



1521 NW 28th Street
Miami, Florida 33142
305-633-1000
305-637-9800 (fax)
License # C11MD1423

Parent Handbook

CURRICULUM & PARENT INVOLVEMENT	4
Open Door Policy	4
Curriculum	4
Television	5
Character Development	5
Parent Communication	5
Parent Involvement	5
Family's Home Language	6
Challenging Behaviors	6
Assessment	6
Students with Special Needs & Referrals	6
Intervention Assistance	7
HEALTH & SAFETY	7
Health	7
Nutrition	8
Infant Feeding	8
Shaken Baby Syndrome	9
Medication	10
Biting	11
Accidents and Incidents	11
Emergency	11
Reporting Child Abuse & Neglect	11
GENERAL INFORMATION	12
Equal Opportunity	12
Non-Discrimination	12
Parent Survey	12
Information Center	12
Child Discipline	12
Clothing and Personal Items	13
Rest Time	14
Transitions	14
Birthdays and Holidays	14
Supplies	14
Hours of Operation	15
Child Drop Off and Pick-up	15
Intoxicated Parents & Child Pick Up	15
Attendance	15
Fees	16
Expulsion Policy	16
Photo and Media Use	17

Interamerican Learning Center

Welcome

Our entire staff welcomes you and your child to Interamerican Learning Center. Entering school for the first time is an important event in any child's life. A major goal in our preschool and prekindergarten program is to ease your child's transition from home to school. Children should feel that school is a happy place to go each day.

We are happy that you have selected our school and we appreciate your confidence in our ability to care for your child.

Interamerican Learning Center is dedicated to the pursuit of excellence and to the joy of education and self-discovery in an atmosphere of caring and support. We consider it our responsibility to foster each child's capacity for learning and to help the child grow morally, spiritually and emotionally as well as physically and intellectually. The educational experience takes into account individual abilities in order to achieve mastery of learning, a sense of achievement and a realization of potential. Our aim is to produce students who recognize their own self-worth and the worth of others.

***Our mission is to prepare children to be the future leaders
by providing them access to high quality child care and education in a
preschool environment with hands on learning and high quality standards.***

This booklet was compiled to acquaint you with our school and its academic program. We welcome you to visit our facilities at any given time.

If you have any further questions regarding our policy or programs, please do not hesitate to ask our Center Director.

- Center Owner: Shaleen Fagundo
- Phone: 305-633-1000
- Email: shaleen@ilcpreschool.com
- Instructional Manager Cintya Torres, cintya@ilcpreschool.com
- Director & Administrative Manager Wendi Macias, wendi@ilcpreschool.com
- Website: www.ilcpreschool.com
- Instagram: @ilcpreschoolmiami

COVID-19 Handbook Modifications

Due to COVID-19, the center has made long-term changes to some of our standard policies. This Parent Handbook outlines our standard operating policies. COVID-19 policies are included in a separate COVID-19 Policy that was provided to you upon enrollment and is available on our website. COVID-19 policies supersede other standard operating policies in applicable areas.

PHILOSOPHY

Interamerican Learning Center takes a holistic view of the child, this means that we understand that children's physical and emotional needs impact their ability to grow, develop and learn. Our desire at Interamerican Learning Center is to serve our students, their families and the community where we are located. In order to effectively serve the whole child – we believe that we can help to meet these needs by ensuring that the center's activities fall into one of three categories: health, safety and learning.

CURRICULUM & PARENT INVOLVEMENT

Open Door Policy

Parents are welcome in the center at any time during the hour of operation to observe their child's activities and or to participate in the center activities. We do ask that you be sensitive to rest time.

All visitors are asked to provide identification and to sign in upon entering our facility.

Curriculum

The center utilizes the Creative Curriculum as part of our educational program. The Creative Curriculum encourages children to learn through play activities where they can express themselves in language, art, gross-motor skills, fine-motor skills and a positive learning environment. The curriculum uses both teacher-directed and child-initiated learning, but aims to build from a child's individual interests.

Teachers will ensure that the child has a stimulating environment full of a variety of toys and materials to interact with. Each week, they prepare a lesson plan that incorporates important activities to promote a child's learning and development. The class schedule always includes time for a child's free choice of activities.

With a combination of individual and both small and large group experiences, we provide your child with daily instruction and early learning activities focused on 9 essential child development areas: social & emotional, physical, language, cognitive, literacy, math, science & technology, social studies and arts.

The foundation of our curriculum is in what we call themes. These studies are firsthand explorations of topics that are relevant (and interesting) to your child. The nature of our themes in combination with hands-on activities taps into your child's natural curiosity, resulting in a learning environment that is both fun and intentional!

- Engages your child in active learning in literacy, math, science and social studies, while building social-emotional, gross motor and fine motor skills.
- Encourages your child to apply their skills in meaningful, real-life contexts.
- Gives your child the necessary skills to solve problems and find answers to their questions in a creative way.

- Supports the development of your child’s social-emotional skills, including resolving conflict, sharing responsibilities and working collaboratively.

Television

Television viewing will be available on a very limited basis. Children at the Center will not have unregulated access to television, nor will television ever be used as a ‘baby-sitting’ tool.

Television may be used, on occasion, ONLY to support educational goals, for example; phonemic awareness or music and movement.

Character Development

Our center incorporates the Character Counts program that uses children’s stories to help your child develop important early literacy skills, including letter recognition, vocabulary development, letter-sound correlation, and more. The program also explores character development as children explore character traits such as responsibility, patience, creativity, and respect.

Additionally, social skills development is integrated within the Creative Curriculum. However, the most effective means of character development is having teachers who will lead by example.

Parent Communication

Interamerican Learning Center realizes the importance of communication and cooperation between the home and the Center. Two formal Parent/Teacher conferences are scheduled, in the Fall, at the beginning of the school year and in the Spring. During the school year, the Director or Assistant Director is available to discuss any individual student’s progress and answer any questions. We have an “open door” policy, so you may come by at any time during our office hours to discuss your child’s progress or any other matter.

Parents will be provided with written updates informing them of what their child is learning. These updates are provided monthly for information on monthly themes and weekly for more specific information on the topics to be covered. These written updates will suggest activities for the parents to incorporate at home to reinforce what is being taught at the Center.

Parent Involvement

Interamerican Learning Center believes that parents are essential for a child’s learning. As such, we encourage parent involvement in the classroom. Parents will be offered formal and informal ways of becoming involved in their child’s activities.

Informal ways for parent involvement include:

- Providing classroom supplies when requested (for example, recyclable materials for use in educational activities)
- Attending open house or parent appreciation events

Formal opportunities for parent involvement include:

- Reading a book to your child’s class during ‘circle time’

- Participating in hands-on class activities scheduled in the lesson plan
- Volunteering for parent career highlights
- Chaperoning field trips

Family's Home Language

We believe that a strong foundation in the child's home language can facilitate learning a second language. Children will have access to their home language when making sense of new experiences and concepts. As children grow, it is important for them to continue to develop their home language. Preschoolers' development and learning are enhanced when they are able to communicate at home what they have learned at school. Additionally, preschoolers' classroom learning is enhanced when teachers support their home language use while they acquire new language.

Challenging Behaviors

There are many reasons why young children might present a challenge in the classroom. There is never one explanation for challenging behaviors. Young children don't have all the words or maturity to express what is going on in their mind, body or feelings. As a result, it is usually their behaviors that tell us something is going on. The staff at Interamerican are well-trained and experienced at helping children express themselves and at working with parents and other professionals to figure out what's going on. Sometimes, it's as simple as discovering that a child needs to get more sleep. Other times, the child needs to be evaluated by a doctor or other professionals. We are here to help our families along the way no matter what. For more information on how we deal with challenging behaviors, please refer to the following sections: Assessment, Students with Special Needs, Biting, Accidents & Incidents, Discipline, and Expulsion Policy.

Assessment

Assessment is an ongoing method used to identify the child's individual development and to ensure that we plan activities that are developmentally appropriate for children in each class. After assessments are completed results will be communicated to parents in writing and parent conferences scheduled, as needed.

In our center, we use a variety of methods for assessment:

- Ages and Stages Questionnaire - observations by teachers, used to determine how children are developing based on developmental guidelines.
- VPK assessment - administered 3 times during the school year for VPK students.

Students with Special Needs & Referrals

When staff suspect that a child has a developmental delay or other special need, the teacher and director will discuss the possibility with the family in a sensitive, supportive, and confidential manner. Documentation or evidence for the concern will be shared at that time. Staff will suggest next steps, and information for referrals.

If after our initial assessment it is determined that your child may benefit from a more diagnostic evaluation, a referral may be made to community agencies for speech, language, physical, occupation, behavioral or family therapy. If applicable, referral may be made to:

- Child Find: locates and identifies individuals, birth through 22 years who are not already in public school, may have disabilities and may need special education services.

- For children <3 years
 - Early Steps North - 305-243-5600
 - Early Steps South - 786-268-5600
- For children >3 years - Florida Diagnostic & Learning Resources System (FDLRS)
 - South - 305-274-3501
 - North - 305-626-3970
- Parent to Parent - 305-271-9797: Offers support to parents of children with special needs, free of charge.
- CCDH - 305-596-1160: Helps families of persons with special needs to identify and access services and programs for babies and children.

Intervention Assistance

Written consent for intervention/observation of children by anyone other than program staff or parents in the program would be required. With parental consent, we allow any type of early intervention programs or health services that the child may need.

The director will serve as the coordinator for each child that needs intervention. The coordinator will be responsible for coordinating onsite care and service providers, and communicating with parents, providers and teachers.

HEALTH & SAFETY

Health

Our school functions under the supervision of the State of Florida Department of Children and Families. They require that we keep on file a certificate of immunization (DH 680), a statement of good health (DH 3040) and a certificate of tuberculosis screening for each child. The TB test must be less than six months old. The required forms may be obtained from your pediatrician or from the Miami-Dade County Health Department. All should be submitted to us prior to the first day of school.

The health and safety of your child is our primary concern. Your cooperation will help us prevent the spread of diseases. A child should be kept home whenever he displays signs of illness. Should your child contract a contagious disease such as chicken pox, strep throat, conjunctivitis, etc., please notify us. A Return to School note from the Doctor's office is required for the student to start attending the Center again.

If a child starts to feel ill during school hours, we will read his/her temperature and observe them for any other signs of illness. If the child has a fever or appears to be too ill to stay in school, then we will call you to come pick them up.

If a child experiences vomiting or diarrhea, the parents will be notified immediately. After a second incident of vomiting or diarrhea the parent must pick up the child.

Our staff will treat minor injuries such as scratches, bruises, etc. In case of a serious injury, we will immediately attempt to contact you and/or the people listed on the emergency contact form. If needed, we will call 911 or take the necessary actions to seek medical attention for your child.

Children will have a period of outdoor play daily, weather permitting. If a parent feels that a child is too ill to play outdoors, he should not come to school.

As part of our holistic approach to the child, we will continually look for opportunities to promote the health of the children of our center. This may include health & dental screenings, free vaccinations or health education. Parents will always receive information about these opportunities well in advance.

Nutrition

We are aware of the important role nutrition plays in the health of our children. Breakfast, lunch and snack are available to all children who attend the center for a full day. Our menu is healthy and approved by the Florida Department of Health. Our food is cooked onsite daily. The menu is always posted in the Information Center and the daily menu is clearly displayed in the front desk.

Our center proudly participates in the USDA Food and Nutrition Program. Our menus follow strict nutrition guidelines and is periodically reviewed by a registered dietician.

- Milk is served twice daily. Children ages 0-2 are served whole milk, children 3 and over are served skim milk. If your child cannot drink milk, please bring a doctor's note and provide a substitute for your child.
- We will not provide solid food (cereal) in a bottle without a doctor's recommendation
- No solid foods are provided to infants younger than six months without a doctor's note
- We will only serve 100% fruit juice, which is limited to 4oz daily.
- Teachers, in coordination with parents, will introduce a drinking from a cup, usually in the toddler classroom.

If your child has food related allergies, please provide us with a doctor's note so that we can keep it on file.

Food that is provided by parents for parties or special occasions, must consist of whole fruit, or commercially prepared and in its original unopened container.

Infant Feeding

We support a family's feeding decisions for all infants/toddlers regarding breastfeeding or bottle feeding. In keeping with this philosophy, our program will:

- ✓ Provide a welcoming atmosphere that encourages mothers to continue breastfeeding or bottle feeding after returning to work or school.
- ✓ Train staff to provide accurate basic information about breastfeeding or bottle feeding, when necessary.
- ✓ Train staff on how to store, handle and feed breast milk

It is especially important in the infant classroom, to utilize consistent teachers because infants activities will fluctuate based on the infants' needs. Teachers should become familiar with the

infants' behavior in order to determine when they are hungry and feed them at those times. Teachers will not use food (or bottles) for comfort when the baby is not hungry.

Shaken Baby Syndrome

Abusive head trauma (also referred to as Shaken Baby Syndrome) occurs in infants and young children, whose neck muscles are not well-developed and whose heads are larger relative to their bodies. As a result, they are especially susceptible to head trauma caused by any type of forceful or sudden shaking, with or without blunt impact. Damage can occur in as little as 5 seconds.

Abusive head trauma can occur in children up to 5 years of age; however, infants less than one year are at greater risk of injury. Shaken baby syndrome can lead to serious conditions including:

- Brain damage, problems with memory and attention, cerebral palsy;
- Blindness or hearing loss;
- Intellectual, speech or learning disabilities; and
- Developmental delays.

Signs and Symptoms

The signs and symptoms of shaken baby syndrome or head trauma include:

- Seizures;
- Bruises;
- Lack of appetite, vomiting, or difficulty sucking or swallowing;
- Lack of smiling or vocalizing;
- Rigidity, inability to lift the head;
- Difficulty staying awake, altered consciousness;
- Difficulty breathing, blue color due to lack of oxygen;
- Unequal pupil size, inability to focus the eyes or track movement; or
- Irritability.

Injury Prevention

Infant crying is normal behavior, which improves as a child ages. Caregivers should develop proactive strategies to manage stress levels and appropriate responses to a crying child. This includes being self-aware and noticing when the caregiver may become frustrated or angry. Parents/guardians, caregivers and coworkers should discuss what calming strategies are successful with a particular child at home or in the center.

Emergency Response

If a child presents any of the above symptoms or you suspect a baby has suffered abusive head trauma:

- Call 911, call the parent/guardian, and inform your director and regional manager.
- Report to the appropriate child protective services agency (or law enforcement, if applicable) within 24 hours or less as required by law. See Child Abuse/Neglect and Mandated Reporting Policy and Procedure for further information.

Strategies for Caregivers and Parents

A child is usually shaken out of frustration, often when the child is persistently crying or irritable. The following strategies may work some of the time; but sometimes nothing will comfort a crying child. A teacher should seek support from a coworker or center management. If a child is inconsolable on a regular basis, the director and regional manager should be notified and determine if the right supports are in place for the child and for staff.

Do:

- Hand the child to another caregiver.
- Place the child somewhere safe in the classroom (or home) and call the office (or a neighbor) for support; take deep breaths and count to 10.
- Check to see if the baby's diaper needs changing.
- Give the baby a bottle. If baby readily takes bottle, feed slowly stopping to burp often. Do not force the baby to eat.
- Check for signs of illness and call the parent if you suspect the child is sick.
- Give baby a pacifier.
- Hold the baby close against your body and breathe calmly and slowly.
- Gently rock the baby using slow, rhythmic movements.
- Sing to the baby or play soft, soothing music.
- Use "white noise" or rhythmic sounds that mimic the constant whirl of noise in the womb
- Hold the baby on its side or stomach position to help with digestion. Babies should always be placed on their backs to sleep.
- Take the baby for a walk indoors or outside for a ride in the stroller.
- Be patient: let the baby cry it out if necessary.

Never:

- Shake a child.
- Drop a child.
- Throw a child into the air or into a crib, chair, or car seat.
- Push a child into any object including walls, doors, and furniture.
- Strike a child's head, directly or indirectly.

Medication

The Center will administer medication for children who require medication. Parents must fill out and sign an "authorization for medication" form and give it to the Center's office staff along with the properly labeled medication. All medication should be prescribed by a doctor including over the counter medication, like Tylenol or Advil. The only exception for a doctor's prescription is for diaper creams. The form clearly states the child's name, the name of the medicine, the frequency of dosage, the amount of dosage and the date. Interamerican reserves the right not to administer non-traditional medications/treatments or may require explicit instruction from a physician.

The assigned office staff member will make sure the medicine bottle is in its original container and properly labeled with the child's name, the name of the medicine, the dosage. The staff member will review the form to make sure it is filled out completely. When the staff member administers the medication he/she will note the time, date, dosage and initial on the "authorization for medication" form.

If you do not have a doctor's prescription for medication, parents are welcome to plan to give the medicine to the child themselves or have a family member give the medication. If someone other than the parent is coming to give medicine, the parent must notify the school beforehand.

Biting

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "Teeth are not for biting."
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed and cleansed with soap and water.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report).

Accidents and Incidents

In the case of an accident or incident involving a student, the Center will contact the parent and inform them. The teacher will fill out a report which will explain the details of the accident or incident.

Parents are asked to sign the form and they are provided a copy.

Emergency

In the case of an emergency where we have to evacuate the center (fire, flood, local threat, etc.), the children will be escorted to Jose Duarte Park on the corner of 17th Avenue and NW 28th Street for as long as the danger persists or until all the children are picked up.

In case of severe weather like hurricanes or tornadoes, the center will follow the same instructions given to Miami-Dade County Public Schools. Please stay tuned to radio and TV stations for instructions. If they announce that Miami-Dade public schools will be closed, then we will be closed as well. For more information refer to the Emergency Handbook.

Reporting Child Abuse & Neglect

Florida Statute 39.201 requires that child care professionals who have reasonable cause to suspect that a child is an abused or neglected child, shall report such knowledge or suspicion to the Department of Children and Families using the Abuse Hotline (1-800-962-2873).

GENERAL INFORMATION

Equal Opportunity

It is unlawful for any staff member to discriminate against any child, family or employee based on race, national origin, gender or disabilities. Reasonable accommodations will be made to provide services to all children enrolled in our program. As per the Americans with Disabilities Act, Interamerican will work together with families to ensure that reasonable accommodations are made to ensure that their child is able to participate in his/her classroom learning environment.

Our program will foster knowledge of, respect and appreciation for the historical and contemporary contributions of diverse cultural groups as well as men and women to society.

Non-Discrimination

At Interamerican Learning Center, all children will be treated the same, have the same learning environment and opportunities and the same access to enrollment regardless of their religion, sex, national origin, race.

Our policy is to protect and value all children in the setting, foster empathy and provide accurate information about differences and diversity to enable children to think critically and challenge bias. We respect diversity and address bias. We have a zero tolerance for discrimination.

If you feel that you or your child have been discriminated against you can contact the Florida Commission on Human Resources at 850-488-7082, 1-800-342-8170 or fchrinfo@fchr.myflorida.com

Parent Survey

Once per year, parents and staff are asked to complete a survey about the center to let us know how we are doing. If more than 50% of the surveys are returned then results will be shared with all parents.

Information Center

An information center has been provided for your benefit, it is located in the foyer outside of the back office. You will find newsletters, magazines, and copies of articles about childcare, which we have considered valuable information.

Child Discipline

At the Center, we have found that the best aid to discipline is keeping the child involved in learning activities. During the first five years of life, children are just beginning to learn how to handle their emotions and to behave appropriately in different environments. Children demonstrate challenging behaviors from time to time, this is normal. Each child's behavior is unique to their own personality, situation and environment.

'Discipline' means instruction or training. This is different from punishment. Our approaches to discipline are different by age group. But the following are the same across all classrooms:

- **Adults will model positive behavior**
- **Apply rules consistently** in the classroom and playground
- **Teachers design classroom to minimize conflict** – provide many choices of toys, quiet and loud spaces, a cozy corner (to calm down, self-regulate), etc.
- **Communicate with children on their level** to help them verbalize their feelings, frustrations or concerns. Teachers will help provide children with the words to help solve conflicts.
- **Children whose behavior endangers others will be supervised closely by a teacher or away from other children.** They will be encouraged to go to a safe place to calm down and talk with the teacher or director.
- **Discipline** – when behavior is inappropriate the child will be given guidance that is positive and immediate.

When a pattern of behavior persists that endangers the child, others or property, or significantly disrupts the classroom; we will work with the child's family to find solutions, including referrals for outside services. Referrals will be provided to the family for appropriate social-emotional or developmental interventions and parenting classes. If, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her.

Our center will NOT:

- We DO NOT withhold food, rest or bathrooms.
- We DO NOT spank, pinch, shake or otherwise physically punish the children.
- We DO NOT make fun of, or verbally abuse the children.
- We DO NOT place children in locked rooms, closets as punishment
- We DO NOT force children to sleep at naptime; children who do not want to sleep will be offered quiet activities until naptime ends
- We DO NOT leave any child unattended.

Clothing and Personal Items

We suggest that students wear comfortable play clothes and closed toe shoes so they may play freely and comfortably. Belts or overalls, which make it difficult to use the bathroom, are discouraged. Please label all coats, hats, and sweaters with your child's first and last name.

Every child must bring to school a diaper bag, tote bag or school bag every day of the week. The bag will be very useful because in it, the child can carry his/her weekly schoolwork, homework, raincoats, sweater and other personal belongings. The children ages 2 and 3 should bring to school one or two extra sets of clothes inside their bags in case we need to change them. For toddlers, their bags should include diapers, wet wipes, and diaper ointment. Bottles should have the child's name on them. Please do not allow children to bring toys, jewelry, candy or bubble gum to school.

Rest Time

The Florida Department of Children and Families Child-Care Program requires that we provide a rest period each afternoon for full day students. Each child is provided with his own mat with his name on it. Mats are cleaned regularly. We ask that each Monday you provide a blanket for your child to use during nap time. We will send blankets home each Friday to be cleaned. Please make sure each item has your child's name.

Transitions

We believe that it is important to support a child's social-emotional development in every part of their experience at the Center. This includes transitions to the school each day and supporting students as they move into new classes.

Children are 'promoted' into a new class according to their birthday, except for pre-K4 (VPK) new classes begin each August.

Approximately one month before the child's birthday, staff of the Center will inform the parent that we are approaching time to transition the child to a new classroom. They will show the parent the new classroom and introduce the parent to the teacher. This will help the parent to begin talking to the child at home about the upcoming change.

When it is time for the transition, parents are invited to stay in the morning for an extended visit to help ease their child's transition into the new class. The child's old and new teachers will discuss the individual child's strengths and interests in order to help the new teacher to ease the child's transition. One month after the transition, a parent conference will be held so that the new teacher can fully inform the parent about the child's progress in the class.

Birthdays and Holidays

Holidays and birthdays provide valuable and exciting opportunities for children to learn new ideas and customs. Children are allowed to celebrate birthdays in their classrooms on the day scheduled ahead of time. Parents are welcomed to share this special day with their child. The celebration is to be limited to the snack time period at 3:00pm. The parents are responsible for providing any party supplies. Please contact the office staff to plan this event.

If you do not want your child to participate in these celebrations, please inform the Center Director.

Please check in the office for the current list of observed holidays when the center will be closed. Holidays are only observed on weekdays, if a holiday falls on the weekend, the center will be open as normal on the day preceding or following the holiday.

Supplies

Interamerican provides all of the necessary educational supplies, like paper, crayons, etc.

Parents need to bring the following items:

- 6-8 diapers daily (for children who wear diapers)
- 2 blankets, or a blanket and a crib sheet for naptime. Send on Monday, will be sent home on Friday for washing.
- 1-2 change of clothes for children 2 years of age and under
- 1 change of clothes for children over 2, as well as a light sweatshirt or jacket in case your child is cold or needs protection from the sun or insects on the playground.

Hours of Operation

Our facilities are open Monday through Friday from 6:30 AM to 6:00 PM. Your child must be picked up by 6:00 PM. A late fee of \$1 per minute for each child will be charged for children who are picked up after 6pm.

Child Drop Off and Pick-up

As part of our safety policy, only authorized persons listed on the Enrollment Application are permitted to pick up a child from the Center. If by any emergency, a person who is not on the list has to pick up your child, you must call to notify us of the name of this person. A picture ID will be required as proof of identity at the time of departure.

Please notify the office immediately of any changes to your address or telephone number.

Intoxicated Parents & Child Pick Up

Interamerican Learning Center does not wish to interfere in the private life choices of the families we serve; however, we are responsible for the safety of children in our care. We believe it is our responsibility to prevent children from being released to individuals who we feel may be unable to safely transport the child. Interamerican Learning Center does not accept responsibility for the well-being of children once the children have been released to a parent, guardian or other authorized person.

If a parent, guardian, or authorized adult, is considered by at least two staff to possibly be intoxicated the person will be asked to find alternative transportation for themselves and the child. Center staff will be happy to help the driver by offering use of our telephone to call a friend, relative or taxi to drive the adults/child home, at the parents' expense.

If the parent, guardian or authorized person does not accept staff recommendation to obtain alternate transportation, the staff has been instructed to contact the local police department as well as to report the incident to the Department of Children and Families.

Attendance

All enrolled families received a calendar showing the scheduled days for the academic year. Attendance during the scheduled instructional days is of utmost importance to remain in the program.

You will be required to sign and comply with the following policy on Attendance to remain in the program.

Tardiness: The instructional day starts at 8:30 for Kindergarten and 9:00 a.m. for preschool students. All children are expected to be in place and ready to start the day. Arrivals after the instructional start time are disruptive to the group in progress and difficult for the arriving child as well

Absences: Daily attendance is necessary for optimal learning. Absences will be excused for one of the following reasons with documentation:

- Illness or injury of the child or the child's family member which requires hospitalization or bed rest; Physician or dentist appointment; Infectious disease or parasitic infestation;

- Funeral service, memorial service, or bereavement upon the death of the child's family member; Compliance with a court order (e.g. visitation, subpoena);
- Special education or related services for the child's disability;
- Observance of a religious holiday or service;
- Family vacation, not to exceed 5 excused absences per program year.

Disenrollment: Please note: Absences of 5 consecutive instructional days with no contact from the parent will be considered a withdrawal from the program.

Student Sign-in Policy & Authorization

- Interamerican Learning Center requires parents to sign children in and out each day on the computer.
- Parents whose children who arrive on a school bus must authorize Interamerican Learning Center to sign their children in using the computer.
- If parents forget to sign their children in or out; parents can authorize Interamerican Learning Center to sign their children in or out.

By signing that you receive the Parent Handbook, parents agree to comply with the terms of this Attendance Policy.

Fees

Our tuition is based on a weekly rate. Any attendance within a week constitutes a charge for full tuition. We do not 'hold' or 'reserve' spots in classes during periods of unexcused absence or extended vacation. If you wish to hold your child's place in a class, you will need to pay your child's full tuition during those periods. **Absences of 5 consecutive instructional days with no contact from the parent will be considered a withdrawal from the program.**

You should note, that if you receive any form of scholarships; these do not pay for your child when your child is not in attendance, so you will need to pay the full tuition rate to hold the spot during that time. Payment is due on Monday. There will be a \$10.00 late fee charged to your account if payment is not received by Tuesday at 6:00 PM. If tuition is unpaid on Wednesday, staff have the right to refuse to accept the child.

Registration or materials fees are non-refundable.

Expulsion Policy

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

Immediate causes for expulsion

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Expulsion

- Failure to pay/habitual lateness in payments.

- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Threats of violence

Child Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Interventions

Prior to expulsion, a parent will be called, and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem.

Referrals will be provided to the family for appropriate social-emotional or developmental interventions and parenting classes. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. Whenever possible, parents will be given up to one week to find alternate child care.

Photo and Media Use

Staff regularly take photographs and videos of children and parents in classroom and special activities. These photos may be used in a variety of ways. Photos and videos may be used in newsletters, blogs, posted on bulletin boards, posted on Interamerican's Instagram/Facebook account, and may be used for marketing materials. Children will never be identified by name. Teachers are prohibited from posting pictures of students on personal social media.

Acknowledgements

Child's Name: _____

Parent's Name: _____

____ (initial) I agree and accept the policies and regulations stated in this Parent Handbook of Interamerican Learning Center.

____ (initial) I give permission for photos or videos of my child to be used for the purposes expressed in this handbook.

Parent Signature

Date