

OCEAN REEF ACADEMY HANDBOOK 2014-2015

IMMUNIZATIONS

The Florida State Health Department requires that all preschool children be immunized before enrollment. Your child may not start school without a yellow/blue medical form in their folder. Due at enrollment.

ATTENDANCE AND HEALTH POLICIES

For the health and well-being of your child and of others at school, keep your child home for the following reasons: If out for more than three days a child must have doctors clearance notes to return to school.

1. Fatigue (for any reason), lethargic behavior.
2. A fever (a child should remain at home for 24 hours *after* the fever is gone and/or prescribed antibiotics administered for 24 hours before a child returns to school).
3. Sore throat, excessive coughing
4. Nausea, vomiting, diarrhea (child should remain home for 24 hours after the last episode).
5. Red, "crusty", itchy eyes (conjunctivitis or pink eye is very contagious). The child must be kept at home for 48 hours while being treated with antibiotics and should only return to school if there is no discharge from the eyes.
6. A runny nose if there is any colored nasal mucous.

A parent or a person on the emergency contact list must always be available by phone during school hours. It is the parent's responsibility to have someone available who can come to the school for emergencies or for a sick child.

Please call if your child has a communicable illness or infestation, such as chicken pox, conjunctivitis, pin worms, fifth's disease, mites or head lice so we can exercise additional control methods and notify other parents. Your child's identity is protected.

FIRST DAY OF SCHOOL

The first day of school is a condensed version of a standard day. Classes will run 8:00 to 12:00 for the week of school for all children under 3 years of age. This is to help provide a

smooth transition into new surroundings, a new routine and a gradual adjustment to new faces. On the second week of classes they will run all day.

PARENT PARTICIPATION

Parents are welcome and encouraged to participate in the classroom. We ask that arrangements be made in advance with the teacher so plans can be made to utilize parent availability. It is also important to limit the number of parents in the classroom on a given day. Parents are invited into the classrooms starting October first. This will allow the children time to adjust, settle into a new routine and develop a level of trust and comfort with the teacher. Please make other arrangements for siblings while you are volunteering at school. On parent night we will have a signup sheet for school activities that we will need help from parents.

PARENT/CHILD SEPARATION

It is not unusual for a child to become teary when separating from a parent in an unfamiliar situation. Remember, this is a new environment with new faces. A child is bound to feel a little uncomfortable. Adults often have similar experiences when put in a like situation. Be encouraging. Your smile, eyes and body language communicate a lot. If a child senses any type of apprehension on your part, this enhances their own feeling of uncertainty. Separation is often harder on the parents than the child. Please drop off child with a sweet short goodbye.

ANNUAL PRESCHOOL CALENDAR

We follow the Miami- Dade School Dist. calendar. All holidays and vacations will be observed in accordance with this school year calendar unless otherwise stated.

SCHOOL CLOSURES

If bad weather forces the Miami Dade School Dist. to close schools, then our preschool will be closed. If the Dade schools are delayed for two hours, the morning session will be delayed by one hour. Please keep in mind that it is your choice to have your child attend school on these days. The conditions of rural roads can be very hazardous. The safety of both you and your child far surpass the risk that may be involved in transporting for one day of preschool.

ARRIVAL AND DEPARTURE

Please bring your child and/or carpool children into the classroom upon arrival and sign them in. For dismissal you must sign out your child. If your child is going home with another child to play, please inform your child's teacher by a written note. All children must come prepared to school with supplies, sleeping materials and lunches.

DROP OFF and DISMISSAL

Parents are required by law to sign in and out your child. All children are required by law to be placed in a child safety seat. If a child safety seat is not with the child or in the vehicle at dismissal, by law, we cannot place the child in the vehicle. You will need to park and pick the child up at the door. If someone else is picking your child up other than a parent we need a note at the beginning of the school day. No phone calls please unless there is an emergency.

PROMPT PICK UP

It is important and necessary for you to pick up your child/ on time. A child whose ride is late experiences great anxiety and worries. It is difficult for the child/children and for the teacher who often needs to prepare for the next class. We understand that emergencies happen. If an emergency occurs please call us. *There is a \$1.00 fee per minute you are late, which is payable when you pick up your child. After 15 minutes your child will be placed in aftercare and you will be charged for the day.*

DRESS

Please *label* all sweaters, jackets, coats, school bags, backpacks, etc. with the child's name. Often a child will have a garment identical to someone else's in the classroom. Dress your child in school shirt and comfortable, practical pants/skirts for painting or playing outdoors. Send your child each day dressed for play. Children's clothing should be uncomplicated so that they can easily use the bathroom by themselves. Ocean Reef Academy is not responsible for lost items not labeled.

"POTTY" POLICY

18 months and the two year old class may have diapers, no pull-ups are allowed. We will help and encourage your child to become trained along with your help.

All children starting the three class must be potty trained (no exceptions)

BIRTHDAYS

Birthdays are special to children. Every child's birthday is celebrated during our school year. We ask you to provide birthday mini- muffins or mini-cupcakes and juice boxes to celebrate the big day. Please do not bring party invitations to school to be passed out by the teacher or put into cubbies unless you have one for every child in the room. Parties will be at 2:00 snack time.

SNACKS

Each day the children have a fun time together around the table as they snack. Snack time teaches patience, manners, independence, language development and nutrition. Parents are all given one to two weeks a year to bring snacks, through out the year. Please involve your child when choosing the snack.

Due to nut allergies we ask that you read the labels carefully on any item you might be considering. Any product containing nuts or manufactured in a facility that handles nuts products cannot be brought into this facility.

SHARE TIME

Teachers will designate a share day for each child. Your child will keep this share day throughout the school year. Because our program emphasizes peace, no aggressive toys are allowed (guns, swords, weapons, etc). We encourage share to be in relationship with our theme, family life or educational. Toys are down played as share items. Please label all items with your child's name before sending it to school.

DISCIPLINE

Our discipline is age appropriate. It often takes the form of a gentle reminder or redirection to the peace corner. Choices are offered encouraging children to make appropriate decisions and to take responsibility for their actions. The peace corner is used for limited time periods. We encourage a joint effort between the family and school if the above form of discipline is not working. We have a Peace corner and promote Peace with the children.

SPECIAL VISITORS

We encourage parents with special talents such as fire fighters, police officers, doctors, dentists, etc. Come and visit our classrooms during the year. The younger children feel much more secure in the classroom setting.

BEHAVIOR

Ocean Reef Academy strives to have a safe loving environment for your child. If a child excessively hits, bites, uses inappropriate language or is a danger to others OCEAN REEF ACADEMY holds the right to expel the child from school.

PAYMENTS

All payments are automatically withdrawal from your bank account every 4 weeks as stated in the payment chart for school year 2014-2015

TUITION OBLIGATION

Tuition obligations are non-refundable. Parents understand and agree that the Student is enrolled for the entire school year, and the Parents become liable for the entire year's tuition upon the signing of the Enrollment Contract. If thereafter the Student is withdrawn, absent, or expelled, the School will not refund any amounts paid and the Parents remain responsible for the entire year's tuition and fees. The Parents further agree that the obligation to pay tuition, fees, assessments, and late charges ("financial obligations") for the entire school year is unconditional and that the withdrawal of absences by the Student from Ocean Reef Academy for any reason, including illness, unsatisfactory academic progress, disciplinary suspension or expulsion, or failure to pay tuition in a timely manner, does not relieve the Parents of the responsibility for payment of the entire year's financial obligations. Similarly, the Parents remain solely responsible for payment of all financial obligations, regardless of whether the Parents depend upon or anticipate other sources for funding. The Student is expected to participate actively in all aspects of school life. If, in the sole discretion of the Head of the School, the Student persistently is absent from classes, neglects work, fails to meet academic standards, exercises poor citizenship, or fails to cooperate, the Student may be asked to withdraw from the School. Cancellation under this paragraph will not relieve the Parents of the responsibility for payment of the entire year's financial obligations.

OPEN HOUSE

In the fall, there will be an "Open House" night The first week in November. Families visit the classrooms, talk with the teachers and meet other families. They also see their children's work displayed
