



# Parents Handbook

## Table of Contents

Enrollment Policy .....	2
Tuition and Payment Procedures .....	2
Hours of Operation .....	3
Late Pickup Fees .....	3
Arrival and Departure .....	3
Sign In and Sign Out .....	3
Absences .....	3
Holidays and Vacations .....	4
Covid-19 Procedure .....	4
Clothing and Attire .....	4
Personal Belongings .....	4
Supplies .....	5
MARP Schedule .....	5
Meals .....	5
Cleanliness and Hygiene .....	6
Fire Drills .....	6
Toilet Training.....	6
Quiet Time.....	6
Parental Involvement .....	6
Curriculum .....	6
Conferences and Progress Reports .....	7
Basic Rules of the Large Family Child Care Home .....	7
Reporting Requirements .....	8
Indoor and Outdoor Play .....	8
Discipline .....	8
Illness .....	8
Medication .....	9
Medical Emergencies .....	9
Student Records .....	9
Termination Policies .....	9

## **Enrollment Policy**

There are several forms in the Miami Autism Recovery Preschool enrollment packet. This enrollment packet must be completed and returned to us before we can assume the responsibility of caring for your child. This is to ensure that your child will get the very best care possible and to satisfy the record keeping requirement of State Licensing guidelines. **Please note that some children may not have current immunization at time of enrollment.**

All forms will be reviewed annually. If there are changes to any of the forms in the enrollment packet, please notify us so we can update your child's records.

### **The enrollment package must include:**

- Child Care Application for Enrollment Form (CF-FSP 5219)
- Registered Family Child Care Home Health and Safety Checklist (CF-FSP 5274)
- State of Florida School Entry Health Form (Yellow Form DH-3040) AND Florida Certification of Immunization (yellow Blue Form dh-680) OR if you do not vaccinate your child, the Florida Health Department Religious Exemption from Immunization (form DH-681)
- Emergency Contacts Information Form
- Release Authorization Form
- Photo-Video Release Form
- Parent Directory Release Form
- Sunscreen, Diaper Cream & Insect Repellant Authorization Form
- Child's Record Form
- Tuition Form
- Parents Handbook acknowledgement Form
- Non-Refundable Registration Fee (Not applicable if the child only attends Summer Camp)

## **Tuition and Payment Procedures**

The Full Day Program from 8:00 a.m. to 3:00 p.m. is \$450.00 per week. Aftercare is available on a daily basis and for an additional \$10.00 per day (please note that space is limited). A 50% discount will be extended to students who receive ABA therapy (through their insurance) during school hours for a minimum of 20 hours per week (must be 4 hours per day minimum). Please note that the 50% discount does not apply to students on the Gardiner Scholarship and is only valid for one school year (if your child is still on the Gardiner Scholarship waitlist after the school year is completed, you might be able to get an extension of the 50% discount on a case by case basis). There is a \$250.00 Non-Refundable yearly registration fee per child due at time of enrollment. For children attending the aftercare only, the non-refundable yearly registration fee is \$100.00. Payment is due monthly between the 1<sup>st</sup> and the 5<sup>th</sup> of each month. A \$25.00 late fee per day late will apply after the 5<sup>th</sup> of the month until monthly payment + late fees are paid. Weekly payments can be arranged upon request and are due on the Monday of each week. Same late fee as mentioned above will apply if payment is not received by Wednesday of the week the child is attending. For Summer school and Aftercare, payment is due weekly on Monday. Same late fee as mentioned above will apply if payment is not received by Wednesday of the week the child is attending.

The success of MARP depends upon the prompt payment of tuition/fees in order to take care of day-to-day expenses. Tuition and fees are computed with the following factors in mind:

- Snacks and lunches, craft/activity/curriculum supplies, toys, computers for administrative purpose equipment, books provided for the children etc...
- Outside play equipment
- Employees' Wages, Social Security, Medicare, Workers Compensation, Unemployment and benefits
- Employees continuing education
- Employees' paid vacations and paid holidays (see MARP Annual Calendar)
- Building rent, water, electricity, telephone, maintenance, and liability insurance

## Hours of Operation

Full Day Program: 8:00 a.m. to 3:00 p.m.

Arrival: 8:00 to 9:00 a.m.

Dismissal: 2:30 p.m. to 3:00 p.m.

Aftercare Program: 3:00 p.m. to 5:30 p.m. prompt

## Late Pickup Fees

A \$10.00 late pick up fee will be charged per 15 minutes of tardiness after the program hours. A ten minutes grace period will be granted before the fee applies providing this is not a reoccurring habit. **As a courtesy, children staying over during aftercare hours for therapy sessions will not be charged any fees, however if your child is not picked up as soon as the therapy ends, your child will automatically be enrolled in the aftercare program and a \$10.00 charge will apply.** This will be strictly enforced, and habitual tardiness may result in termination of services. Emergencies are dealt with on a case by case basis.

## Arrival and Departure

Drop off is between 8.00 am to 9.00 am. Please make sure to drop off your child on time in order to not disrupt the class activities.

Our normal procedure is to release the child only to his/her parents or legal guardians, or someone the parents or legal guardians designated on the "Release Authorization Form" and "Emergency Contact Information Form". If someone other than the parents or legal guardian is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we **MUST** have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them, then we will need to ask for identification. This is not meant to offend anyone, it is simply a measure taken for the child's safety and protection.

## Sign In and Sign Out

It is required by state law that all parents or legal guardians sign their child in and out each day. For your convenience, a Sign In/Out sheet and pen are located by the entrance door. This gives us a written record of the child's attendance, hours, and the person who picked up the child each day. **For the safety of the children parents will not be allowed inside the school unless invited to do so by a staff member. Drop off and pick up will be done at the entrance door.**

## Absences

Regular attendance is important for your child's success and progress. Please avoid unnecessary absences. Leaving school early or arriving late is a part-day absence. When students are out of school, they miss important group lessons, some of which cannot be duplicated.

Tuition fees are based on enrollment for the entire school year, not on attendance, so fees must be paid during the absence of a child due to illness, holidays, vacation, teacher planning days or for any other reasons.

## **Holidays and Vacations**

MARP follows Miami Dade County Public School calendar, including Thanksgiving Recess, Winter Recess, Spring Break, Holidays, Teacher Planning days, and emergency closures during hurricanes or storms as indicated by local authorities. School Tuitions and copayments are due over the closed days mentioned above. Except for Winter Recess and School Closure due to Covid-19 (see Covid-19 procedure below). Please note that scholarship monthly tuition are fully due regardless of school closure (this include all Holidays, Vacations, teacher planning days, closure due to act of God and closures due to Covid-19). We are open for Summer School except the three weeks in August prior to the new School Calendar year.

## **Covid-19 Procedure**

Any child or therapist with the following symptoms: Fever or chills, Cough, Shortness of breath or difficulty breathing, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting and Diarrhea will not be allowed in the facility and will need a COVID-19 negative PCR test prior to returning to the school (Proof of testing will be required). If your child suffers from a known chronic condition and you are certain he or she is sick because of it, no testing will be required in that case. Same applies to therapists.

**Please note that if any of the staff or children test positive for COVID-19, the school will immediately close. Students and therapists will be required to get tested 5 days after the last exposure and will have to submit a negative PCR test result prior to returning to school. Please note that if a test is taken before the required 5 days incubation time, it will not be accepted. Would you choose not to get tested, then the two weeks quarantine from the time of exposure will apply.**

In the eventuality the school will have to close due to the virus, any remaining amount already paid of any missed days will automatically be rolled over and applied toward a new week. Tuitions and copayments will not be charged for the days their child will not attend due to the virus; however a COVID-19 test will have to be provided for the charges to be waived. Please note that waived charges due to COVID-19 do not apply to scholarship payments, they only apply to school tuitions and scholarship copayments.

**Only Negative PCR test will be accepted to return to school. Negative Rapid Tests will NOT be accepted.**

## **Clothing and Attire**

Comfortable clothing such as T-shirts, polo shirts, shorts, skirts and pants are required. No light up shoes allowed (they contain mercury). MARP does not provide school uniforms.

## **Personal Belongings**

No toys from home will be allowed. If toys are brought, please note that they will be put away for the safety of the other children. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

## Supplies

Parents must supply diapers, wipes, pull-ups, powders/ointments if needed, a complete change of clothes (including socks), and naptime sheet/blanket; sunscreen & bug spray if you want your child to use them. These items will be kept in school for your child's use. Sheet/blanket must be washed weekly by parents. All personal belongings should be marked with your child's name. Eating utensils, cups and dishes will be supplied.

Donations help us keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

- Paper towel and hand soap (only all natural hand soap will be accepted).
- Papers of any kind (copy paper, constructions paper...)
- Plain play dough, water color paints, or any misc. art supplies, such as fabric scraps, glitter, paper plates, etc.

## MARP Schedule

A structured schedule is essential in the positive development of your child and the smooth transitions from one activity to another. We will adhere to our written schedule to the best of our ability. There will be times when we have to make adjustments to the schedule depending on the children level of energy and interests. We appreciate families considering our schedule when picking up or dropping off children. It is better if arrivals and departures do not occur during work time, but when they do, please take note of the fact that children need not to be disturbed. Please come and go as quietly and quickly as possible.

Our daily schedule is as follows (schedule may vary based on the need of each day):

8:00a.m. MARP opens - free choice of activities

8:30 a.m. Bathroom Break and Morning Snack

9:00 a.m. Morning warm up (School Rules, Calendar, Music & dancing)

9:30 a.m. Structured activities (Individualized lessons)

11:00 a.m. Outdoor Play to work on gross motor skills. On rainy days, it will be replaced by indoor play.

12:00 p.m. Bathroom Break followed by Lunch. Once done with lunch, child will be allowed free-play if others are not done eating yet.

12:30 p.m. Regroup for naptime or therapy sessions (OT and/or speech) or board games.

1:30 p.m. Bathroom Break followed by Circle time

2:00 p.m. Art time

2:30 p.m. Dismissal starts - free choice of activities

3:00 p.m. Aftercare activities start

3:30 p.m. Bathroom Break followed by Afternoon Snack and outdoor play

4:30 p.m. Art or Music activities

5:00 p.m. Dismissal starts

5:30 p.m. MARP closes

If your child receives One on One Speech Therapy, Occupational Therapy and/or ABA Therapy, the therapies will be scheduled during activities hour throughout the day.

## Meals

MARP will provide all snacks and lunches for full time students. Meals will be customized based on your child dietary needs. MARP will provide Gluten Free, Dairy Free and Peanut Free meals. Most

food will be home cooked, minimally processed, using all natural ingredients ONLY. Most fruits and vegetables are organic.

If your child has allergies or food intolerances, we must be notified about it in writing. If you choose to bring your child's meal to school, it MUST be Gluten Free, Dairy Free and Peanut Free.

We will always encourage a child to eat what was provided, but we will not force a child to finish everything if he or she does not want to eat anymore.

## **Cleanliness and Hygiene**

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. All employees are required to wash their hands frequently. Plates, bowls or eating utensils are washed and sanitized after each use. Tables and chairs are disinfected throughout the day.

Bathroom is disinfected and floor are swept and moped every day at the end of the school day.

MARP only uses natural cleaning products.

## **Fire Drills**

State law requires one (1) fire drill per month.

We vary the time of day to help the children prepare to evacuate the building quickly and safely.

## **Toilet Training**

We accept children in our program who are not toilet trained. Parents are responsible to toilet train their child at home. However we will assist in the training by systematically taking your child to the bathroom every two hours as part of MARP routine or whenever your child will ask to go. We will always keep your child clean to limit the possibility of diaper rash.

Parents are responsible to supply training pants or pull-ups, as well as extra changes of clothing each day

During toilet training, we ask that your child be dressed in "user friendly" clothing so your child can independently undress himself or herself to go to the bathroom.

## **Quiet Time**

Children will never be forced to systematically nap but will be invited to take a "quiet time". They will be invited to lie down on their individual sleeping mat.

## **Parental Involvement**

Parental involvement is crucial in order to put their child on the path to recovery. Each parent or guardian will be welcome and encouraged to participate in the school daily activities. You will be allowed to spend time with your child during school hours in order to learn the different techniques and methods of interaction used at the school. Free Workshops will be offered throughout the year to help parents learn teaching techniques that can be applied at home. **Initial workshop is mandatory for parents to attend.**

Once a dietary plan is established for each child, it is expected to be followed at home too. Nutrition is a big part of the recovery process and can only be successful if the child's dietary needs are respected.

## **Curriculum**

Miami Autism Recovery Preschool combines concept-driven language instruction with visual supports and treatment method (e.g., ABA, Motor Skills Activities, Floor Time, Hanen Method). Classes are

taught in a natural environment and address social and play skill development, language-based communication, pre-academic skills, activities of daily living, individualized goals and objectives, fine and gross motor and imitation skills, sensory intervention, and behavioral support.

- Pre-Academic Skills
- School Readiness Skills
- Sensory Intervention
- Low student-teacher ratio and small group setting
- Social skills are defined through interaction within the group
- Intensive intervention with individualized instructions, in a supportive environment that fosters meaningful communication and primary school readiness.
- Sensorial and Practical Life activities to enhance motor skills and refine the senses.
- Science is taught through hands-on experiments
- Music is used in the classroom on a daily basis
- Outdoor play allows for practice of gross motor skills and social interaction
- One on One Speech Therapy (available upon request through the child's insurance)
- One on One Occupational Therapy (available upon request through the child's insurance)

## **Conferences and Progress Reports**

Comprehensive evaluations of your child's progress in school are conducted on an ongoing basis throughout the year, and your child's teacher is prepared to sit down with you and discuss current concerns.

Parent-Teacher conferences can be requested and scheduled on demand or initiated by the teacher when deemed necessary.

## **Basic Rules of Family Child Care Home**

There are certain rules that all children will be taught and expected to follow. This is for the safety and well being of everyone.

We realize that a certain amount of wear and tear caused by children is inevitable and expected, however excessive destruction of property will be charged to the parents at the cost of the replaced item.

Children cannot hit, push, bite, grab, kick, spit, and pinch other children or adults. We will assist in redirecting and teaching them the proper behaviors, and give them enough time to master these behaviors, however if there is no significant progress overtime and the safety of other children is at risks, permanent removal of your child from the school might be required. No standing or climbing on chairs or tables or running indoors. There will be no use of obscene, derogatory or disrespectful language or gesture.

Children may not walk around with food, cups or bottles. Respectful treatment of other people and all property is expected. Please support us in the enforcement of these rules, in order to create a better environment for all.

**As per State Law, no smoking is permitted on or close to the premises; this includes Parents and Staff.**

## **Reporting Requirements**

Per law, we are mandated to report to the Department of Children and Families any suspicion of abuse or neglect. Always make sure to let us know when you drop your child off, if he/she has any unexplained cuts or bruises. Injuries will be logged into the child's file.

If you ever feel that MARP is not operating in a safely manner, please bring the matter to our attention. We follow State Licensing safety guidelines and are trained to comply with all applicable State and Local laws.

## **Indoor and Outdoor Play**

Indoor play: When the weather does not allow for outdoor play, the children are invited to use toys such as building blocks or dancing to music to ensure appropriate gross motor activity.

Outdoor play: We will be playing outdoors every day, weather permitted. Please make sure that your child is appropriately dressed for outdoor play at all times. We do not go outside in stormy weather.

We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep their child home.

## **Discipline**

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. We frequently review the rules with the children, so they are all familiar with the guidelines.

Children will not be subjected to discipline that is severe, humiliating or frightening. Discipline will not be associated with food, rest or toileting. Spanking or any other form of corporal punishment is strictly prohibited.

If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

## **Illness**

We do not provide sick childcare. The following illness policies will be strictly enforced, for the health, well being and safety of all concerned.

Sick Child Policy: Under no circumstances may a parent bring a sick child to MARP, if the child shows any signs of illness (fever of 101 degrees F or higher, communicable disease, diarrhea with three or more watery stools in 24 hours, vomiting on two or more occasions during the past 24 hours, draining rash, eye discharge or pinkeye, lice or nits), or is unable to participate in the normal routine and regular MARP program.

In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children and a parent will be called immediately and is expected to come pick the child up within one hour (60 minutes) from the call. If the parent cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

For the health and safety of our staff and other children in our care, a child may not return until he/she is clear from all symptoms for 24 hours or with a doctor's authorization to return.



## **Medication**

MARP staff will not administer ANY medication, either it is a prescription or over-the-counter. Only diaper cream, sunscreen and mosquito repellent can be applied during school hours.

## **Medical Emergencies**

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owner/operator of MARP will not be held liable for any sickness/injury of either parent/guardian or child while on the facility premises.

## **Student Records**

All Student Records, including Progress Reports, Student Releases, Teacher Recommendations, Health Records, and all information pertaining to student records are official/confidential MARP records and copies and/or originals are kept in the student's Folder. All requests for school records must be referred to the Administration who approves the release of any student records.

## **Termination Policies**

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up of your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to MARP after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet your child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

We will give two week notice of termination for which full tuition is due, whether or not the child is in attendance. MARP reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the staff or other children in attendance.

## **Revision to Handbook and Handbook Acknowledgement Form**

This Parents Handbook and accompanying Acknowledgment Form will be revised annually. All families will sign a new enrollment packet each year. We reserve the right to make changes in rates and policies at any time with prior notice.