional, intellectual, social and physical development of every child entering the program fostering school readiness for when children enter the primary grades. In addition to the theme-based activities, children will also participate in each of the Learning Centers where they may choose activities from. Each Interest area is designed to meet or exceed the developmental need of a child consisting of fine and gross motor skills, language, music, dramatic play, and science.

## SCHEDULE

Monday through Friday from 6:30 A.M. to 6:30 P.M (all year round).School year is from (August-June). Summer Camp is from (June- August).

## STAFF

All of our staff members are educated in Early Childhood Education programs and are all certified by the Department of Children and Family. Background and references are checked on each employee to ensure that each staff member meets or exceeds all state mandated requirements. Staff members will also be trained with procedures to ensure the safety and well being of each child.

## LANGUAGE BARRIERS

In the event that a parent does not speak the same language as the teacher, director, or any other staff member Precious Time will find a bilingual employee to facilitate the communication process.

## HOLIDAYS

**We will be closed on the following days:**

**No reduction in tuition will be given for those holidays:**

New Years Eve ½ Day (if on a week day)

New Years Day

Martin Luther King Jr. Day

Presidents Day

Good Friday

Memorial Day

Independence Day

Columbus Day

Labor Day

Thanksgiving Day and the day after

Christmas Eve ½ Day (if on a week day)

Christmas Day

**Birthdays:** Please be sure to notify the Director ahead of time if you would like to celebrate your child's special day here at the center. No reduction is given for birthdays unless done by the administration.

## VACATION/SICK DAYS/ABSENCES

If your child attends less than five days of the scheduled week for any reason full tuition is still due. Unless you choose to take it as your one free vacation week of the school year.

## LATE PICK UPS

If delay exceeds thirty minutes, we will attempt to contact the parents or designated emergency contact. According to the requirements of Children and Family the legal authorities will be contacted one hour after closing time if the parents or designated person of the child have not contacted the school.

I understand and agree that I will pay \$1.00 per minute for every minute and every child that I am late picking up my child after closing time (6:30pm).

## SIGN IN AND OUT

In order to provide you and each child with the safest entering and exiting procedures, we use a Touch-Screen system which allows you (or parent appointed designee) to sign the child in and out. Also a regulation of Department of Children and Families in each class room every child has a sheet that whoever is dropping off or picking up the child needs to sign it. These safe and convenient procedures will ensure the safety and attendance of the child. You will be issued a special pin number for this daily procedure of the Touch screen use.

## AUTHORIZED PERSONS

It is important that the registered parent notify the Director in writing of persons authorized to pick up the child. Please notify the Director of any changes regarding this information immediately. Precious Time assumes no liability if not properly advised. Anyone picking up the child must show proper valid picture identification before the child is released. In the case of divorced parents, if

there is no sole custody, the registering parent must provide Precious Time with a copy of the court order indicating the parent who has legal custody and is the only person who may pick up the child. This confidential document will be placed in the child's file.

### **CLOTHING AND PERSONAL BELONGINGS**

At Precious Time your child will have many opportunities to experience a variety of activities. Comfortable clothing is recommended to allow your child to fully participate in all activities from playground fun to messy art projects. Each day a complete change of clothing is required. We cannot replace stolen or broken articles. We suggest that no valuables are brought in to the center and closed shoes are a must.

### **ITEMS TO BRING**

For the class Family Tree we ask for a picture of your family and a picture of only the child for there cubby.

#### Infants:

Diapers, Wipes, Rash Cream, (2) Changes of Clothes, Covered Baby Food/Bottles with Top, Pacifier (if used), Bibs, Blankie and Small Pillow

#### 1 Year Olds:

Diapers, Wipes, Rash Cream, (2) Changes of Clothes, Covered Baby Food/Bottle with Top (if desired), Pacifier (if used), Blankie and Small Pillow

#### 2 Years Old:

Diapers, Wipes, Rash Cream, (2) Changes of Clothes (with underwear, socks, and shoes), Covered Baby Food/Bottles with Top /Pacifier (if used or desired), Blankie and Small Pillow

#### 3 and 4 Years Old:

(2) Changes of Clothes (with underwear, socks, and shoes), Blankie and Small Pillow

\*Soiled clothing should be taken home and replaced with a fresh set the next day.

\*Please Label each item with black permanent marker.

### **ILLNESS AND MEDICATION ADMINISTERING**

Your child's health is of first importance to us. In the event your child becomes ill while at Precious Time, you will be requested to pick up your child immediately. Your child will be isolated from the other children until your arrival.

The following guidelines should be considered in determining if your child should not attend Precious Time:

#### Keep your child home if he/she has:

- Fever
- Vomiting
- Diarrhea
- Symptoms of a communicable disease
- Conjunctivitis

Unless an original Doctor's Note is given authorizing the child to be able to return to school.

### **MEDICATION ADMINISTERING**

In order to administer medication, a Medication Authorization Form for all prescribed and non-prescribed medication shall be completed. Prescribed medication must be in the original container and have the original label specifying child's name, dosage and identifying child's Doctor. We require that you label all other medication with your child's name and specific instructions. All medication should be given to a staff member for the proper administering and proper storage. At the end of the day, you will be informed of the time the medication was administered.

### **WITHDRAWAL**

We ask if for any reason you withdraw your child from the Center to please let us know prior to your departure. If we do not receive payment or prior notice after two weeks of absence, we will consider

the child withdrawn. We will have the option of enrolling another child in his/her place at that time. If your child withdraws Precious Time for the summer and you are interested in coming back the following school year to ensure there space a deposit must be made.

### **EMERGENCY DRILLS**

Emergency Drills are held periodically to acquaint your child with evacuation and other emergency procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do

### **INJURIES**

Our staff makes every effort to ensure the safety of your child. Unfortunately, minor accidents may occur. We realize that you will want to be aware of your child's injuries or accidents occurring at Precious Time we do keep you informed. Your child's teacher will provide you with and Accident/Incident Report for each occurrence.

In the event of an emergency, the following steps will be taken if deemed necessary:

1. A staff certified in First Aid and C.P.R. will assist your child while you are immediately notified.
2. The First Response Team (9-1-1- Rescue) will be contacted.
3. If we are unable to reach you, the designated emergency contact person will be notified immediately.
4. The director will accompany the child in the ambulance if you or the emergency contact person has not yet arrived.

### **FOOD**

Precious Time Childcare provides the food program by the Florida Department of Health. Our Center will furnish the children with a well-balanced nutritious breakfast, lunch and snack per day. All of our Menus are prepared to meet the daily nutritional requirements of preschoolers and will be posted for your viewing.

Please be informed that we provide food for all children, it is not necessary to bring food from home, but it is allowed as long as it's labeled correctly with the child's name and the teacher must be notified.

In addition, if any child is allergic to any food, that we provide, the legal guardian must notify the administration and it must be written down in the enrollment application and emergency information card. Then it will be notified to the child's teacher and the kitchen staff and the food will be replaced.

### **TOYS**

In order for children not to be disappointed with broken or lost toys, we prefer they use the toys provided at our Center. Please leave all toys at home with the exception of a soft toy for naptime, or a toy to share on special occasions, such as Show and Tell.

### **NAPTIME**

After lunch, a nap period is provided for all preschool children. To protect your child's health, we provide a sanitized cot and sheet each week. Parents will need to furnish a small pillow and blanket with the child's name clearly marked on it. Blanket and pillowcases should be taken home weekly for laundering.

### **PROCEDURES FOR MOVING A CHILD FROM ONE GROUP TO ANOTHER**

Parent is given a letter stating where and why the child will be moved to another group. We transition children when they are chronologically and developmentally ready for the next room and when a space comes available. When a child is held back in a room due to space limitations, their teacher will modify the program to meet their developmental needs and whenever possible the child will visit with the older classroom. When a space becomes available in the next classroom, the teacher or the director will talk to the parent to discuss weather their child is ready for the transition.

The teacher of the older children will then draw up a transition schedule with your child's present teacher in agreement. Parents will review the schedule and make any changes they feel necessary. A copy of this schedule will then be given to the family, office, and the classroom they are visiting.

### **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled at parent or teacher request. Parent/ teacher conferences are scheduled three times a year, meaning every four months. Conferences are times when information concerning the child's abilities, needs and progress can be discussed among parents and teachers.

### **Parent Bulletin Board**

A parent bulleting board is available at the front entrance of the school and each classroom. The bulleting boards consist of announcements for the parents to view and read. The bulletin boards are to keep the parents informed of the center's happenings. That is why we are encouraging the parents to take a moment or two to read the bulletin boards. Weekly lesson plans, breakfast, lunch and snack menus are also posted on the bulletin boards.

### **Emergency**

During hurricane season, Precious Time will follow the same scheduled days to close as Miami-Dade Public Schools. In case of an emergency such as a weapon, kidnapping, dangerous person, civil disturbance, fire, bomb, explosion, hazardous material split, severe weather, electrical outage or student/staff death parents should stay home and wait by the phone until they are contacted by either the emergency response personnel or center staff. Following evacuation of site and consultation with emergency personnel and Director, parents will be contacted and provided with instructions regarding transportation arrangements/responsibilities and updated on their child's health status.

### **Referral Policy**

The director will follow-up the referral, with parental, permission, and contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the Center. If it is determined that the child is not in need of services, or is ineligible to receive services, the Center shall review the child's progress every three months to determine if another referral is necessary. The teachers are responsible for implementing and facilitating services received by the child, which may include therapists, consultants, and others involved with the child's final education plan. It is the Centers belief that such a system enables the parents and child to be fully supported as they deal with those areas of concern.

### **Transition to kindergarten**

Every year we give a booklet to the VPK's parents with ideas about children transitions to kindergarten which include how to prepare them for the transition, what to expect during the transition, first day steps and tips, and skills to help ease the transition. Some of the information is in Spanish; here is the website where you and find information.

## **GUIDELINES FOR POSITIVE DISCIPLINE**

Precious Time is committed to providing children and families with quality childcare in a safe and loving environment. A major part of that obligation is focused on the importance of discipline and its effect on children in our care.

Our commitment and basic respect for children is reflected in our discipline policies and procedures.

Our Center offers an environment in which trained teachers play and converse with children rather than have a constant reprimanding role in the classroom. We want to make your child's early childhood experience a memorable one. The following standards have been developed to create a caring environment that teaches children to behave in responsible ways and feel good about themselves:

- Physical/corporal punishment will not be permitted under any circumstance by staff or parents.
- Focus on positive communication techniques to gain children's cooperation
- Teach preschool children to use problem-solving skills and strategies to resolve conflicts.
- Staff will utilize consistency, fairness, and patience in positive disciplinary practices.
- Reflection Time (time to think) will only apply when repeated inappropriate behavior takes place and it will be handled by a nurturing teacher to guide the child to a positive behavior and explain why.
- Food, Naps, and bathroom necessities will not be associated with discipline.
- Acts of misbehavior will be kept in perspective. A child's parents will only be involved in the disciplinary process when uncontrollable and/or harmful behavior towards others persists.

In essence, the role of our teachers in terms of discipline is to provide patient, respectful positive guidance and intervention. It is very important for good communication to exist between the family and Precious Time. If your child is experiencing a change in the home environment that may result in behavioral differences, it is recommended that you notify your Director. The Director will keep you informed of any changes concerning your child. Every effort will be made to assist you in any situation that may occur.

At Precious Time, the well being of your child is our main priority. After repeated incidents of disciplinary actions and at the Director's discretion, we reserve the right to request that you make alternative arrangements for the care of your child in order to protect the safety of other children in our Center.

**WE RESERVE THE RIGHT TO MAKE ANY NECESSARY CHANGES AT ANY TIME.**

**Thank You for Choosing**

**Precious Time Childcare and Learning Center**

**Precious Time**  
**Child Care & Learning Center**  
**Enrollment Agreement**

I consent to the enrollment of my Child \_\_\_\_\_ at Precious Time.

I agree to pay an annual non-refundable registration and material fee of \_\_\_\_\_.

I agree to pay the weekly fee of \_\_\_\_\_ for preschool/child care service, with no discount for absentees, illness, holidays, birthdays or withdrawals. However, I understand I am given one week free every school year. \*We do not accept children on a part-time basis. And prices are subject to change.

I understand and agree to pay by check Monday and Tuesday, after Wednesday \$10.00 late fee may apply to my account. Monday morning if tuition is not paid my child will not be able to attend the center until my account is made current. \*Unless prior arrangement was made with the administration.

I understand and agree to pay a \$25.00 return check fee for any check returned and further understand and agree that this may result in future payment being made only in cash.

I understand and agree that I will pay \$1.00 per minute for every minute that I am late picking up my child after closing time (6:30pm).

I am aware that Precious Time is closed on the following days:

- New Year's Day**
- Martin Luther King Jr. Day**
- Presidents Day**
- Good Friday**
- Memorial Day**
- Independence Day**
- Labor Day**
- Columbus Day**
- Thanksgiving Day (and the Friday after)**
- Christmas Day**

I acknowledge that I have read and understand the Precious Time Enrollment Handbook and received a copy of the Precious Time Parent Handbook. I agree to comply with all the written policies and procedures of Precious Time and will fulfill my responsibilities as a parent/guardian. I understand that failure to comply may result in the dismissal of my child at the center.

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administration

\_\_\_\_\_  
Date



## Lights, Camera, Action, Consent and Release

Occasionally, Precious Time, its affiliate company, and/or other local news media will take photographs of children participating in the various programs at Precious Time. These photos and/or videotapes may be used from time to time in various forms of advertising media (brochures, magazines, orientation, training, public television, or newspapers). The following are some examples of what we use our photographs and other media for:

- Teaching purposes (show a certain project or technique to entire classroom)
- Encourage self-esteem (children talk about their work using photographs taken of their work)
- Display in classroom and bulletin boards
- Make school photos albums
- For memories of special activities
- Precious Time Newsletter
- Advertisement in newspapers

I give permission for Precious Time and/or its agents to use photographs and/or videotapes including my child for any lawful media purpose without compensation.

**Permission Granted** \_\_\_\_\_

**Permission Denied** \_\_\_\_\_

**\*I give my permission for my child to take part in field trips and excursions under proper supervision.\***

**Initials** \_\_\_\_\_

Also here at Precious Time we have surveillance cameras. That is running all day and can only be seen in the office. Without your permission of this activity your child can not attend Precious Time.

**Permission Granted** \_\_\_\_\_

\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administration

\_\_\_\_\_  
Date