



The Joyland Learning Center

Parent Handbook

“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”

Matthew 19:14

**The Old Cutler Presbyterian Church
14401 Old Cutler Road
Miami, Florida 33158
786-573-7019 Joyland Center Office
305-238-8121 Church Office**

www.Joylandlearning.org

www.ocpc.org

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Dear Families,

What a joy and privilege it is to welcome you and your child to The Joyland Learning Center, a ministry of Old Cutler Presbyterian Church. We have a staff of qualified and dedicated teachers and we all look forward to joining with you in teaching your child the gospel of Jesus Christ, His love and about this amazing world He has created.

In addition to this preschool program, I would like to extend an invitation for you to attend our worship service, either in person, or by Livestream on Sunday mornings at 10:30 am. Sunday school is available for children 2yrs old to 5th grade during the service, as well as Sunday morning classes. Our nursery for children under 2 is available for both hours. We also have Wednesday programs for children and adults.

Thank you for entrusting your precious children to us. May you have a blessed and wonderful year.

In His Service,

A handwritten signature in cursive script that reads "Michael A. Campbell".

Mike Campbell
Senior Pastor

Dear Parents,

Welcome to The Joyland Learning Center. Our teachers and I are looking forward to partnering with you and your family in the beginning stages of your child's education. We are so blessed that you have entrusted your child to us, and we are dedicated to facilitating their developmental growth. I hope that your experience here at The Joyland Learning Center is one that will be a wonderful memory for years to come. As you will soon find out for yourselves, God has richly blessed us with a wonderful staff. I am proud to stand next to them in the enrichment of your children. I have an open-door policy here at The Joyland Learning Center and would love to talk with you at any time.

If I can answer any questions, please feel free to contact me, 786-573-7019 or 305-238-8121 ext. 316

In His service,

Dorian Cortes

Dorian Cortes

Joyland Learning Center Director

*“Let everything you say be good and helpful, so that
your words may be encouragement to them.”*

Ephesians 4:29 (NLT)

Statement of Handbook

This handbook provides parents with information regarding The Joyland Learning Center policies, procedures and services. This handbook supersedes any prior handbooks. This handbook may be modified, suspended, or revoked at any time without notice and without taking into consideration custom or prior practices. Parents are encouraged to consult with administration if they have any questions about this handbook, need an update, or need further information about a specific policy or rule discussed in this handbook. Parents are expected to be familiar with all information contained in the handbook.

Our Mission

The Joyland Learning Center strives to meet the spiritual, emotional, social, cognitive, and physical needs of the whole child. Our mission is to have a safe and loving atmosphere in which a child can explore and discover through hands-on interaction with his/her environment. Opportunities will be provided to use and share existing skills and to learn new skills, which will help the child establish positive self-esteem. We will approach this mission as followers of Jesus, the perfect Teacher, with a sense of commitment, service, wonder, and love.

Our Philosophy

As a ministry of Old Cutler Presbyterian Church, The Joyland Learning Center is responsible for providing a quality, Christian, caring, and educational weekday program for toddlers and preschoolers that is in keeping with the mission, vision, and values of the church. Our program is designed to teach your child Christian values, create positive developmentally appropriate learning experiences, and promote confidence and self-esteem. We also understand that families of the students are an integral part of preschoolers' education and development. Therefore, we strive to create a mutual respect between parents and teachers and develop a partnership for the benefit of the child.

Goals and Objectives

The goals of The Joyland Learning Center are:

- To provide an early learning program of the highest quality possible;
- To provide a learning environment that focuses on the overall health, safety, and security of each child;
- To witness the love of God through Christ to children and their families;
- To be a source of strength to every family we serve: and
- To model God's love in all that we do and develop each child in His light.

Equal Opportunity Statement

The Joyland Learning Center does not discriminate basis of race, color, sex, age, religion, national origin, or disability, in its admission policies, scholarships, or other administered programs.

The Joyland Learning Center reserves the right to select students on the basis of academic performance, religious commitment, and personal qualifications, including a willingness to cooperate with Joyland Learning Center and to abide by its policies.

The goals of this center are to achieve equal opportunity and a climate of growth for every student.

Student Inclusion Policy

The Joyland Learning Center has a strong desire to see that all children have an opportunity to receive a Christian education, but at this the present time, the center is unable to adequately meet the needs of students with the following concerns:

1. Serious emotional or behavioral problems
2. A physical handicap which would impair the learning process
3. A home background that opposes the content and/or method of teaching in accordance with the Biblical principles and fundamental truths as taught by The Joyland Learning Center.

Our goal is to provide the best learning environment for every child. It is crucial that we have complete information on your child, including any learning or developmental delays. The center will make every effort to accommodate a child, if we believe it is within our ability to do so. If not, we will make a referral to other schools that may better meet your child's needs. If a concern arises during the year, you will immediately be referred to the appropriate agencies for evaluation or counseling.

Statement of Faith

The Joyland Learning Center is a biblically based educational program. As a ministry of Old Cutler Presbyterian Church, our Statement of Faith reflects the beliefs of the church. These basic beliefs will be reflected in our curriculum in a manner that is appropriate for each age group, as well as in our communication with business partners.

We believe the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.

We believe in the Holy Trinity. There is one God, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.

We believe that all are sinners and totally unable to save themselves from God's displeasure, except by His mercy.

We believe that salvation is by God alone as He sovereignly chooses those He will save. We believe His choice is based on His grace, not on any human individual merit, or foreseen faith.

We believe that Jesus Christ is the eternal Son of God, who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him, alone, for salvation.

We believe that God is gracious and faithful to His people not simply as individuals but as families in successive generations according to His Covenant promises.

We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust Christ and follow Him.

We believe that Jesus will return, bodily and visibly, to judge all mankind and to receive His people to Himself.

We believe that all aspects of our lives are to be lived to the glory of God under the Lordship of Jesus Christ.

Religious Content

Our program offers religious experiences to the children at their level of understanding. Bible study is a daily aspect of our program, as well as weekly chapel, in which we endeavor to instruct the children in the truths of the Bible and impress upon them that these are not just Bible stories, but lessons in life. An age appropriate "Weekly Chapel" with lessons, prayers, and songs based on the Bible will be taught. Morning circle, snacks and lunch will begin with a prayer of thanks.

Chapel

There will be a weekly Chapel service for the two's, three's, and four's classes at 10 AM on Thursdays. The purposes of these services are:

- To stress the importance of worship in God's house
- To give the students a personal worship experience
- To provide a spiritual unity for our center
- To practice appropriate behavior in group settings

Infant and Toddler Program Information

- Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, blankets, and stuffed toys for rest time. **Please label all items with child's name.**
- Children may use pacifiers during rest time.
- If you are breastfeeding, please be sure to discuss with the staff when you would like your child to be fed breast milk, and when you would like to come in to breastfeed.
- Breast milk should be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.
- We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before.
- Children will be held when being fed – bottle propping is forbidden.

2-year-old Program Information

- Parents must supply diapers, wipes, diaper cream, extra clothing, and blankets/sleeping bags, for rest time. **Please label all items with your child's name.**

Programs Description

Our program is designed to provide a variety of activities that are developmentally age appropriate. All age group classes have a daily routine that will include times for active, quiet, group, independent, as well as indoor and outdoor activities. The following is a summary of what your child's age group will be taught:

Infant/Toddler Program child will receive nurture and attention needed to grow through music, words, and play to enhance social emotional skills within a loving environment.

Two-Year-Old Program child will experience a loving and nurturing day through play that focuses on his/her basic growth and development. A variety of activities are provided to help your child become more aware of the world God created, to help them understand that they are loved, and to acclimate them to a classroom setting.

Three-Year-Old Program child will continue to develop socialization and language skills through playing, reading and math pre-readiness games that teach classifying, sorting, discrimination and labeling objects. Art materials are used to help develop your child's creativity and prepare them for writing.

Four-Year-Old Program child will expand the reading skills and math readiness. A greater emphasis will be placed on letter recognition/sounds and math concepts using the WEE Learn Curriculum in preparation for kindergarten.

We use the WEE Learn Curriculum as our academic guide and Conscious Discipline for social and emotional development. Ages & Stages is used for assessments in the social and emotional development.

The WEE Learn curriculum provides a range of age-appropriate activities designed to lay a foundation for understanding God, Jesus, Bible, church, self, family, others, and the natural world. These guides support learning centers, group activities, and home activities.

Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices. Conscious Discipline is a way of organizing schools and classrooms around the concept of a Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others.

Additional information may be found on these programs in the office or on the following web sites: <http://www.cdealliance.org/curriculum> and <https://consciousdiscipline.com/about/conscious-discipline-for-parents.asp>

Hours & Days of Operation

Partial Day – 9:00am to 2:30pm Monday through Friday

Full day - 7:30am to 6:00pm Monday through Friday

Office Hours: Monday through Friday, 8:30 a.m. – 3:00 p.m.

Infant Classes: maximum of 8 children per class

5-Days a week Program

Monday through Friday (partial day) 9:00 a.m.- 2:30 p.m.

Toddler Classes: maximum of 15 children per class

5-Days a week Program

Monday through Friday (partial day) 9:00 a.m.- 2:30 p.m.

2-Year-Old Classes: maximum of 14 children per class

5-Days a week Program

Monday through Friday (partial day) 9:00 a.m.- 2:30 p.m.

3-Year-Old Classes: maximum of 16 children per class.

5-Days a week Program

Monday through Friday (partial day) 9:00 a.m.- 2:30 p.m.

4-Year-Old Classes: maximum of 16 children per class.

5-Days a week Program

Monday through Friday (partial day) 9:00 a.m.- 2:30 p.m.

Copies of the yearly calendar may be obtained in the office.

Classroom Ratios

At The Joyland Learning Center, we maintain the following staff-to- child ratios in our classrooms:

<u>Age of Children</u>	<u>Minimum Ratio of Staff to Children</u>
6 weeks to 1-year old's	1 staff to 4 children
Over 1 – Under 2	1 staff to 5 children
2 years	1 staff to 7 children
3 years	1 staff to 8 children
4 years	1 staff to 8 children

Registration Policy

In keeping with Dade County Public Schools system, promotion and placement is based on age by **September 1st** and is done on a yearly basis. Individual exceptions to admit or to advance a child will be made at the center's discretion.

- A child should be 2 years old by September 1st to enroll in the two-year-old Learning Center program.
- A child should be 3 years old by September 1st and completely toilet trained to enroll in the three-year-old Learning Center program.
- A child should be 4 years old by September 1st to enroll in the 4-year-old Learning Center program and completely toilet trained.

When you enroll your child at The Joyland Learning Center, you will be asked to fill out several forms. The Registration Package will need to be picked up and will contain the following forms:

- Registration form
 - Development Health History information
 - Daily Living Form
 - Photographic Release Form
 - Birth Certificate Copy
 - Emergency Contact/ Pick-up Authorization / Allergy List Form
 - **Notarized** Emergency Release Medical Form
 - COVID waiver
 - DH3040 – State of Florida Entry Health form
 - DH680 – Florida Certification of Immunization Form
- Or
- DH681 – Religious Exemption from Immunization Form
 - All parents will need to sign the Handbook Agreement section as part of the registration process.

All information must be completed before a child can attend.

Please make sure all forms in our registration package are filled out and turned in to the office prior to their start date. If you have any questions, please call the office.

Tuition and Fees Policy

Tuition is designed to encompass the entire year. Tuition is paid in monthly payments, due on the **1st** of each month, and considered late after the 5th, subject to a \$40 late fee. **Preferred payments; online through the payment link below, or monthly bank drafts.**

<https://ocpc.churchcenter.com/registrations/events/865726>

Checks and cash are accepted for payment. Checks should be made payable to **OCPC** (Old Cutler Presbyterian Church). The contracted amount is due whether your child is present or absent. This policy will be strictly enforced.

NO TUITION FEE ADJUSTMENTS WILL BE MADE FOR ABSENTEEISM OR CENTER CLOSING

Late Payment Fee:

A **\$40.00 late fee** will be added to your child's account if payment is made **after the 5th of the month**. If there are extenuating circumstances that prevent you from fulfilling this obligation, please come to the office and speak with the Director.

Delinquent Accounts:

If payment and late fee are not received by the 20th of the month, the following actions will be taken:

- Your child will not be able to come to until your account is brought up to date.
- If the account remains outstanding past the end the month, the student will be withdrawn from the center.
- The account may be submitted to a collection agency.
- If a family was dis-enrolled and wishes to re-enroll in the center when the account is paid in full, the family will be offered enrollment only when space becomes available according to prior status.

In the event of two (2) returned checks, the account will be placed on cash or money order basis only.

Registration Fee:

An annual **\$300.00 registration / supply fee** is **non-refundable** and non-transferable. This fee is payable prior to the child's enrollment and the enrollment process is incomplete until the fee is paid. Class placement will not be guaranteed until the registration fee is paid.

Return Checks Fee:

There is a **\$35.00** charge for any returned checks and replacement is required in cash or by certified check.

Tuition Discounts Policy

Children and grandchildren of currently employed preschool and church staff members receive a 25% tuition discount. Preschool and church staff must be employed at the time their child is enrolled to receive the discount.

Arrival and Departure Procedures

Arrival time is 9:00 a.m. each day. The children will be welcomed into the classroom at 9:00 a.m.

Our day begins promptly at 9:00 a.m. All children are to be in their classrooms no later than 9:15 a.m. The Joyland Learning Center believes that teaching children punctuality is important. See Tardy Policy.

Parking is available in the East parking lot of the church. Children will always be accompanied by their parents to and from the parking lot. Do not leave any child unattended in a vehicle.

The Joyland Learning Center ends promptly at 2:30 p.m. depending on your child's program. You should arrive no later than five minutes before the end of the day. If anyone other than a parent is picking up your child, please make sure his or her name and driver's license number is on file in the office. It is also very important that you inform both the child's teacher and the office that someone other than you will be picking up your child. Authorized persons must come directly to the office and show proper identification.

We will not release a child to anyone who is not authorized or who does not have proper identification.

Leaving Early

If for some reason you must pick up your child before the normal dismissal time, please advise your child's teacher ahead of time. This will allow the teacher to plan and will be less disruptive to the class. The office staff will then inform the teacher to bring the child to the office.

Attendance Policy

Absenteeism is a concern for all ages and grades, but different factors impact absenteeism in the early years. Pre-K (and Kindergarten) in some states is not mandatory and parents play a strong role in ensuring attendance in the early years, therefore strategies to reduce absenteeism must consider the role of the family. When absenteeism becomes chronic (missing 10 percent / 17 days or more of days in a year), children can lose many hours of potential learning.

There is strong evidence that more time in quality early care and education is associated with positive outcomes for children, especially for disadvantaged children. Research also finds that chronic absence in the early grades is associated with lowered proficiency in reading and math, and decreased retention. Chronic absences in the early years of schooling often set a pattern of absenteeism that continues into later grades.

Regular attendance is necessary for student success. Therefore, students are expected to be in attendance except in cases of emergency or for the following reasons:

- Personal illness: Please see Health and Illness policies.
- Death of a close relative
- Pre-scheduled doctor's appointment
- Family Personal time: The teacher and office should be informed at least two (2) days prior to absence.

Notification of Absence

Parents are expected to contact The Joyland Learning Center on the day of their child's absence to inform the center of that absence by 9:30 a.m. Please **do not** call your child's teacher, please call the office only at 786-573-7019.

Parents are encouraged to notify the office of any pre-arranged absence (medical appointment, vacations, religious reason, time with family).

Withdrawals

It is the responsibility of parents to notify the office if you are planning to withdraw your child/children from the center. **A 30-day advance notice needs to be given to us.** If we have advance notice of discontinuation of needed childcare services, then it is possible for us to make future arrangements with new family's inquiring about daycare for their child. Our staff is hired on enrollment basis. Until the office has received your withdrawal form, you will be responsible for all accrued tuitions. It is the responsibility of the parents to pay the tuition payment through the month of withdrawal. Tuition fees are **Nonrefundable. A \$50 withdrawal fee will be applied to your account.**

Tardiness Policy

Children need to arrive no later than **8:55 AM**. Doors open promptly at 9:00 AM. Tardiness will cause disruption to the class and is disrespectful to our teachers. Punctuality promotes good habits and allows the center to function in an orderly fashion.

Late Pick Up Policy & Fee

In the event you will be late to pick up your child, please notify the office as soon as possible. If we have not received notification and your child has not been picked up within 10 minutes after 2:30, they will be sent to our aftercare program and subject to an aftercare fee. If we are unable to reach a parent or anyone on the emergency/alternate pick-up form by the close of the aftercare program at 6:00 p.m., social services will be notified.

Aftercare late Fee:

If you arrive **more than 5 minutes after the end of child's day at 6:00 pm**, a flat \$5.00 late fee will be issued for the first five minutes. After that there will be a \$2.00 per minute charge. This payment is due to the office no later than the next day, otherwise it will be added to your monthly tuition payment.

It is the **parent's responsibility** to call and inform the office if they are going to be late and to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

Students Required Paperwork

- On- line Registration Form
- Daily Living Form
- Photo/Videography Release Form
- Developmental Health History
- Emergency Release Form - Notarized
- Parent/Guardian Parent Handbook Agreement Form
- Copy of Birth Certificate
- Emergency Contact/ Pickup Authorization/ Allergy List Form
- Immunization / health forms

Children Requiring Special Accommodation

The Joyland Learning Center is not equipped to serve students with special needs or learning disabilities. If a child registering for The Joyland Learning Center has special needs or a learning disability, it must be noted on their application and all pertinent records must be included (test results pertaining to student's disability, etc.) Failure to disclose information regarding any learning disabilities or special needs during the registration process may result in the student's dismissal.

If a student at the center is diagnosed or suspected with a learning disability or special need, The Joyland Learning Center administration will meet with the student's parents and teachers to determine if the center is equipped to meet their specific educational needs. If we are not able to meet the child's needs within our current staffing, we will give parents reasonable time and assistance needed to find more appropriate care.

Center's Right to Deny attendance to the center.

Possible reasons for the refusal of admission include but are not limited to:

Failure to provide a Return to the center clearance from your pediatrician.

- Domestic situations that present a safety risk to the child, staff or other children enrolled at the center if the child were to be present at the center.
- Failure to maintain accurate, current records
- Failure to complete and return required documentation in a timely fashion
- Failure to pay tuition on time
- Staff deems the child too ill to attend

A tuition credit will not be provided for days when their child is not allowed to attend Joyland.

Parental Involvement

It is no secret that children enjoy optimal academic success when parents and teacher cooperate in the educational endeavor. The Joyland Learning Center believes strongly in the home-school partnership. We look forward to the coming year and ask you to be involved with us in your child's schooling in the following manner:

Communication

We encourage you to stay in regular communication with your children's teacher. Conversations at the parent/teacher conferences, notes, emails, and class DoJo messages all provide avenues of communication. You may request a conference with your child's teacher and the director, by appointment, at any time the need arises. We strongly believe in good communication between parents and the center. Feel free to discuss your child's adjustment and progress. Remember that all education takes time and understanding for satisfactory development. Each child has his/her own rate of learning and developing.

Please feel free to make suggestions or share ideas with the administration on ways we can improve our center. Email the administration at dorian@ocpc.org

Please stay involved in your children's life. We also encourage parents to be regular in your church attendance. It is important for children to see their parents setting the example in their spiritual life. If you do not have a church home, we invite you to visit Old Cutler Presbyterian Church and become an active member.

Parent Commitment

Please review the following Statement of Commitment carefully. All parents will need to sign the Handbook Agreement section of the Parent Handbook as part of their registration process.

Statement of Commitment

1. I agree to support the spiritual, academic, dress, and disciplinary standards of The Joyland Learning Center.
2. I am willing for my child(ren) to receive training in the Bible and will support the center in its endeavors to encourage and to guide my child(ren) in applying those teachings to his/her life.
3. The administration has full responsibility for placing my child(ren) in the proper grade and class.
4. I will assume the responsibility for my student's education by having my child(ren) report punctually each day (except in cases of illnesses), and by keeping in regular contact with my child(ren)'s teachers.
5. Though corporal punishment will not be administered, the teacher has full discretion in administering classroom discipline in a loving Christian way and will support the center's discipline policies.
6. I will support to the best of my ability the center's entire program.
7. I understand that the center reserves the right to dismiss any students who consistently refuse to cooperate with his/her teacher.

Parent Conduct Policy

It is our goal that you and your child have a positive experience. Therefore, we expect every parent to be respectful and courteous to one another, to every staff member, and to each child attending the center. If a problem arises with another parent, staff member or a child, we expect that the parent or guardian keep it confidential and discuss the problem with your child's teacher or The Joyland Learning Center administration.

Conflict Resolution Policy

When differences occur within our Christian family, God expects us to act and react in a manner, which is pleasing to Him. The center has adopted the directions of Holy Scripture as outlined in Matthew 18 as the method for dealing with our differences:

1. One should go directly to the person with whom he/she has a difference, whether it is a teacher, the administrator, another parent, or Board member. The issue should be clarified in a non-accusatory manner, and an attempt made to teach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved, as Matthew 18 directs.
2. If conversation with the person directly does not bring resolution, the concern should be discussed with the Director.
3. If the conversation with the Director does not bring resolution, then the concern should be discussed with all parties involved with the Chairman of the Board for a resolution.

If a parent, child, or teacher behaves in a way that is demeaning or demoralizing to another person, the center reserves the right to revoke that person's right to enter the property.

Drop Off Policy

At drop off time, we ask that you say your goodbyes and give kisses prior to your child entering the classroom. This fosters independence and the transition from parents to classroom is easier when children enter the classroom on their own.

Communication (Parent, Teacher) Policy

Good communication is vital to the operation of the center. To avoid misunderstandings regarding policies, please contact the office whenever questions arise. Office hours are 8:30 a.m. to 3:00 p.m., Monday through Friday, but you may leave a message on our answering machine at any time or reach us through e-mail. Our phone numbers are as follows: Joyland Learning Center, 786 573-7019; Church' 305-238-8121, Fax: 305-238-2045; E-mail: dorian@ocpc.org

Folders will be sent home with students daily. They will include newsletters, calendars, notices, etc. You will be required to return these folders the next day to verify that the information has been received. Please make sure we have your correct e-mail address. Class DoJo is implemented in each of the classrooms.

The Director should be notified immediately regarding any changes in your address or home and work telephone numbers. All pertinent information such as change of physicians, allergies to a specific medication or food, should also be made available to the center.

Email:

This will be an important communication tool during any emergency when the center is closed.

Written Parent letters:

These letters may outline home assignments and activities.

Child Assessments/Parent-Teacher Conferences:

Conferences give parents and teachers an opportunity to discuss a child's developmental progress on a regular basis. Conferences are scheduled as needed during the year.

However, parents and/or teachers may request intermittent conferences when necessary. We ask that conversations and conferences with teachers be scheduled after regular hours.

Developmental Screening and Referral:

If a concern is suspected, we will provide you with an "Ages & Stages Questionnaire" to help you keep track of your child's development. You will be asked to answer questions about your child including communication, gross motor, problem solving, and personal-social skills. Your child's teacher will fill out a questionnaire as well. Your child's teacher will score the questionnaire and the scores will be shared with the parents. If the questionnaire shows that your child is developing without concerns, we will provide a list of age-appropriate activities that are designed to encourage your child's development. If the questionnaire shows possible concerns, we will arrange for a parent-teacher conference to discuss the results of the questionnaire.

Joyland Learning Center Wide text messages:

In an emergency, we will text you if we have your contact information on file.

Discipline Policy

“All scripture is God breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that every man of God may be thoroughly equipped for every good work”

II Timothy 3:16-17 (NIV)

The Joyland Learning Center ensures that age appropriate, constructive disciplinary practices are used for children in our care. Children shall not be subjected to discipline that is severe, humiliating or frightening. Discipline shall not be associated with food, rest or bathroom procedures. Spanking or any other form of physical punishment is prohibited.

The teachers are responsible for establishing rules for classroom management according to the educational philosophy of The Joyland Learning Center. We believe consistent, positive and constructive reinforcement motivates the child to behave appropriately. As advocates for the child, teachers develop routines and procedures that promote learning and socialization to benefit the child and ensure success in class. A caring manner builds understanding and self-discipline. We teach that as God's children, we glorify God when we are obedient.

Inappropriate or difficult behavior will be handled in the following manner:

1. Objective evaluation of the behavior.
2. Restructuring the environment to remove source of conflict or uncooperative behavior.
3. Positive interaction offering options and/or diversion, as well as setting limits.
4. Removing child from the activity and offering the “Safe Place” as an alternative.
5. Planning conference with the parents, in order to approach the problem on a united front.
6. Fostering attitudes of caring and dedication to the child's progress toward self-discipline.
7. Parents and child meet with the Director if problem persists.
8. If the **inappropriate behavior** results in an injury, an Accident/Incident Report will be filled out and signed by the parents of both children involved in incident and kept on file.
9. **If inappropriate or difficult behavior** persists after the above have been followed, The Joyland Learning Center reserves the right to ask the child to leave on a permanent basis. If we are not able to meet the child's needs within our current staffing patterns, we will give parents the time and assistance needed to find more appropriate care. As a reminder, no refund or credit will be issued.

Often children's behavior is affected by what is happening to them at home. It is very important that parents inform us about any changes at home including the following: new family members, moving to a new house, parents separating, new stepparent, etc.

If a child's conduct is deemed to be dangerous or harmful to others, the child will be sent home and asked to stay home the following day. The center reserves the right to dismiss any student with any consistent, inappropriate behavior. However, reasonable efforts will be made to work with the child prior to dismissal.

Biting Policy

Our program recognizes that biting is unfortunate but not unexpected when toddlers are in group care. We recognize that biting is a developmentally appropriate behavior for children in the toddler and 2-year-old classrooms. Parents with children in these classrooms should expect that their children may be bitten or will bite another child. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents, but we ask that you remember this is a developmentally age-appropriate behavior. We will be sensitive to the needs of both families involved in biting incidents and will prayerfully address it in the foregoing manner:

First bite: Child will be spoken to and explained the correct thing to do. An accident/incident report will be written and given to the parents of both children involved in the biting incident. Both parents must sign this form and return to the teacher.

Second bite: Child will be removed from the classroom (sit in the reception area) for a brief period of time. An accident report will be written and given to the parents of both children involved in biting incident. Both parents must sign this form and return to the teacher.

Third bite: Child will be removed from the classroom and a parent will be called. The biter will be asked to go home. An accident report will be written and given to the parents of both children involved in biting incident. Both parents must sign this form and return to the teacher. Child will remain at home the following day.

Fourth bite: Child will be asked to take a respite from the center/childcare (two weeks to several months) until the parents and administration feel the child has improved and matured in self-control. You will still be responsible for your child's tuition during this time in order to guarantee a place in the classroom when your child is ready to return. When the child returns, if the biting continues, the child will be asked to leave on a permanent basis until the next following year. As a reminder, no refunds or credit will be issued.

We keep the name of the children involved confidential.

Incident/Accident Report

While every precaution will be taken to ensure your child's safety, we realize accidents happen. Should your child be injured or involved in an incident during the day, parents will be notified, and a report will be written. Parents will be asked to sign the report and a copy will be placed in the child's file.

Non-Custodial Parents Policy

Divorced and separated families are realities of contemporary life that affect The Joyland Learning Center's responsibilities to its students. The following guidelines have been adopted to assist the center in a situation where a non-custodial parent wishes to become involved in related activities of a child or wishes to have contact with or to take custody of the child while the child is present:

- Ordinarily, the center will not deny or interfere with a non-custodial parent's involvement in related affairs or access to the child or the child's records, unless the center is presented with a court order or comparable legal document restricting such involvement or access. The center will otherwise not choose sides between parents.
- If the actions of parents, custodial or non-custodial, become disruptive to the operations of the center has the right to restrict access by such parents and to take other necessary action.

Two-Year-old Class Toileting Learning Procedure

The staff and teachers of The Joyland Learning Center are willing to work cooperatively with you on toilet learning. When you and your child are ready to begin training, please let your child's teacher know what routine and procedures you wish to have followed. Be sure to bring in extra clothing during this transitional period. Soiled articles will be stored in a plastic bag for parents to take home to launder. After 3 daily consecutive accidents a diaper or pull up will be put on. We strive to make the transition into undergarments a positive learning experience using encouragement and praise.

Health Policy

The Joyland Learning Center recognizes the importance of providing and maintaining a safe environment which minimizes the risk of the transmission of any significant communicable diseases. It also recognizes the need to ensure that any student or staff member with a communicable disease remains eligible for the benefits of its educational services, as well as the rights and privileges provided by law. In order to balance these rights with the center's obligation to protect the health of all students and staff, the following policies and procedures have been developed regarding any student or staff member who has a communicable disease dangerous to the public.

The Joyland Learning Center will work cooperatively with local, county, and state agencies, as appropriate, to enforce and adhere to health codes for prevention, control, and containment of communicable diseases in the center. **The Joyland Learning Center will not be responsible for illness contracted due to a parent's religious waiver of immunizations.**

Communicable Disease Control ~ Any child, childcare personnel or other person in the childcare facility suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed from the center. Such person may not return without medical authorization, or until the signs and symptoms of the disease are no longer present. With a child, a communicable disease may include any of the following conditions or symptoms:

The center follows all health/communicable disease guidelines as outlined in the American Academy of Pediatrics and the NAEYC *Healthily Young Children* guidelines. A copy of this manual is on file with the center's director and is available upon request to view.

The center shall temporally exclude a child or send the child home as soon as possible if one or more of the following conditions exist:

1. The illness prevents the child from participating comfortably in activities as determined by the Teacher. Symptoms and signs of possible severe illness shall include:
 - Lethargy that is more than expected tiredness
 - Inexplicable irritability or persistent crying
 - Difficult breathing
 - Stiff neck
 - Wheezing
 - Other unusual signs for the child
2. The illness results in a need for more care than the Teacher can provide without compromising the health and safety of the other children as determined by the Teacher.
3. **Fever** accompanied by behavior changes or other signs or symptoms of illness until medical professional evaluates the child and finds that the child able to be included in the classroom. Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. (Giving your child Tylenol when he/she gets up and being without fever when you arrive is not being fever free for 24 hours). At a minimum, if you child is sent home due to a fever, he/she is not permitted to return to the program until the following day.
4. **Diarrhea**, defined by watery stools, decreased form of stool that is not associated with changes of diet and increased frequency of passing stool, that is not contained by the child's ability to use the toilet. Children with diarrhea by infectious origin generally may be allowed to return to the center once the diarrhea resolves. Parents will be informed of the first incident of diarrhea. At that point we will begin a discussion with you about whether to come pick up your child. (One episode of diarrhea may be a one-time thing). You may want to come get your child immediately. By the third episode of diarrhea, you must come pick up your child.

Children are required to be excluded from the program for loose bowls or diarrhea which occur 3 or more times in a 24-hour period. Children may return to the program when normal bowel movements resume. The presence of diarrhea, particularly in diapered children and

the presence of vomiting, increase the likelihood of exposing other children to the infectious agents that cause these illnesses.

5. **Blood in stools** not explainable by dietary change, medication or hard stools.
6. **Vomiting** (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious, and the child is not in danger of dehydration.
7. **Persistent abdominal pain** (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms.
8. **Mouth sores** with drooling, unless a health care provider or health department official determines that the child is noninfectious.
9. **Rash with fever** or behavior change, until a physician determines that these symptoms do not indicate a communicable disease.
10. **Rash** with an unknown cause. Child needs to stay home until clear or return with approval from your doctor.
11. **Purulent conjunctivitis (Pink Eye)**. Suspected redness or discharge from one or both eyes. Very contagious. Your child will need to be on medication for 48 hours and have a doctor's release before returning to the center.
12. **Head Lice**. If we detect the nits or lice, you will be required to pick up your child. Your child may return after he/she has been treated with a medicated shampoo and ALL THE NITS ARE REMOVED and must be accompanied by a doctor's note stating treatment was successful.
13. **Severe cough**, wheezing, or difficult or rapid breathing.
14. **Severe and persistent runny nose** unless written note from a doctor explaining any allergies.
15. **Scabies**, until after treatment has been completed.
16. **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend the center.
17. **Impetigo**, until 24 hours after initial antibiotic treatment and cessation of fever.
18. **Strep Throat**, or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.
19. **Chickenpox**, until all sores have dried and crusted.

20. **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed.
21. **Mumps**, until 9 days after onset of parotid gland swelling.
22. **Herpes simplex**
23. Unspecified **respiratory tract illness**.
24. **Shingles**
25. **Rubella**, until 6 days after onset of rash

All parents of children who have been potentially exposed to a communicable illness will be notified. If your child contracts such an illness, they will not be permitted back to Joyland Learning Center without a doctor's note.

The Director shall make the decision about whether a child meets or does not meet the exclusion criteria for participation and the child's need for care relative to the staff's ability to provide care. If the parents and Director disagree and the reason for exclusion relates to the child's ability to participate, or the Teacher's ability to provide care for the other children, the Teacher shall not be required by a parent to accept responsibility for the care of the child during the period in which the child meets the center's criteria for exclusion.

Parents are required to pick up an ill child within 30 minutes of notification by phone. If a parent is reached, but cannot pick their child up in 30 minutes, it is the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

A child being brought sick to the center or who is not picked up after notification may have his/her enrollment terminated.

Illness Policy

Children will inevitably be exposed to germs carrying disease and illness. The Joyland Learning Center cannot prevent the spread of disease but, measures will be taken to reduce the spread of disease whenever possible, such as encouraging frequent hand washing particularly after coughing or sneezing, before eating, as well as using a disinfecting solution on all tables and door handles.

The parents, legal guardian or other person the parent authorizes shall be notified immediately when a child has any sign or symptom that requires exclusion from the center. The center shall ask the parents to consult with the child's health care provider. The center asks the parents to provide, in writing, any advice the health care provider gives them. This shall also include a medical clearance stating when the child may return to the center.

If your child is absent due to illness, we request that you notify the center. This enables our faculty to keep track of any illnesses which may occur at our center. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Joyland Learning Center director, so that the parents of the children in the center may be notified that a communicable disease is present.

Once again, only the communicable disease information will be shared. The Joyland Learning Center will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share or not, the reason for your child's absence from our center.

Medications Policy

No child is permitted to carry medication on his person, backpack or cubby. Please note the staff will not be responsible for dispensing a patented or prescribed medication. State regulations require that we do not provide or administer any pain reliever (Tylenol, aspirin, ibuprofen, Benadryl). Epi-Pens are permitted if an allergy action plan is on file in the office.

Emergency Medical Care

Staff members will document all accidents or injuries occurring at the center. Parents will be notified of such. If the staff believes that a child needs emergency medical care beyond basic first aid or needs a medical evaluation, the appropriate steps will be taken to secure such care for the child. These steps include, but are not limited to:

- Contact of emergency medical services through 911.
- Attempt to contact a parent or guardian
- Attempt to contact parent or guardian through emergency contacts

If a child must be transported, child will be taken by emergency vehicle to the appropriate medical facility as deemed necessary by 911 emergency medical technicians. A staff member, familiar to the child, will remain with the child until a parent or authorized person takes custody of the child at the medical facility. Expenses incurred from accident, injury, or following emergency procedures are the full responsibility of the child's family. The Joyland Learning Center assumes no responsibility for such expense.

Allergies Policy

The names of children with allergies will be listed in the office and given to their teachers where it will be posted in the classrooms and playground. An action plan filled out by a child's doctor stating the necessary steps to do in the event of an attack must be provided to the center. Any necessary medicine must be given to the teachers. If a child requires an epi-pen, the parent must supply two: one for the classroom and one for the office.

Preparing for the First Day

Children will need to bring the following on the first day: a backpack, spare complete set of clothes; including shoes, snack and lunch box or bag. Diapers and wipes are needed for the children in the two- year-old programs. All the children's items should be clearly labeled with their names on them. Please include a letter to the child and a picture of the child's family. This letter is to reassure the children that they are loved in the event of an emergency or situation where they may be separated for a time.

Snacks & Lunch Policy

Parents are to provide a mid-morning snack and a lunch for students who stay to 2:30 p.m. An additional second snack is needed if they are registered in our full day program. It is the policy of the center to encourage parents to send **only** foods, such as sandwiches, fresh or canned fruit, fresh or canned vegetables (sliced, especially grapes in half), yogurt, cheese, cold cuts, bread products, crackers, pretzels (no log style), cereal mix, rice cakes, and salads. All uneaten foods will be sent home. If you have forgotten to send a lunch, we will call you, and you will either need to have one sent or have your child picked up for the day before lunch is served, as we do not have the provisions to provide a lunch for your child.

Classroom Parties/Birthday Parties

The celebration of holidays is to be done in a manner that is pleasing to our Lord Jesus Christ. The Biblical meaning of holidays such as Christmas and Easter will be the primary focus of class projects, activities, and parties. However, we will also include some activities relating to other traditions associated with these holidays. The center does not celebrate Halloween. (Deuteronomy 18:9-12) We will celebrate the Fall with a Thanksgiving Feast.

Your child may celebrate his/ her birthday with classmates. Arrangements must be made with your child's teacher for the specific date and time. If parents would like to bring a special treat, they must first decide with their children's teacher. It is the responsibility of the parent to insure these items brought are nutritionally well-balanced and food allergies shall be coordinated with the class teacher. We ask that parents refrain from bringing balloons to the center for special occasions. Balloons are the number one non-food choking hazard for young children and are not allowed.

Dress Code

Children at the center will be actively playing during the time that they are present and need to have clothing that can allow them freedom to do so. Some of these activities can be messy and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children should be dressed in seasonably appropriate comfortable clothing. Please do not dress your child in clothing you do not want stained or damaged. While we take every precaution to protect clothing from paint, glue, etc., sometimes accidents happen.

Shirts and blouses worn to Joyland are to be free of slogans, pictures, words, or insignia that promote violence, pain, or injury to others.

Closed-toed, closed-backed rubber-soled shoes, preferably sneakers, shall be worn. This prevents injury and allows the children to fully participate in all activities. **NO OPEN-TOED SHOES!** Clothes that a child can put on themselves are especially helpful. Please mark every cloth item with your child's name. We will call you to pick up your child in the event an accident occurs and there are no spare clothes.

Jewelry and Items from Home

Please leave all jewelry at home except for stud earrings. It is the parents' responsibility to enforce this policy with their children. Should a child come wearing any jewelry, parents will be required to take it with them or return to the center to remove the jewelry. Repeated violations of this policy are a violation of Safety Policies and may result in dismissal from the program. In addition, the center will not be responsible for lost or stolen valuables.

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring their own toys, unless specifically requested by the classroom teacher for use as part of the curriculum. These toys will stay in either the child's cubby or backpack until they are to be shared. Please check your child's backpack and pockets before coming to the classroom. Parents are encouraged to consult with the classroom teacher should they find their child is having difficulty with this policy. If parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the center and remove the toy.

Bottles, Pacifiers and Security Items Policy

The staff recognizes that some children use these items for reassurance. However, these items should then be left at home. Only for infants and toddlers are certain items allowed.

Lost-and-Found

Lost-and-Found is in the center's office or the church office. Items will remain there for a period of 30 days and then donated to a church-affiliated organization. Please label all children's items.

Transportation

Transportation is to be provided both to and from by the parents or other authorized adult. Due to safety reasons and insurance purposes, a teacher or staff member will not be allowed to transport a child.

In-Home Child Care

Parents may occasionally have a desire for individual staff members to provide in home childcare for their children. Please be advised that The Joyland Learning Center assumes no responsibility for employees who are privately providing services for families.

Playground Rules

NO CHILD will be allowed to remain inside during a regular playground period, except in the case of chronic asthma. A written request for the exception must accompany the child as well as a doctor's note.

- All conduct on the playground is expected to be orderly, courteous, and safe for all children.
- No running on sidewalks or around the buildings.
- Students are not to bring personal toys or play objects as they may become lost or damaged.
- Throwing dirt, sand, or rocks is not acceptable.
- Children are not to climb up the front of the slide and are to sit on their bottoms when sliding down.
- Children are not to climb trees.
- Children are not allowed to "Bump" with the bicycles into other bicycles, people, or gates. Failure to follow this rule will forfeit child's time with the bikes that day.

Once students are dismissed, they are asked **not to stay** in the playground area.

No Smoking

The Joyland Learning Center enforces a strict “no smoking policy”. Please refrain from smoking cigarettes (including e-cigarettes), cigars, pipes, or any other substances in the center, on the property, or within view of the children. This includes any area on the church grounds.

Field Trips

The center does not participate in any off-campus field trips. Special speakers and activities will be brought to the center.

Nap Time

The Joyland Learning Center offers nap / rest time after lunch for any child 3 and under.

Room Parents

Room parents will help The Joyland Learning Center and Lead Teachers communicate information regarding classroom and center wide events to other parents, coordinate special activities and attend monthly room parent meetings. All parents are welcome to volunteer as room parents. To do so, please contact your child's Lead teacher.

Pictures

Individual and class pictures are taken in the Fall at no obligation to purchase. Parents will be notified of the exact date as it draws near. Children at the center may be included in observations, evaluations, pictures, and videos for educational purposes and marketing materials/publications. Those parents who do not want their children to participate in this, can submit a written statement to that effect.

Pets Policy

While families love their pets, sometimes taking them in new environments causes their behavior to change. Some children and people have severe allergies to animals. For this reason, the center requests that **all** pets - not visit the center.

Cell Phones Policy

When dropping off, picking up, and while waiting to speak with a staff member, as a common courtesy, the center requests that parents refrain from talking on cell phones. For the safety of our students, **Do Not Text or Talk on Your Phone While Driving in Our Parking Lot.**

Change of Address

The office should be notified immediately regarding **any** change of home address, telephone number, and/or the parents' place of employment and phone number. All pertinent information, such as a change in doctor, dentist, or a student's allergies, should be made available to the office.

Parking

Every morning when coming, please park your car in the North parking lot. The first three rows of parking are designated for The Joyland Learning Center parents. Please hang the JLC tag on your rearview mirror to indicate that you are a JLC parent. **ALL CHILDREN MUST HOLD HANDS** with an adult while in the parking lot.

Do not drop off your child in the parking lot but walk him/her to the classroom and deliver him/her to his/her teacher. Children are not allowed to roam freely in the building or parking lot. For the child's safety please keep them close to you as you enter and exit the building. **Please do not let your child run ahead of you. If you and another parent stop to talk, kept your child with you.** Walk your child by the hand to his/her classroom and personally hand over your child to your child's teacher. Children will not be allowed to enter class until contact with parent or guardian is made.

1. **Do not** leave children unattended in cars.
2. **Do not** ask our security guard to watch your children in the car.
3. **Do not** leave valuables (purses, cellular phones, cameras) visible in your car.

Staff Requirements Policy

The Joyland Learning Center requires the following of the Executive Director, Assistant Director, Teachers and Assistant Teachers:

- Abuse registry clearance within 30 days of employment
- Completion of local, state, and federal criminal records check within 30 days of employment
- Statement of good moral character
- CPR / First-Aid Pediatric / AED certification
- Department of Children's and Families early childhood 45 hours classes
- Employees must submit a valid driver's license.
- Level 2 Background check with fingerprints

Child Abuse Reporting Policy

Chapter 39 of the Florida Statutes mandates that any person working in a child care facility who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall report immediately such knowledge or suspicion to the central abuse hotline of the Department of Children and Families.

Family Educational Rights and Privacy Act

FERPA gives parents certain rights with respect to their children's educational records. Parents have the right to inspect and review their child's records that are maintained by the center. We are not required to provide copies, unless for reasons such as great distance, it is impossible for the parents to review the records at the center.

The Joyland Learning Center may disclose, without consent, a directory of the student's name, address, telephone number.

Emergency Procedures and Policies

Fire, Natural Disaster and Evacuation:

In the event of a fire or natural disaster, the children will be evacuated according to the center's evacuation plan. The children will relocate to a safe place on campus. The first choice will be the Sanctuary and the second choice will be Zeigler Hall. Other locations may be assigned as appropriate and will be determined based on safety and health issues.

Hurricane Procedures:

In the event of a hurricane, we will contact you via email text and our web page, Joylandlearning.org. We will close if Miami-Dade County Public Schools close.

Lock Down Procedures:

Should the need arise to close the center, while your child is present, The Joyland Learning Center will go into lock-down mode (i.e., an emergency occurring in the immediate area outside the center). This means that your child will be safe with teachers and classmates. Local authorities will be contacted. Parents will be notified that we are in lock-down and when the lock down is lifted, and you are able to pick up your child.

Fire Drills Procedures:

Once a month, at various times during the year, it will be necessary for our classes to participate in fire drills. When the fire alarm sounds, the staff will immediately take the students out the nearest door adjacent to the classroom to a safe distance away from the building. Generally, we are outdoors for only a short period of time.

Rainy Day Policy:

In the event of rain, parents may drop children off under the covered areas.

Unscheduled Closure

If for any reason The Joyland Learning Center must close for the safety of the children, no credit will be given for the time lost. Examples of unscheduled closures are:

- Power loss for an undisclosed time
- Hurricane Warnings

In the event of a hurricane or other emergency center closing, we follow the Dade County School plan. If Miami- Dade County Public Schools close, we will be close. Please refer to local television channels 4, 6, 7 and 10, regarding the Miami-Dade County Public School closures.