



Suzy Fischer Early Childhood Academy

Parent Handbook

2018-2019

Anne Mandelbaum, M.Ed.
Director of Early Childhood Academy

Amy Alderman
Assistant Director of Early Childhood Academy

Grace Erdfrocht
Supervisor – Toddlers and Two's



20350 N.E. 26th Avenue ~ North Miami Beach, Florida 33180
786-279-7899 info@btbrc.org
Department of Children and Families License #C11MD1134

TABLE OF CONTENTS

Shalom.....	3
Mission Statement.....	4
Non-Discrimination Policy.....	4
Our Staff.....	4
Arrival.....	5
Dismissal.....	5
Early-Care	6
After-Care	6
Playground	7
Security Procedures.....	7
Communication.....	8
Policy for Student Placement.....	9
Curriculum.....	9
Enrichment Programs.....	10
After School Clubs.....	10
Dress Code Policies.....	11
Celebrating Birthdays in School.....	11
Shabbat.....	12
Snacks – Food – Lunch.....	13
Toileting.....	13
Health and Safety.....	14
Policy for the Exclusion of Ill Children.....	15
Discipline Policy.....	16
Biting Policy.....	17
Parent Involvement.....	17
Parking Lot Procedures.....	18
Child Custody Policy.....	18
Student Adjustment and Parent Support.....	18
Steps in Helping Children Manage a New School/Classroom Experience.....	19
Acknowledgement.....	21

SHALOM

Dear Parents,

Thank you for choosing Beth Torah's Suzy Fischer Early Childhood Academy for your child. We welcome you and look forward to meeting and working with all Early Childhood Academy families in the coming year. The Early Childhood Academy Staff has planned an exciting, stimulating school experience for both children and parents.

Our goal is to provide academically enriching activities for your child in an environment that is safe, secure and loving. Your pre-schooler will be encouraged to develop in many areas at his/her pace and to reach his/her potential.

We hope that this Parent Manual will be helpful throughout the school year by addressing questions and concerns you may have. Please read this manual carefully and observe the routines and requirements described, to help ensure the best environment for all our children, families and staff.

We thank you for your anticipated cooperation and your confidence in our School. I look forward to greeting each of you personally - so feel free to stop by my office to share your thoughts and comments.

Sincerely,

Anne Mandelbaum

Anne Mandelbaum, M.Ed.
Early Childhood Academy Director

MISSION STATEMENT

The mission of the Suzy Fischer Early Childhood Academy at Beth Torah, Benny Rok Campus, is to guide, nurture and educate each individual child, as we meet the needs of the whole family. We strive to provide a warm and nurturing environment where children can grow and develop emotionally, cognitively, physically and spiritually under the careful guidance of our exceptional teachers and staff.

Our carefully crafted, age appropriate curriculum, is designed to provide children with the early skills which will ensure success in elementary school and beyond. Children develop the literacy, math, reasoning and decision making skills that form a foundation for school readiness. Our students become lifelong learners as they are provided the opportunities to learn through exploration, imagination, socialization and a fascination with the world around them.

Our mission is to promote a positive Jewish identity based upon Jewish values and traditions for our children and their families through our curriculum and Judaic themed programs. We provide opportunities to “Create Jewish Memories” and a sense of Jewish community within our warm and welcoming environment.

NON-DISCRIMINATION POLICY

Suzy Fischer Early Childhood Academy does not discriminate based on race, color, creed, religion, sex, national origin, citizenship status, marital status, disability or any other protected status.

OUR STAFF

Our loving, nurturing staff is happy to provide your child with an environment which will encourage your child to make a positive transition from home and parent, to school and teacher.

All our classrooms are staffed with either two teachers or a teacher and assistant teachers. In addition, our school employs floater teachers to support the needs of all our classrooms. Each staff member is certified by the Florida Department of Children and Families, possesses CDA credentials, and has degrees and training in Early Childhood Education. All staff members participate in a continuous program of in-service education and studies for professional advancement in order to remain alert to the ever-changing needs of today's families and to the findings of current research in Early Childhood Education.

All staff undergo screening and background checks in compliance with DCF Regulations.

We are proud to employ teachers who are fluent in many languages and who can assist in your child's school adjustment.

FULL TIME NURSE

To meet the growing needs of our School, we have employed a full time nurse who will be available for medical needs during the school day. She is located in the school infirmary on the 2nd floor of the main building.

ARRIVAL

TODDLERS AND TWOS

Children should arrive at school between 8:30 A.M. - 8:45 A.M. - **no later please!!!** Children should be brought to the classroom at the appropriate hour, please park in a **designated** spot in our parking lot. **No** cars can be parked in the circle, for any amount of time! **Any late arrivals disrupt the children that have already said their good-byes and further, it disorients your own child.** **Please Note: We do NOT offer carpool for Toddlers and Twos except on rainy days and special events.**

PK2, PK3 AND JR KINDERGARTEN

Children should arrive at school between 8:45 A.M. - 9:00 A.M. - **no later please!!!** It is not necessary to walk your child to class each day. Our staff will wait at the guard station and walk your child to class. If you would like to come into the building, please park in a **designated** spot in our parking lot. **No** cars can be parked in the circle, for any amount of time!

DISMISSAL

TODDLERS AND TWOS

Half day children: Monday – Friday: 12:00 P.M. **At dismissal, the classroom doors will open promptly at 12:00 P.M. Don't disappoint your child by arriving late.**

Full day children: Monday – Thursday: 3:00 P.M. and Friday: 2:00 P.M. **If you are late, your child will be brought to After-Care and you will be charged the daily rate.**

Children must be picked up from the classroom. All parents must sign out their children at the pick-up time.

PK2, PK3 AND JR KINDERGARTEN

Half day children: Monday – Friday: 12:30 P.M.

Full day children: Monday – Thursday: 2:45 P.M. **If you are late, your child will be brought to After-Care and you will be charged the daily rate.**

Friday: 2:00 P.M. **If you are late, your child will be brought to After-Care and you will be charged the daily rate.**

Children will be brought to the circle by their teachers. You may drive up to greet your child. **YOU MUST STAY IN YOUR CAR. YOUR CHILD WILL BE BROUGHT TO YOU.**

EARLY-CARE

7:30 A.M. - 8:30 A.M (Toddlers and Twos)

7:30 A.M. - 8:45 A.M. (PK2, PK3 and Jr K)

AFTER-CARE

Parents must come to the designated After-Care pickup area to sign out their child/children. No students will be released from After-Care without a parent signing them out.

THE AFTER-CARE PROGRAM IS A PREPAID PROGRAM. Our After-Care program will be held from the time of dismissal until 6:00 P.M. Monday through Thursday and 5:00 P.M. on Friday. The School reserves the right to impose administrative actions, as necessary, if there is an outstanding balance for After-Care. This policy will be strictly enforced.

Students who regularly stay for After-Care will be escorted to the After-Care area. After Carpool ends at approximately 3:00 P.M. Monday through Thursday and 2:10 P.M. on Friday, students who have not been picked up will be escorted to the After-Care area, and a fee of \$20.00 per day, per student (\$15.00 per day, per each additional sibling) will be applied.

There will be a \$10.00 charge for up to the first ten (10) minutes and an additional \$10.00 for up to each additional ten (10) minutes thereafter for students picked up after 6:00 P.M., which is due at the time of pick up. After students have been picked up late three (3) times during a three-month period, a conference must be held between the parents and an administrator to discuss the issue. The School reserves the right to cease allowing a student(s) to attend After-Care at its' sole discretion.

PLAYGROUND

School Playgrounds Guidelines for Parents:

We are always happy to welcome our families to our campus, however, our playgrounds are reserved for our children with their teachers ONLY. This includes the time between 3:00-6:00pm when we are supervising the children who are with their teachers in afterschool programs.

In an effort to keep our children safe and well supervised by their teachers, please DO NOT use our playgrounds after you have picked up your child.

SECURITY PROCEDURES

The safety and security of your child is a priority.

Our campus is gated. All persons entering the school building MUST show a Suzy Fischer ECA picture ID badge. It is each parent's responsibility to obtain an ID badge from the school. Each replacement badge will be at a cost of \$5.00.

All visitors must check in at the gate with our security guard, where they will be issued a visitor's badge after showing proper identification (driver's license). No individuals will be admitted onto school property without showing acceptable identification. All visitors may only gain entrance to school buildings after checking in with the school office or receptionist who will buzz them in.

* If you forget your ID badge, you may not enter the building without first securing a visitor's badge, and showing a valid picture ID.

SECURITY AT PICK-UP TIME

No individual, other than the parent, may pick up the child from school unless they are listed on the pick-up list located on the child's emergency card. Please advise the designated person that they must show a valid picture ID for your child's safety and well-being. No child will be released unless we have written permission from the parent to release their child.

If it becomes necessary for someone to pick up your child who is not listed on the Carpool Pick-Up Form, you must notify the school by one of the following ways:

- 1) By calling the school office at 786-279-7899.
- 2) By filling out the Authorization for Release form that can be found in the first floor Front Office.
- 3) Informing the teacher in writing or by email.

No student will be released to a person who does not present a government-issued photo ID.

COMMUNICATION

- 1) This year we are going to try to go green. All communications will be available on our website, www.BTBRC.org/ECA. Here you will find important information such as Staff Information, Parent Manuals, Lunch Menus and lots of useful information. As the website develops, you will also be able to look for flyers and class information.
- 2) The calendar has been sent to you in a prior mailing. Please refer to the dates of special events, school closings and holidays. The Calendar is also available on our website, www.BTBRC.org/ECA.
- 3) School-Parent Communication will take many forms:
 - a) Frequent e-mails and Shutterfly photos.
 - b) Flyers, memos and invitations - be sure to read them!
 - c) Bi-weekly letter from your child's teacher outlining the theme, the activities and highlights of your child's school experience.
 - d) The monthly lunch calendar and lunch menu will be sent home at the beginning of each month and available online.
 - e) Parent-Teacher Conferences will take place two (2) times a year. In addition, you can always call the school to set up an appointment with the teacher. Please refrain from asking the teacher about your child while the teacher is on supervisory duty either in the morning or afternoon, or discussing issues in front of your child.

PARENT - SCHOOL COMMUNICATION

Please notify us at 786-279-7899 if:

- 1) your child is sick or will be absent.
- 2) your child has developed a communicable disease.
- 3) you will be out of town.
- 4) your routine at home has changed.
- 5) any of your pertinent phone numbers have changed.
- 6) you wish to change or add emergency contact numbers.
- 7) your pick-up person has changed - even for one (1) day. We will not release your child to anyone (other than the parent) without written permission. If this is a last minute emergency, please call and prepare the person who will be picking-up your child for an I.D. check. The protection of your child is most important.

POLICY FOR STUDENT PLACEMENT

At the Suzy Fischer Early Childhood Academy, we take many factors into consideration in the placement of your child in an optimum learning environment. We always strive to create a balanced and positive classroom. We take our classroom placement decisions very seriously and do our best to create classroom communities that promote the growth and development of each child. When assigning children to a specific classroom, our staff considers the following; recommendations of the current classroom teacher, class size, child to teacher and boy- girl ratios, birthdate, social/ emotional/ academic development, and cultural diversity. In carefully placing your child, we strongly consider if your child will be a good fit with the children and teachers in a classroom.

We are very fortunate to have a talented, dedicated and professional staff that is committed to providing valuable learning experiences for young children. **Although we value your opinion, we cannot honor teacher requests. You can request one or two friends.**

Thank you for your continued trust and support in the Suzy Fischer Early Childhood Academy and our outstanding staff.

CURRICULUM

Research shows that....

"Alphabet recognition and phonemic awareness are the two best predictors of early reading"

The curriculum at Suzy Fischer Early Childhood Academy provides children the opportunity to learn through active exploration, play, manipulation of materials, and interaction with teachers and children.

Our Curriculum activities and assessments are guided by "The New Creative Curriculum for Pre-Schoolers". This program is nationally acclaimed and provides our staff with age appropriate activities and assessment standards. All of our staff receives intensive training on implementing this program.

Our curriculum is organized around themes. Classrooms are organized with learning centers. Your child will begin to understand concepts such as colors, shapes, numbers, letters and scientific principles, as he/she achieves reading readiness and language development. We further enrich our curriculum by exploring our family, our community, our world beyond, and our Jewish identity.

TODDLERS AND TWOS CURRICULUM

Our Toddler and twos program is the first step in your child's educational journey at Suzy Fischer ECA. Toddlers and twos hold such an important place in our school. Our toddler and twos program

will provide your child with many early learning experiences and will bridge the gap between home and school. Your child will grow and develop socially, emotionally, and intellectually through our creative, hands on learning activities and sensory exploration.

PK-2 and PK-3 CURRICULUM

The main goal of our curriculum is to help children become enthusiastic learners.

The PK-2 and PK-3 curriculums provide for social, emotional, cognitive, and physical development through age appropriate activities and materials. Children are introduced to letters and numbers through age appropriate activities and materials such as the "Clifford" magazine for Pre-Schoolers.

Our enhanced "STEAM" Curriculum and materials are an introduction to "21st Century Learning" in an ever changing world.

JR. KINDERGARDEN CURRICULUM

The goal of our Jr. Kindergarten curriculum is to prepare the children for Kindergarten, while continuing to nurture their social, emotional and physical development.

Children gain independence and a love for learning through our pre-reading and early math skills curricula. Our Science, Technology and STEAM learning ensure that our young learners gain the tools they will need in our ever evolving world. Our program is enhanced with foreign language instruction in Hebrew or Spanish. SMARTBOARDS AND iPADS ARE USED AS A TECHNOLOGY TOOL IN THE CLASSROOMS. We continue to build bridges between Jr. Kindergarten and Kindergarten with literacy and math programs that meet individual learning needs.

ENRICHMENT PROGRAMS

In addition to the classroom curriculum, the following specialties are offered to your child(ren) on a weekly basis: Israeli Dance, Music, Physical Education, Judaics, Science Exploration, and Technology learning (Smart Boards).

AFTER SCHOOL CLUBS

Suzy Fischer Early Childhood Academy offers a variety of fun-filled and educational clubs right here at school. Clubs take place from 2:45 P.M. - 3:30 P.M. You do not need to pick-up your child until 3:30 P.M. on the day he/she is attending a club.

Registration and the schedule of clubs for the fall will be available in late July. There is a separate charge for After School Clubs. Only children three years old or older (PK-3 and Jr. K.) can be enrolled in After

School Clubs. The school reserves the right to limit the number of students in each activity. Any changes in activities must be made prior to the second week, provided there is space available. Appropriate behavior is required in all After School activities. Children who are disruptive to the activity may be asked to leave either temporarily or permanently.

DRESS CODE POLICIES

Jr. Kindergarten Shirts - All Jr. Kindergarten students must wear a uniform shirt to school each day. On Wednesday, children may wear their Spirit Day shirt. On Monday, Tuesday, Thursday and Friday, the School Polo Shirt is required. On Fridays, please dress your child in his/her white school shirt for Shabbat. All Junior K shirts are purchased at Aventura Kids. You may contact them at 305-405-6100.

Please dress your child in play clothes so they can fully enjoy all activities without concern. Sneakers or closed toe, rubber sole shoes are necessary for outdoor play. No sandals, Crocs, or flip flops should be worn. We suggest appropriate dress on Fridays for our Shabbat party.

School T-Shirts - Every child will receive a Suzy Fischer ECA spirit Day T-Shirt. Our "School Spirit Days" are Monday and Wednesday for all grades except Jr. K. Additional shirts can be purchased at Aventura Kids who can be reached at 305-405-6100.

Items to be left in school, **PLEASE LABEL EVERYTHING:**

- On the first day, please bring a complete change of clothing and a light sweater. Please label all clothes.
- For two and three year olds who stay a full day, we need a crib sheet and blanket for rest time. These will be sent home each Friday to be washed and returned on Monday.
- Everyone needs a large T-shirt or smock for messy play.

CELEBRATING BIRTHDAYS IN SCHOOL

Birthdays are such a special part of your child's early years. They mark important milestones and families want to create special occasions for their child.

Here are some important guidelines for parents and staff when celebrating a birthday in school:

- Please notify your child's teacher at least one (1) week in advance of plans to celebrate your child's birthday in class.
- Your child's teachers will determine the appropriate day and time for the celebration. Birthday celebrations may not interfere with school scheduled activities and lessons, and should be no longer than 30 minutes.

- All items brought to school must be Kosher, and display a "hashgacha" symbol of kosher certifications.
- Items must be in a sealed package. No home baked items will be acceptable for sharing at school.
- Soda and soft drinks are not acceptable.
- We encourage parents to bring food to school that is as natural as possible. Please be sensitive to food dye, preservatives, etc.

All party invitations brought to school to be sent home will be checked by the teachers to ensure compliance with these guidelines:

- All children in class must receive an invitation
- Celebration should not be on Shabbat or a Jewish holiday.

By following these guidelines we can create a Happy Birthday experience for all our children and families!

SHABBAT

We celebrate the coming of Shabbat each Friday morning with our dynamic Rabbis and Cantor.

All children meet in the "Perez Chapel" and participate in prayers, songs and the tradition of welcoming Shabbat.

You and your family will be invited as our Shabbat guests when your child's class has a turn hosting their special Shabbat.

Please be aware of the invitations and notices you will receive throughout the year announcing many Special Events and Jewish Holiday Celebrations. These are the times that create "Jewish Memories" for you and your child. We hope you can set aside the time to join us.

CHALLAH TIME

Friday is Challah Day - we love it for snack. You can make it part of your Friday Night Dinners by purchasing challahs from our Parent Ambassadors, and your child can proudly bring it home on Friday afternoon.

SNACKS - FOOD - LUNCH

Please be aware that we are a Kosher campus. All food items we serve are Kosher. All food items sent from home must be in a sealed package and display the Kosher certification. In addition, fruits and vegetables are always acceptable.

SNACK TIME

Your child will be given two (2) snacks and water at school each day.

On Tuesdays, we ask that you send in a healthy **Kosher** snack from home. No meat or meat products.

On Thursdays, we will have "Snack Parents" and share a cooking experience. Please do your share.

LUNCH

All children eat lunch at school, and the school lunch is included in your tuition fees. A lunch program menu is sent home at the beginning of each month and will also be available on our website at www.BTBRC.org/ECA.

- Monday, Wednesday, and Friday are "Dairy Days" and lunches sent from home may have dairy or pareve items.
- Tuesday and Thursday are "Meat Days" (meat is served on the lunch program)

TOILETING

TODDLERS AND TWOS

We have bathroom facilities and a changing area in our classrooms, which is always available, when needed. Please let us know if you are in the process of toilet training your child so that we can work with you. There is bathroom time scheduled throughout the morning for using the potty or diaper changes. Each child is to bring in (1) one box of wipes, which will remain in school. **PLEASE – NO PULL-UPS!!**

HEALTH AND SAFETY

1) FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

Our School is overseen by the Department of Children and Families (DCF), which requires that certain forms are read and signed by you, the parent (these were sent to you via e-mail and are on the website). Further, you must bring the School an updated medical form from your child's doctor and a birth certificate. Please give these forms to your child's teacher or the school office.

NO CHILD CAN ATTEND SCHOOL UNLESS THESE FORMS ARE IN YOUR CHILD'S FOLDER PRIOR TO YOUR CHILD'S FIRST DAY OF SCHOOL

2) ILLNESS

We have a policy for exclusion of children who are ill. We will send your child home if they are not well. This is the only way we can keep everyone healthy. We thank you for your cooperation.

3) NO STRINGS

No strings on children's clothing or necklaces. These can catch on playground equipment potentially causing danger to your child, and others.

4) FIRST AID AND CPR

We are proud to inform you that all of our staff has been certified in First Aid and CPR within the past six (6) months.

5) SCHOOL CLOSINGS

You will be notified through our automated phone system in the event of a hurricane or other emergency situation. You may also listen to the radio or television and follow procedures for Dade County Schools.

6) MEDICATION

If you need the nurse to dispense medication, you must sign a release form authorizing the school to administer the medication. Medicine must be in a pre-measured container with your child's name written on the package.

Teachers are NOT permitted to administer any medications to your child. All medications whether they are prescription, over the counter or homeopathic must be administered by the school nurse and must be accompanied by a prescription from the doctor. There are no exceptions to our policy.

POLICY FOR THE EXCLUSION OF ILL CHILDREN

1) FEVER

Children with a temperature over 100°F axillary or 101°F orally, should not return to school until fever free for 24 hours (without the use of Tylenol or Advil).

2) BEHAVIOR

If child looks or acts differently; is awake all night and crying, unusually tired, pale, has a lack of appetite, is irritable or restless.

3) RESPIRATORY

Breathing difficulties, e.g. wheezing. Initial onset of colds with watery eyes and clear nasal drainage along with sneezing. Colds with yellow/green nasal discharge and/or prolonged cough.

4) VOMITING

More than usual infant "spitting up." Children vomiting more than two (2) times in 24 hours.

5) DIARRHEA

Is characterized by frequent watery or green colored bowel movements which are not related to medications or food reactions. Children having two (2) or more watery stools or stools are not contained in diaper.

6) RASH

Undiagnosed rash other than mild diaper or heat rash.

7) SORE THROAT

Sore throat that results in discomfort for child and/or because other signs are present.

8) READMITTANCE TO SCHOOL FOR THE FOLLOWING COMMUNICABLE DISEASES SHALL BE:

- a) If antibiotics have been prescribed for your child, please allow at least 24 hours for the drug to take effect before sending him/her back to school.
- b) Chickenpox - all lesions are dry and crusted.
- c) Impetigo (blisters covered with honey-colored crust) - at least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by the physician.

- d) Conjunctivitis (pink eye) - redness of eye with burning and thick purulent discharge at least 24 hours after the start of medication AND no drainage present.
- e) Lice and Scabies - following medical treatment.
- f) Pin Worms - no restrictions following the start of treatment.
- g) Hepatitis - physician statement required for remittance.
- h) Strep Throat - 24 hours after the start of antibiotics.

DISCIPLINE POLICY

In accordance with state guidelines, rule (10m-12.13) (2) requires child care facilities to notify parents in writing concerning the disciplinary practices used by the facility. We do not believe in punishment, but rather in modeling and redirecting children's behavior. The following policy applies to all the Suzy Fischer Early Childhood Academy Programs:

The child of a young age (18 months - four years old) will not be punished, but will be guided in a positive manner. Our policy is to reinforce positive behavior, not negative behavior.

Teachers facilitate the development of self-control in children by using positive guidance techniques, such as modeling and encouraging expected behavior, redirecting children to more acceptable activity and setting clear limits. Teachers' expectations match and respect children's developing capabilities in order to elevate interpersonal problems.

Children are provided many opportunities to develop social skills, such as cooperating, helping, negotiating and talking with the person involved to solve interpersonal problems. Teachers facilitate the development of these positive social skills at all times.

Developmentally Appropriate Practices in Early Childhood Programs National Association for the Education of Young Children (Bredekemp 1997)

If a child is having difficulty in our educational setting, we will request a Parent/Teacher conference. The intention is to support the child's success in our program and to arrange a behavior modification plan for both school and home so that we can work together to meet the needs of the individual child.

Our policies dictate that no child will be subjected to discipline that is severe or frightening. Discipline will never be associated with food, rest or toileting. Furthermore, spanking or any other form of physical punishment is prohibited under all circumstances.

Our goal is to ensure that developmentally age appropriate disciplinary practices are used in a safe and loving environment.

POLICY ON BITING

Biting is a very common behavior among children birth to three years of age. Biting is a form of communication and is almost always a response to the child's needs not being met or coping with a challenge or stressor. At Suzy Fischer Early Childhood Academy we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviors by the environment which we create for the children. We understand that children biting other children, is one of the most common and most difficult behaviors to deal with in group child care settings. It can occur without warning, can be difficult to defend against, and provokes strong emotional responses in the biter, the child bitten, the families, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

In order to alleviate some of triggers for biting, our school has many practices in place that are known to help prevent incidences of biting in small children.

No matter what the cause, it is important to be aware of the potential problem before it happens. Therefore, after consulting child care experts and manuals, Suzy Fischer Early Childhood Academy has developed a plan of action to be used if and when biting occurs in our school. Please refer to the biting plan of action for further information.

PLEASE NOTE:

When biting continues, and steps in action plan have been followed, there is the possibility that the child may have to be removed from the program for the duration of the biting stage.

PARENT INVOLVEMENT

Parents play a very important role at Suzy Fischer ECA.

We encourage parent involvement in our School, including attendance at special events in the classroom or at school wide celebrations. Please watch for notices, invitations and requests. Please be sure to clear your calendar so you can be there for your child and for the staff.

ROOM PARENT PROGRAM

We have a very active Room Parent Program. Our Head Room Parent will coordinate all Room Parents and serve as a liaison between parents and administration. Our volunteers serve as Friend Raisers, Fund Raisers and Liaisons to new and prospective parents in our community.

PARKING LOT PROCEDURES

Suzy Fischer Early Childhood Academy provides on-site parking to accommodate our families. If you choose to walk your child to his/her classroom, or pick him/her up in the classroom, it is mandatory that you park in a designated parking spot. **NO PARKING OF CARS IN OUR CIRCLE AT ANY TIME IS PERMITTED.** For PK-2, PK-3, and Jr. Kindergarten it is recommended that you use our carpool line to pick up your child.

CHILD CUSTODY POLICY FOR PARENTS EXPERIENCING DIVORCE, SEPARATION OR CHILD CUSTODY DISPUTES

- 1) Parents should be reminded that upon registering their child for School, both parents **MUST** be listed along with all appropriate information for **each parent**.
- 2) In the event that either parent wishes to preclude the other from contact with the child, or from picking the child up at the School, **a legal court order** must be procured by one (1) of the parents, and a copy of said document provided to the School Office.
- 3) In the absence of a court order **specifically** prohibiting one parent contact and/or custody of a child, the School must release a child to either parent upon demand, along with all information relating to the child.
- 4) Under no circumstances will the School be considered as a place where visitation of a child may take place by a parent under restrictions of a court order.
- 5) The School will do its best to adhere to aspects of a court order that directly require the School's action. The School will not go beyond what is required in a court order.

STUDENT ADJUSTMENT AND PARENT SUPPORT

It is imperative that you project a positive attitude towards the School and staff to your child. Be enthusiastic when you talk about school and expect your child to enjoy the experiences. This will facilitate your child's ability to make separation from you a positive experience.

Be honest with your child. Say good-bye when you leave and tell him/her that you will be back after circle time. Please don't sneak out. You may breach a very important trust. However, do not linger in the

classroom or your child will think you are staying. With time and patience, each child adjusts well and will have fun at school!

One last note...

We are here to introduce your child to a wonderful new, exciting, independent learning experience. It is important that parents and teachers communicate any changes noted in the child's behavior in school or at home. When such concerns exist, please call the school office so that a conference can be scheduled. Drop off and pick up are inappropriate times to engage the teacher in any lengthy discussions about your child.

If you have any questions, recommendations, or concerns, please call the School Office at 786-279-7899 and we will return your call as soon as possible.

We thank you for placing your trust in us. Enjoy the experience!

STEPS IN HELPING CHILDREN

MANAGE A NEW SCHOOL/CLASSROOM EXPERIENCE

- 1) Try to take your child on a tour of the school before he/she attends. Drive past the school and discuss what the school day will be like.
- 2) Introduce him/her to the idea of going to school by reading books to your child regarding school, and discussing how much fun it will be.
- 3) Talk to your child about where YOU will be, and, if possible, show them as well. Just as you worry about your child, they worry about you!
- 4) Give your child family pictures to keep with him/her. We will put them in the child's cubby.
- 5) Allow your child to keep with him/her, a transitional object from home, i.e., a doll, stuffed animal, etc., if needed.
- 6) When the "big day" arrives, should your child get distressed, try to say goodbye firmly but lovingly. Then, reassure your child you will come back soon, and leave! Some children may be initially unhappy, but then will begin to explore the surroundings. Since each child transitions differently, for some children this may take longer than for others. The teachers are sensitive to this and will use appropriate techniques to assist the child.
- 7) If your child does not speak or understand English, make a list of words in your language for the teacher to use that cover the essentials, such as asking to go to the bathroom, is the child hungry, feeling ill, etc.
- 8) Express that you know your child may miss you and you will miss them as well, but that you are coming back. Be very positive and assure your child that this is a great place to be.

- 9) Try to have a ritual leave-taking. NEVER SNEAK OUT! This breeds distrust and lack of a feeling of control. Children whose parents sneak out show the most concerns in school. Be firm: one last kiss, and leave. Call school one hour later and we'll tell you how your child is doing.
- 10) If you have any questions about the program, or about leaving your child, please speak to the Director privately. Never discuss concerns in front of your child. They will pick up on your feelings and that makes their adjustment more difficult.
- 11) HANG IN THERE!! With time and patience, all children will learn that you are leaving and that you are coming back.

ACKNOWLEDGMENT

I acknowledge that I have received, read and accept the following:

Suzy Fischer ECA Parent Manual 2018-2019

I have read, understand and agree to follow all policies, rules and regulations set forth in the “Suzy Fischer ECA Parent Manual 2018-2019” document.

Child’s Name: _____

Parent’s Name: _____

Signature: _____

Date: _____