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Embracing and Guiding One Child at a Time™

Please visit web site  
[www.hislovinghandsacademy.org](http://www.hislovinghandsacademy.org)

# Parent Hand Book

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## **MISSION STATEMENT and STATEMENT OF FAITH**

We would like to take this opportunity to welcome you to His Loving Hands Christian Academy and give you a brief summary of our philosophy and beliefs pertaining to Christian education. We believe that a Christian school is a logical alternative for parents who are seeking a quality education for their child in a Christian environment.

The faculty and staff at His Loving Hands are dedicated to the Christian school ministry, however, we alone cannot teach your child. We believe the home, church and school must all contribute to the spiritual growth and development of the child.

Proverbs: 22:6 "Train a child in the way he would go, and when he is old he will not depart".

Our Mission here at His Loving Hands is to provide spiritual, physical and mental services to all children in need, regardless of race, nationality, gender or religion. Helping each one to develop to their full potential, whether it be through music, art, technology or academically. Our mission is to help empower them with all the tools they may need to succeed in society.

We hope that each parent with a child in attendance at His Loving Hands will uphold our commitment to a quality education, respect for authority and reverence for God.

### **REMEMBER YOUR CHILD CANNOT START SCHOOL WITHOUT FORMS LISTED BELOW AND ALL REQUIREMENTS ARE MET!**

- Enrollment Packet
- Brochure on Influenza Virus
- Emergency Contact Card
- (HRS) 3040 Yellow/White Form - Health Form (your physician will provide)
- (HRS) 680 Blue Form - Immunization Form (your physician will provide)
  - ✚ Health forms must be updated every two years.
  - ✚ Immunization forms must be updated yearly or prior to the expiration date determined by the child's doctor.

## **PHILOSOPHY STATEMENT**

His Loving Hands Christian Academy encourages a learning environment that stimulates and nurtures your child's growth and development. This unique learning environment includes the careful integration of contemporary styles of learning through teacher directed activities. We believe that each child should be provided with experiences for self-esteem which are essential in the adjusting, exploring, and growing stages of child development. This approach ensures that each child's learning experience has been nurtured with developmentally appropriate supports, accommodations and adaptations that meets their individual need.

## **OPEN DOOR POLICY**

His Loving Hands Christian Academy welcomes you and your family without regard to your race, creed, color, sex, national origin, physical and mental disabilities, or marital status. We encourage you to visit our center at any time to observe and stay involved in your child's daily life at our school.

## **Discipline Policy**





Discipline is an important part of our program. We teach discipline through democratic procedures which are based on mutual respect, and considering the child's rights at all times. We do this by offering choices and showing appreciation for good behavior. Under no circumstances will physical punishment of any kind be allowed as a disciplinary procedure. If disciplinary problems get to be a non-acceptable situation, a parent/teacher conference will be arranged to discuss the problem and alternative solutions. In some instances, the student will be given a leave from school, until behavior has improved.

## **EXPULSION POLICY**

After 5 missed or late payments a child's care will be up for review. After said reevaluation if a pattern is found the child will no longer be allowed to attend this center.

School hours are from 7:00am-6:00pm. If a long pattern of late pickup with no explanation or prior notice is established this child will not be allowed to attend this center. Prior notice being a minimum of 3hrs before pickup.

All staff must be treated with respect and common courtesy. If a parent/family member cannot be civil when and if a problem or disagreement occurs that person will no longer be allowed to enter this center. If the problem persists with other parent/family members the child will no longer be allowed to attend this center.

-  The expulsion policy does not apply to EHS students per the Scope of Work.
-  If a disagreement or problem arises a solution will be reached with the help of the EHS family advocate.
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## **GOALS FOR CHILDREN**

His Loving Christian Academy is a quality program which values everyone; the children and their individual needs, their parents, and our employees. We are committed to provide the best service to all of the children and families we serve.

It is the goal of our center to provide:

A program that is individualized to meet the needs of every child.

➤ An environment that is safe and orderly and contains varied and stimulating toys and materials. The opportunity for children select activities and materials that interest them, as children learn by being actively involved.

### **Days/Hours of Operations:**

Friday, from 7:00am – 6:00pm. We are closed the following holidays.

New Years

Dr. M.L.King Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

His Loving Hands will also be closed days Miami-Dade County deems closed due to emergency situations, such as hurricanes, etc.

### **ADDITIONAL CHARGES/LATE FEES** – His Loving Hands Christian Academy operates from 7:00am -6:--pm.

If any legal parent/guardian knows that they will be late must inform the school director as soon as possible. We understand that emergencies happen and therefore we do not charge any late fees for emergencies late pick up. We will charge \$5.00 per minute, per child that is pick up late, that is non-emergencies. Emergencies such as, accident, flat tire, etc. Therefore, please try to arrive within a reasonable amount of time.

### **INCLUSION POLICIES**

His Loving Hands Christian Academy believes in providing appropriate education in the least restrictive environment for children with special needs by allowing them the opportunity to interact and learn together with non-disabled children. We provide an "inclusive" educational environment in which all children can succeed and enable children with disabilities to develop autonomy, independence, competency, and confidence.

**Our program ensures that we**

- provide all children with accurate developmentally appropriate information about their own and others' **disabilities** and to foster understanding that a person with disabilities is different in one respect but similar in many others.
- enable all children to develop the ability to interact knowledgeably, comfortably, and fairly.
- provide support and information related to developmentally appropriate practices to families of children with special needs.

Learning Centers – Learning centers encourages children to explore all the areas including: art, blocks, dramatic play, science, manipulatives, language, writing, and computer centers. Children are monitored by teachers, and all materials and equipment in each area are displayed in a manner that promotes individual and independent play.

Practical Life - All children are encouraged to behave independently according to their individual development level. The staff encourage children to problem solve creatively, to learn to accept and appreciate diversity, and negotiate for what they want when it is in conflict with another's desires. Staff will assist children in areas of practical life and self-help skill development by providing activities that encourage using undeveloped skills. The goal for children of all ages is to promote positive self-esteem and competence. Whether buttoning, pouring, folding, preparing food, or cleaning a table, children experience real life situations and activities that encourage them to expand their independence.

Circle Time – Circle time provides the children with the opportunity to interact with each other as a group. During this time, we will learn calendar skills, weather skills, sing songs, play games, read stories and learn about each other. During this time, the teacher will prepare children for the day and review the letter, number, theme, and color of the week.

Arts and Crafts – The majority of our projects are focused around the holidays and theme units. Arts and Crafts projects stimulate a child's mind to be creative. These activities also assist in the development of fine and gross motor skills. Children also achieve a sense of pride and accomplishment through the development of projects. Our program is filled with hands-on learning activities as well as open-ended art activities. Open-ended art allows the child to explore the use of various materials and processes and enjoy what happens. Craft projects are designed to help the children develop their creativity and the use of specific skills. Uneven or lopsided projects are to be expected from children of this age. The children are in the process of learning. It is the "process not the product" that is important. Please keep this in mind and treat all of your children's projects as masterpieces!

Letters and Numbers – Children will learn to recognize, identify, and eventually write the numbers and letters. We will concentrate on one letter and number each week. During this time, many of our songs, crafts, and games will focus on the letter and number of the week.

Specials – Specials will include math and science activities. Math skills will focus on number recognition, counting, sequencing, patterns, charts, and addition. Science will consist of simple science experiments usually focused around the theme of the week.

Manipulatives – Manipulatives develop organizational skills like sorting, counting, comparing, classifying, matching, and shape recognition. Children integrate concepts through more physical involvement. By using more senses, children form more associations and learn.

Sensory Experiences – Children will be provided with a wide variety of hands on, concrete, real world sensory experiences appropriate for the child's age and stage of development. They will learn about all of their senses and how to use them.

Computer Skills - appropriate for each child's age and developmental level will be introduced and reinforced.

Kindergarten Readiness – Children will be taught the necessary skills to ensure success in kindergarten.

#### **Disability Non-Discrimination Statement**

Reasonable accommodations will be provided for qualified children with disabilities upon request, as specified under the Americans with Disabilities Act. Americans with Disabilities Act discrimination issues should be referred to: OFFICE ON THE ADA CIVIL RIGHTS DIVISION, US DEPT OF JUSTICE, PO BOX 66738, WASHINGTON DC 20035- 9998, (202) 514-0301.

#### **Individualized Education Plans**

His Loving Hands Christian Academy is committed to working in partnership with families whose children have Individualized Family Service Plans (IFSP) or Individualized Education Plans (IEP). We will attend IFSP or IEP meetings when requested by parents. A copy of your child's IFSP or IEP is kept on file at the center. Teachers refer to the child's plan to support the goals and objectives within the classroom. Additionally, we will collaborate with all professionals providing services for children with IFSP's or IEP's. We will support parents in the services they request for their child and will make reasonable accommodations to support their services within the center. All fees charged by any consultants or professionals are the responsibility of the family.

#### **BEHAVIOR PROBLEMS**

His Loving Hands Christian Academy will make every effort to work with the parents of children who are having behavior problems; however, we are here to serve and protect all of our children. Children displaying behavior problems, which have been determined to be upsetting to the physical or emotional well-being of another child may require the following action.

- **Initial Consultation**  
The director may require the parents of that child to meet for a conference. The problem will be discussed and defined on paper. Goals will be established, and the parent will be involved in creating approaches towards solving the problem.
- **Second Consultation**  
If the initial plan for helping the child fails, the parents will again be required to meet with the director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.
- **Suspension**  
When the previous two attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from child care indefinitely. The director may immediately suspend a child at any time he/she exhibits a behavior which is harmful to him/herself or others. A parent may be called from work at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. That parent may be asked to take the child home immediately.

Occasionally a child's behavior is excessively disruptive or harmful to individual children or the class. If the teacher and director concur that they need additional support and expertise to best meet a child's needs, some or all of the following steps will be required of the family:

- *Additional parent/teacher conferences* will be held. The purpose of the conference is to clearly define the problem, re-examine possible causes, brainstorm any changes the staff and/or family can make and reinforce consistency between home and school.
- *Schedule Adjustment*- the site director and teachers may determine that an adjusted schedule (for example, shortened hours or different arrival time) is in the best interest of the child. Families may be requested to come to the center to speak directly to their child about expectations for behavior at school, or may be asked to take their child home for the remainder of the day. Typically these are interim measures until there is a resolution of the issues.
- If the continued enrollment of the child, after the aforementioned interventions, poses a risk to the health and/ or safety of other children, parents or center staff members or continued enrollment of the child constitutes an undue burden on the Center's resources, the child will be dismissed.

Child Care Services is committed to seeking solutions for difficult situations with children and families.

#### **CONFIDENTIALITY**

His Loving Hands Christian Academy keeps certain information on file regarding children, families, and staff which may be considered personal in nature. Staff is expected to maintain this information in confidence and not discuss it or release it to persons outside the center unless prior written permission has been obtained from the parties involved. Staff will also refrain from discussing confidential information concerning staff, the center, or its families among themselves unless it has direct bearing on the welfare of the children. If by any chance there is a serious issue to be handled, a parent/teacher conference is to be set up by the director on behalf of the student's teacher. Any employee not following our specific guidelines and causing continuous problems will be reprimanded or expelled.



## **UNIFORM**

The children are required to wear the school uniform every day.

## **CLOTHING CHANGES**

Please keep a change of clothing in a zip lock bag marked with your child's name in your child's cubby for those emergency moments.

PLEASE LABEL EVERY ITEM VERY CLEARLY WITH YOUR CHILD'S NAME!

## **PILLOWS, BLANKETS**

All of the items brought for nap time must be labeled with your child's name and must be taken home on Fridays to be washed.

## **Parent/Teacher Interaction**

Parent-Teacher conversations: Parents and teachers need to communicate! Please feel free to talk to your child's teacher at school or drop a note at the office requesting a conference or a note of response.

Parent visits during school hours are welcomed and encouraged. There are many opportunities during the school year for parents to help in projects and field trips.

## **SAFETY AND SECURITY**

Your child's safety is a top priority at His Loving Hands Christian Academy. The doors to our facility remain locked throughout the day. Children must be signed in and out upon arrival and departure. Children may be released only to those persons authorized in writing by the parent/guardian. Identification will be required when someone other than the parent or guardian will be picking up a child.

## **INDIVIDUALS PERMITTED TO PICK UP CHILDREN**

In accordance with state law, we must have on file the names, addresses and telephone numbers of the individuals permitted to drop off and collect your child from our school. If someone arrives to collect your child and we have not been notified and their name is not in the child's file or Emergency Contact Card, we cannot allow your child to leave with them. If you know that someone that is not on the list will be picking up your child, please inform us ahead of time and inform us. Children will not be dismissed to anyone other than the authorized persons without written consent and identification.

## **DRUG INDUCED/INTOXICATED PARENT**

If an adult arrives at the school to pick up and transport a child by motor vehicle, and the staff person in charge considers the person to be drug induced/intoxicated or otherwise physically impaired, and not able to safely operate a motor vehicle, the child will not be released to the individual. The staff will contact another parent or other adult listed on the enrolment form to arrange alternate transportation. If this transport is not possible, staff will contact the Department of Children and Families for further direction. In the event the intoxicated person does not comply, the police department will be notified.

### **NON-SUPERVISED VISITATION**

In the event that a non-custodial parent wishes to visit the child at the school and there has been no court ruling indicating supervision is necessary, the School will require that the custodial parent provide written permission that such visits are to be permitted. If permission is denied, the non-custodial parent will have to look to the courts for modification and the specific right to visit at the school. If this arrangement becomes upsetting or fearful for the child or the other children in the classroom, the situation will be discussed with both parents, and the school may change this arrangement in order to restore calm at school.

### **CRITICAL INJURIES**

In health emergencies that require rapid medical response or immediate medical attention (911 or immediate hospitalization is required) The parent or legal guardian will be called and told what hospital the child and accompanying staff member were taken to. Parent/guardian will be handed a detailed incident report as soon as he or she arrives.

### **INCIDENTS AND ACCIDENTS**

No matter how careful and safety-conscious we are, there will be times when incidents or accidents may occur. Parents or guardians shall be notified immediately of any illness or injury to their child and specific instructions regarding action to be taken shall be obtained. It is crucial that the information on your enrollment form and emergency contact card is accurate. If the parents or person designated to be called in case of emergency cannot be reached, the director or staff in charge will contact the next individual on the emergency list or take appropriate action. Immediately after an incident or accident occurs, the teacher will complete a report in its entirety, sign, date, and time it. It will then be given to the director to be reviewed, signed, dated, and timed and to the parent during dismissal.

### **PRESCRIPTION MEDICATION:**

His Loving Hands Christian Academy does administer medication of any kind.

### **PROCEDURES FOR PROTECTION FROM CONTAGIOUS DISEASES/ILLNESS**

Children in care shall be observed daily for signs of communicable disease. Any person suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed. That person may not return without medical authorization or until the signs and symptoms of the disease are gone/no longer present. The child's condition shall be reported to the custodial parent/legal guardian. After notification the custodial parent/legal guardian or other authorized person will be expected to retrieve the child as soon as possible.

**EXCLUSION GUIDELINES**

We will exclude children with the following illnesses or symptoms. We strongly encourage parents to keep a child at home who does not feel well enough to participate in the daily activities at the center.

<b><u>Illness/Symptoms</u></b>	<b><u>Excluded Until</u></b>
Fever	Fever is gone
Diarrhea and vomiting	Symptoms are gone/Clearance from doctor
Chicken Pox	Lesions scabbed over
Conjunctivitis	24 hours after treatment begins
Impetigo	Clearance from doctor
Hepatitis	Clearance from doctor
Lice	Nit free

**CELEBRATIONS**

We celebrate the following holidays: Valentine’s Day, St. Patrick’s Day, Easter, Passover, Mother’s Day, Father’s Day, Thanksgiving, Hanukkah and Christmas, Dr. Martin L King. If your child is not allowed to celebrate these holidays, please inform us prior to the celebration so that proper arrangements can be made.

**PHOTOGRAPHS**

We take photographs of our children throughout the year during special activities and/or regular school activities. The following are some examples of what we use our photographs for:

- Teaching purposes
- Encourage self-esteem
- Display in classroom and bulletin boards
- 
- Make school albums
- To document memories of special activities
- Our Newsletter

Please be aware that any photographs taken of your child are for the sole purpose and use His Loving Hands Christian Academy and any request for its use outside our school will be notified to you immediately.

**PHOTOGRAPHY AND VIDEOTAPING POLICY**

Parents, children and visitors are not allowed to photograph and/or videotape during their visit at our center. If it is observed that photographing and videotaping is taking place, then the equipment will be confiscated and will become property of His Loving Hands Christian Academy. The taking of photographs and/or videos with camera phones – without the expressed permission of the person being photographed – is strictly forbidden in school. Photos and video images of students and staff are classed as personal data under the terms of the Data Protection Act 1998.

Birthday parties are a wonderful experience for young children. Our children are welcome to share their birthdays with their classmates. Please keep this occasion simple but meaningful to your child. All arrangements must be made with director at least 1 week in advance. Parties will be held during snack time from 2:30 – 3:00 pm. Parents must be here on time and supply all of the party supplies. Parties can only last half an hour because of our staff's daily schedule and clean up routine. If you do not notify us in advance, we cannot guarantee that the birthday celebration can take place. No exceptions will be made. Below is the list of party supplies that the parent may bring to the celebration. Please remember we do not provide any party supplies.

### **NATURAL DISASTER**

In the case of a natural disaster, which would not permit us to leave the building, the children will be moved to interior areas that do not have windows or rooms which have hurricane proof windows or shutters. We will follow the decision of Dade County Public Schools regarding the closure of schools. Parents will be called and asked to pick up their child immediately if there is a need to evacuate the center.

### **NUTRITION**

Nutrition is a very important factor for the growth and development of a child. Young children are experimenting with food, as with everything around them. Parents must provide a nutritionally balanced lunch for their child. His Loving Hands Christian Academy will provide a healthy breakfast, and afternoon snack, if it is needed for your child.

### **GRIEVANCE PROCEDURE**

- First, the director will speak with the parent in an informal manner to solve any conflicts.
- Second, the director will receive a description stating the conflict and will provide possible solutions to help solve the conflict.
- If the conflict continues, a report must be made and signed by the parent and director. A five-day period will be given for the conflict to be solved.
- If after the five-day period, the conflict continues the conflict will be resolved by the director.

### **CHILD ABUSE REPORTING REQUIREMENTS**

Chapter 39 of the Florida Statutes (F.S.) mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, neglected, or abandoned by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families.

Failure to report suspected child abuse is punishable by law and any person charged with such negligence is subject to felony charges. Children at Children of the Sun Academy are checked every morning upon their teacher's arrival. If any odd markings are noticed and there are suspicions of child abuse, an incident report will be made and the child abuse hotline will be notified immediately.

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_ have received in writing His Loving Hands Christian Academy Parent Handbook. I have reviewed the handbook, understand the guidelines, policies and procedures and agree to comply.

Printed Name: \_\_\_\_\_ Parent/legal Guardian Signature:  
\_\_\_\_\_

Date: \_\_\_\_\_