

ACADEMIR CHARTER SCHOOL INC. PRESCHOOLS

# PARENT HANDBOOK

# 2025-2026



ACADEMIR CHARTER SCHOOLS INC. PRESCHOOLS

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# WELCOME LETTER



Dear Parents and Guardians,

Welcome to AcadeMir Preschool. We are delighted that you have chosen our school to begin your child's educational journey. Early childhood is one of the most important stages of development, and we are honored to partner with you in providing a strong foundation that will support your child's future academic and personal success.

At AcadeMir Preschool, we are committed to creating a safe, nurturing, and engaging learning environment where every child is valued and encouraged to reach their fullest potential. Our program focuses on educating the whole child, supporting growth in social, emotional, physical, and cognitive development. Through developmentally appropriate instruction, hands-on exploration, and meaningful learning experiences, our students develop the skills, confidence, and curiosity necessary to become lifelong learners.

Our highly dedicated educators work to create classrooms that foster creativity, independence, collaboration, and problem-solving. Through our bilingual and research-based early childhood curriculum, children are encouraged to explore their environment, build relationships with peers, and develop the foundational academic and social skills necessary for kindergarten readiness.

We believe that family engagement is a vital part of a child's success, and we value the partnership between school and home. By working together, we can create a supportive and positive learning community that nurtures each child's growth and development.

This Parent Handbook has been developed to provide families with important information about our preschool program, school policies, and procedures. We encourage you to review the handbook carefully and keep it as a reference throughout the school year.

Should you have any questions or need assistance at any time, please feel free to contact the school office at (305) 221-0059 or visit the main office. Our staff is always available to support you and your child.

We look forward to a wonderful year of learning, discovery, and growth together.

Warm regards,

AcadeMir Preschool Administration  
AcadeMir Charter Schools, Inc.

# ACADEMIR PRESCHOOL



## **HISTORY**

Academir Preschool Learning Center opened its doors in 2001 with just two classes totaling 38 students. Rapid growth followed, leading to the establishment of Academir Preschool II in 2004, accommodating 100 students. Encouraged by substantial demand, we launched Academir Elementary in 2005 as a private school with 150 initial enrollees. By 2006, the preschool had expanded to a third location, and in 2009, this center briefly closed to relocate. It reopened in 2010 at a new, custom-built site, serving 150 students with a significant waiting list.

In a strategic shift in 2010, we transitioned Academir Elementary into the Academir Charter Schools, Inc. The first of these, Academir Charter School West, began with 95 students and expanded to a full capacity of 618 students by the following year. The success of this initiative led to the opening of nine more schools from 2015 through 2025, continuing our commitment to educational excellence and community service.

## **MISSION**

At Academir Preschool, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to guide, stimulate, and encourage each child's own individual social, emotional, physical, and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

## **VISION**

The vision for Academir Preschool is to provide students with a challenging and rigorous curriculum enabling students to be well prepared for higher education and life through adherence to an unwavering mission, shared purpose and clearly articulated goals. Students will experience a curriculum that is bi-lingual and developed to fit each child's level with programs designed to help each child learn language, math, science, social studies, art, and music. APLC III envisions that students will enter primary school prepared with the tools to master and excel well above Florida Standards.



## **PHILOSOPHY**

AcadeMir Preschool's philosophy is to fully prepare students to carry the torch of knowledge through its proven curriculum, as well as the freedom and prosperity that is passed from generation to generation in this great country. Encouraging the use of innovative learning methods is a vital part of providing an educational program that truly meets the needs of all children. All learners possess areas of strength and areas of weakness and therefore, they express and receive knowledge in many ways. Effective teachers understand the need to differentiate instruction for all students for learning to occur. Understanding a student's area of intelligence, learning style, and/or learning preference is one way teachers can positively impact a student's ability to learn. The role of the teacher is to observe what their students are doing, figure out why they are doing it that way, and to give them the right kind and amount of information and feedback so they may solidify their learning and perform what they have been taught. Students must be able to make sense of what is taught if they are going to apply their learning in other situations.

## **CURRICULUM AND PROGRAM**

At AcadeMir Preschools, our early childhood program is designed to provide a nurturing, engaging, and developmentally appropriate learning environment where young children build the foundational skills necessary for lifelong learning. Our program focuses on the whole child, supporting growth across academic, social-emotional, physical, and creative domains. Our curriculum aligns with the Florida Early Learning and Developmental Standards (FELDS) and incorporates best practices in early childhood education. Instruction is designed to promote school readiness while fostering curiosity, independence, and a love of learning. AcadeMir Preschool also offers a bilingual learning environment that supports language development and cultural awareness. Through meaningful interactions and engaging experiences, children develop communication skills that strengthen both language acquisition and cognitive development.

## **CURRICULUM APPROACH**

The curriculum at AcadeMir Preschool focuses on building strong foundations across key learning areas including:

- Language and Literacy
- Early Mathematics
- Science and Discovery
- Social Studies
- Creative Arts and Music
- Social-Emotional Development
- Physical Development



Learning is viewed as an active and meaningful interaction between children and their environment. Teachers intentionally design activities that encourage exploration, creativity, and discovery while supporting each child's individual developmental level and learning style. Instruction is differentiated to support all learners, including children with diverse learning styles, linguistic backgrounds, and developmental needs. Teachers provide guidance, adaptations, and individualized support to ensure that every child has the opportunity to succeed.

Through this balanced approach, children develop critical thinking, communication, collaboration, and problem-solving skills that prepare them for kindergarten and future academic success.

## **THEMATIC AND INTERGRATED LEARNING**

The curriculum is organized using integrated thematic units, allowing children to explore topics in depth while connecting learning across different subject areas. Themes help children make meaningful connections between concepts while engaging in activities that support a variety of learning styles. Through these themes, children participate in experiences that incorporate reading, writing, math exploration, science investigations, art projects, music, and movement. This approach allows students to use their creativity, imagination, and individual talents while developing new skills and knowledge. Teachers clearly plan learning objectives for each theme and design activities that support children in achieving these goals while maintaining an engaging and developmentally appropriate learning environment.

## **DAILY CLASSROOM EXPERIENCES**

Each day begins with Circle Time, a time when the entire class gathers to build community and review previously learned concepts. During Circle Time, children participate in songs, stories, discussions, and group activities that reinforce learning throughout the school year. Children practice recognizing letters, numbers, colors, shapes, and early language concepts while also developing listening skills, communication skills, and social connections with their classmates. Classrooms are organized into learning centers that provide hands-on opportunities for exploration and skill development. These centers may include:

- Literacy and reading center
- Writing center
- Math and manipulatives center
- Science and discovery center
- Dramatic play area
- Block building area
- Art and creative expression center
- Fine motor and sensory activities

# ACADEMIR PRESCHOOL

Children rotate through these centers daily, allowing them to explore their interests, practice new skills, and collaborate with peers in meaningful ways.

Outdoor play is also an essential part of the daily schedule and supports children's physical development, coordination, and overall well-being. Students participate in structured and unstructured outdoor activities that encourage movement, exploration, and social interaction.

## **OUR APPROACH TO PLAY-BASED LEARNING**

At AcadeMir Preschool, we believe that young children learn best through play, exploration, and meaningful interaction with their environment. Play-based learning is a core component of our instructional approach and supports the development of academic, social, and problem-solving skills.

Through play-based experiences, children actively investigate ideas, experiment with materials, and develop a deeper understanding of the world around them.

During play-based learning experiences, children may:

- Build structures and explore mathematical concepts through block play
- Develop language and storytelling skills through dramatic play
- Investigate science concepts through hands-on discovery activities
- Express creativity through art, music, and movement
- Strengthen fine motor skills through puzzles, manipulatives, and writing activities

Teachers intentionally guide play by asking open-ended questions, encouraging collaboration, and helping children connect their play experiences to new learning concepts. Play also supports important social-emotional skills, including cooperation, communication, empathy, and self-regulation. Through positive peer interactions, children learn to share ideas, solve problems, and build relationships.

## **SOCIAL-EMOTIONAL LEARNING AND CHARACTER DEVELOPMENT**

AcadeMir Preschool places strong emphasis on the development of social and emotional skills, which are essential for children's overall well-being and academic success. Teachers create supportive classroom environments where children feel safe, valued, and encouraged to express themselves. Through daily interactions and guided activities, children learn how to:

- Recognize and express emotions appropriately
- Build self-confidence and independence
- Develop positive relationships with peers and adults
- Practice kindness, respect, and responsibility
- Resolve conflicts using communication and problem-solving strategies

Teachers model respectful behavior and help children develop self-regulation skills that support positive interactions and cooperation in the classroom.



## **LEARNING ENVIRONMENT AND CLASSROOM DESIGN**

Classrooms at AcadeMir Preschool are intentionally designed to promote engagement, exploration, and independence. Learning environments are organized to allow children to access materials easily and participate in activities that support their interests and developmental levels.

Classrooms are print-rich environments, where children are surrounded by meaningful print, visual supports, and displays of student work. Visual schedules, labeled materials, and learning charts help reinforce early literacy skills while supporting classroom routines and organization. Materials are rotated regularly to maintain student interest and support ongoing learning experiences connected to the curriculum themes.

## **PROGRESS MONITORING**

Teachers regularly observe and document children's learning and development to monitor progress and guide instruction. Assessment practices are developmentally appropriate and occur naturally during classroom activities and play-based learning experiences.

Student progress may be documented through:

- Classroom observations
- Student work samples
- Developmental checklists
- Portfolios of student learning
- Progress monitoring assessments

Assessment data helps teachers plan meaningful learning experiences, identify areas where additional support may be needed, and ensure that each child is progressing according to their developmental level. Parents receive regular updates about their child's progress through communication, parent conferences, and shared documentation of student learning.

## **SCHOOL READINESS AND KINDERGARTEN PREPARATION**

Preparing children for a successful transition to kindergarten is a primary goal of the AcadeMir Preschool program. Our curriculum supports the development of school readiness skills across multiple areas of development.

Children build important skills including:

- Early reading and language development
- Mathematical reasoning and problem-solving
- Social-emotional skills and cooperation
- Critical thinking and curiosity
- Physical coordination and motor development
- Independence and confidence

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Teachers help children develop the ability to follow directions, participate in classroom routines, work collaboratively with peers, and complete tasks independently. These experiences help children develop the skills needed to enter kindergarten as confident, capable learners ready for future academic success.

## **FAMILY ENGAGEMENT AND PARTNERSHIPS**

AcadeMir Preschool values strong partnerships with families and recognizes that parents play a vital role in their child's education. Ongoing communication and collaboration between home and school help create a supportive environment that promotes student success.

Teachers communicate regularly with families through:

- Monthly classroom calendars and newsletters
- Parent-teacher conferences
- Classroom updates and communication platforms
- School events and family engagement opportunities

Parents are encouraged to share information about their child's interests, strengths, and experiences to help teachers better support each student's individual development. By fostering strong relationships with families, AcadeMir Preschool creates a collaborative community where children feel supported both at home and at school.

## **PROFESSIONALISM & CONTINUING EDUCATION**

At AcadeMir Charter Schools, Inc., we are committed to maintaining a culture of professionalism and continuous learning. To support the growth and effectiveness of our staff, we provide in-house professional development trainings at the beginning of each school year. These sessions are designed to strengthen instructional practices, reinforce school policies, and ensure that all staff members are prepared to provide high-quality education and care. Throughout the year, additional professional learning opportunities may become available. When appropriate, staff members are registered to attend specialized workshops and training sessions that support their professional growth and enhance classroom practices.

To promote collaboration and shared learning, monthly staff meetings are held where participants share insights, strategies, and materials gained from these workshops with the rest of the team. This approach ensures that new knowledge and best practices benefit the entire school community. We strongly encourage all staff members to pursue continuing education opportunities that support their professional development and contribute to the overall excellence of our educational program.



## WHAT A TYPICAL DAY LOOKS LIKE AT ACADEMIR PRESCHOOL

At AcadeMir Preschool, each day is thoughtfully structured to provide a balance of learning, play, exploration, and social interaction. Our daily schedule is designed to support children's natural curiosity while helping them develop routines, independence, and important school readiness skills.

Throughout the day, children participate in a variety of engaging activities that support their development across multiple learning domains. These experiences include teacher-guided instruction, hands-on exploration, collaborative play, and opportunities for creative expression. Children begin their day with welcoming routines that help them transition into the classroom environment and build positive relationships with teachers and classmates. Group activities such as **Circle Time** allow students to participate in songs, stories, and discussions that reinforce important learning concepts.

During **center-based learning**, children have opportunities to explore classroom learning centers, where they engage in activities that promote literacy, math exploration, creativity, and problem-solving. Teachers provide guidance and support while encouraging children to make choices and explore their interests.

**Small group** instruction allows teachers to work closely with students to reinforce learning goals, provide individualized support, and introduce new concepts. These focused learning experiences help strengthen foundational skills while meeting the individual needs of each child.

**Outdoor** play and movement activities are included daily to support children's physical development and overall well-being. Students participate in structured and unstructured outdoor activities that encourage exploration, coordination, and social interaction.

Throughout the day, teachers provide opportunities for reflection, storytelling, music, and creative expression. These activities help children develop language skills, confidence, and a sense of belonging within the classroom community. By providing a balanced and engaging daily routine, AcadeMir Preschool supports children in developing the academic, social, and emotional skills necessary for future success in school.



## **SAMPLE PRESCHOOL DAILY SCHEDULE**

While classroom schedules may vary slightly based on age group and program needs, a typical day at Academir Preschool may include the following activities:

### **Arrival and Morning Welcome**

- Children arrive, greet teachers and classmates, and participate in morning routines and table activities.

### **Circle Time**

- Students gather as a group to sing songs, review the daily schedule, discuss the theme of the week, and practice foundational skills such as letters, numbers, colors, and shapes.

### **Learning Centers and Small Group Instruction**

- Children participate in center-based learning activities including literacy, math, dramatic play, science, art, and block building. Teachers work with small groups to reinforce learning objectives and provide individualized instruction.

### **Snack Time**

- Students enjoy a healthy snack and practice social skills such as conversation, sharing, and table manners.

### **Outdoor Play / Gross Motor Activities**

- Children engage in physical activities outdoors to develop coordination, strength, and teamwork.

### **Thematic Learning Activities Large Group**

- Students participate in hands-on projects connected to the weekly theme, such as science exploration, art activities, music, or storytelling.

### **Lunch**

- Children enjoy lunch followed by a rest period that supports healthy routines and physical well-being.

### **Afternoon Centers and Enrichment Activities**

- Students return to learning centers and participate in enrichment activities such as music, movement, art, or creative play.

### **Closing Circle / Reflection**

- The class gathers to review the day's learning, share experiences, and prepare for dismissal.



## WHY FAMILIES CHOOSE ACADEMIR PRESCHOOL

Families choose AcadeMir Preschool because of our strong commitment to providing a high-quality early childhood education that supports the development of the whole child. Our program combines research-based instructional practices, nurturing classroom environments, and engaging learning experiences that help children build the skills they need for success in kindergarten and beyond.

At AcadeMir Preschool, children learn in a safe and supportive environment where curiosity, creativity, and exploration are encouraged. Our teachers are dedicated early childhood professionals who create meaningful learning opportunities that foster academic growth while supporting children's social-emotional development.

Our preschool program emphasizes:

- Developmentally appropriate instruction aligned with the Florida Early Learning and Developmental Standards (FELDS)
- Engaging play-based learning experiences that promote exploration and discovery
- A bilingual learning environment that supports language development and cultural awareness
- Strong emphasis on social-emotional learning and character development
- Hands-on learning through center-based activities and thematic instruction
- Safe and nurturing classrooms that promote student confidence and independence
- Strong partnerships between families and educators to support each child's growth

AcadeMir Preschool is committed to preparing students for kindergarten by helping them develop the academic foundations, social skills, and confidence necessary for continued success in school.

By providing a well-rounded early childhood program that nurtures both learning and personal development, AcadeMir Preschool creates a positive and engaging educational experience where children can grow, thrive, and develop a lifelong love of learning.

# ACADEMIR PRESCHOOLS



## HOURS OF OPERATION

**Academir Preschools are open Monday through Friday from 7:00am to 6:00pm.**

- Full-Time VPK: 7:30 - 6:00 pm
- Part-Time VPK: 7:30 - 6:00 pm
- Please review the school calendar for holidays and special days that Academir will be closed.

## FLORIDA VPK

We are VPK Providers! If you live in Florida and have a child who turns 4 years of age by September 1, your child is eligible for Florida’s VPK program. The school-year program includes 540 hours of instructional time and begins in August.

The voluntary pre-kindergarten program will help your child acquire and learn basic knowledge and pre-literacy skills. This is a preparatory class for children who will be attending school soon. Prekindergarten or VPK gives children a jump start by preparing them for school and enhancing their pre-reading, pre-math, language and social skills. Children are more likely to be successful in school, if you develop the skills needed to become strong readers at an early age.

## KEY STAFF

ESTHER MIR <b>MANAGEMENT /FOUNDER</b>	(305)225-0444 academirpreschool@yahoo.com
ROLANDO MIR <b>MANAGEMENT /FOUNDER</b>	(305)225-0444 mircscs@yahoo.com
VICKY MIR-RODRIGUEZ <b>MANAGEMENT /FOUNDER</b>	(305)225-0444 vicky@academir.com
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JANET FERNANDEZ <b>DIRECTOR OF OPERATIONS</b>	(305)225-0444 academirpe@yahoo.com
YEISLY QUINTERO <b>DIRECTOR OF STAFF AND CURRICULUM</b>	(305)221-0059 (West) / (305)964-7744 (South) mrsyquintero@gmail.com

# ACADEMIR PRESCHOOLS

## ADMISSION AND REGISTRATION PROCEDURES

All admission and enrollment forms must be completed, and enrollment and tuition fee paid, at every first day of the running month. A late fee of \$15.00 will be assessed if payment is not received by that time. Tuition is always paid regardless of whether the child is in school or not (i.e. sick, vacation, or natural disaster).

Upon enrollment at our school, a **non-refundable** registration fee of \$250.00 is required to secure your child's placement. This fee covers administrative costs associated with the enrollment process and ensures that your child's space is reserved. The registration fee is due at the time of enrollment and is separate from any tuition or other fees. Please note that this fee is non-refundable, regardless of the duration of your child's enrollment at the preschool.

Based on the availability and openings, our program serves children 4 years of age. Children are admitted without regard to race, culture, sex, religion, national origin, or disability. I do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided. If your child has an identified special need, we will require additional forms to meet their needs and communicate with family to create an individual care plan.

At AcadeMir Preschool, the health and safety of all children in our care are of paramount importance. We recognize the importance of immunizations in protecting the well-being of our community. Therefore, we have implemented the following policy regarding non-immunized children:

We will only accept children who have been fully immunized in accordance with the recommended immunization schedule, unless they have a valid medical or religious exemption. Children who are not immunized will need to provide proper exemption paperwork, as required by state regulations, which will be kept in their files.

The following information is required prior to your child's first day of school:

- Student Enrollment Form
- Permission forms and Emergency Medical Authorization (if separate from enrollment packet)
- Child Care Application for Enrollment form
- Florida Health and Certification of Immunization Forms
- Signed policies and procedures

## WAITING LIST

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already enrolled in program will be given priority.

# PARENT HANDBOOK AND POLICIES



As this space becomes a second home for your child, our commitment is to create a secure, nurturing, and home-like environment that fosters their physical, intellectual, emotional, and social development. I encourage you to review the policies of our preschool for a comprehensive understanding. Your child's well-being and growth are our top priorities, and we look forward to partnering with you on this journey.

## **NONDISCRIMINATION**

AcadeMir Preschools will not discriminate and will offer Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation, special needs, or any other consideration made unlawful by federal, state or local laws. It is our mission to ensure that all children are treated equally. Giving all students the opportunity to achieve a high quality early childhood education.

## **INCLUSION**

We believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

## **CHILD ABUSE AND NEGLECT POLICY**

All employees of an Early Childhood Facility are Mandatory Reporters of any suspected Child abuse and neglect. It is a legal requirement that any indication of child abuse and neglect be reported.

## **OPEN DOOR POLICY**

Communication and trust is an essential part of a child's success All parent or legal guardian of a child has the right to inquire about their child with administration and teachers; however, verbal communication and meetings are not to take place during the educational day. If needed, a day and time will be arranged.

## **FAMILY RIGHTS AND PRIVACY**

The revised Family Rights and Privacy Act became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interest will have access to your child's records.

# PARENT HANDBOOK AND POLICIES

## **ATTENDANCE**

Please make every effort to have your child attend school every day. Students must be in class before 8:30 a.m. All authorized adult to pick-up your child must be listed on their enrollment anyone not listed on the form. A written note from a parent or guardian must be sent to the teacher anytime a child returns from an absence. The note should include the date and the reason for the absence. A telephone call may not be made to the school in lieu of a note. If a medical clearance from your doctor.

## **TARDY POLICY**

Promptness is a habit that is encouraged. All students who are not in their classroom rooms at 8:30 are marked "TARDY". The tardy policy has been established to ensure minimum interruptions in the educational process. Parents should assure that children arrive on time. Students may not be dropped off after 12:00 p.m.

## **CHANGE OF ADDRESS OR EMERGENCY CONTACT INFORMATION**

It is vital that the school office be notified of any change of address and/or telephone number immediately. There are times when an emergency requires the Academy having an exact address or phone number.

## **EARLY ARRIVAL & LATE PICK-UP FEES**

Early arrival will not be allowed. If the child(ren) arrive early, they must wait outside with a parent/legal guardian until open time, so please plan accordingly.

We close right at 6:30PM. If late pickup becomes a consistent habit, then termination may be a result if not corrected. Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$1.00 per minute and will be assessed at closing time and will be due upon arrival in cash.

# PARENT HANDBOOK AND POLICIES

## UNIFORMS

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. AcadeMir Charter Schools Inc. Preschools reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians. All students shall wear a school uniform daily.

- Hair must be neat, clean and away from the face. No hats or bandanas are permitted.
- Jewelry is not to be worn in school. We will not be responsible for any lost or damaged jewelry.
- Uniform must be purchased from Ibiley Uniforms and have all required logos
- Shirts must be tucked in at all times

**Tops:** Boys & Girls Polos are available in White, Yellow, Royal Blue

**Bottoms:** Boys: Navy Pants or Navy Shorts

Girls: Plaid Polo Dress, Plaid Skort, Pull-up Culotte, and Navy Pants

**Shoes:** Girls are to wear Mary Jane shoes in black or blue

Boys may wear sneakers (Velcro) Please adhere to school colors

- No Skate Sneakers (Heelys), slip-on sneakers, or sneakers with “lights” will be Permitted.
- No sandals, “ballerinas,” open toe, or platform shoes will be permitted

### Cold Weather Days:

- Navy blue jackets, sweaters and sweatpants are allowed during cold days, Winter wear will be available for purchase at Ibiley Uniforms.

*\*Please write student names on all clothing tags and items.*

### Ibiley Uniform Store Locations:

#### [AMP ACADEMIR PRESCH\(CORAL WAY\)](#)

Ibiley Uniform FIU / Sweetwater Store  
**Address:** 10564 SW 8th St, Miami, FL 33174  
**Phone** [\(305\) 625-8050](tel:(305)625-8050)  
**Email** [support@ibiley.com](mailto:support@ibiley.com)

#### [AMP ACADEMIR PRESCHOOL SOUTH](#)

Ibiley Uniform Kendall Store  
**Address:** 11530 SW 120th St, Miami, FL 33176  
**Phone:**[\(305\) 625-8050](tel:(305)625-8050)  
**Email:** [support@ibiley.com](mailto:support@ibiley.com)

# PARENT HANDBOOK AND POLICIES

Students out of uniform will be sent to the office, and their parents will be contacted to bring the official uniform. If a parent does not bring the uniform, a warning will be given. After three warnings a formal note will be placed in the child's file. Parent/guardian cooperation regarding dress code is appreciated. Students should have enough uniform tops and bottoms where laundry issues should not interfere with the uniform policy.

## **CHANGE OF CLOTHES**

Please send a change of clothes labeled in a plastic Ziploc bag in case of a bathroom emergency. This change of clothes will remain in the student's cubby and will be used if an accident occurs. Please send a new change of clothes as needed.

***\*\*All students attending AcadeMir Preschool must be fully potty trained prior to registration. No pull-ups or Pampers will be allowed. Additionally, please refrain from pacifiers at the center for sanitary reasons.***

## **AUTHORIZATION OF PARENTS OR OTHER DESIGNEES TO PICK UP CHILDREN AND HOW I RESPOND TO UNAUTHORIZED INDIVIDUALS PICKING UP YOUR CHILD**

**A parent has the right to pick up their child, whether they are listed on the enrollment form or not, unless court orders do not allow for this. I will need to have a copy of any court orders.**

Your child will only be released to you or those persons you have listed as Emergency and Authorized pick-up Contacts. If you want a person, who is not identified as an Emergency and Authorized pick-up contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification.

If you have an emergency and need someone not listed on the enrollment form to pick up your child, you will need to call and give verbal authorization and send request and authorization in writing via email. That person will need to show a valid governmental issued ID. Please notify your pick-up person of our policy. If your child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Authorized Pick-up Contacts. We will stay with your child as long as possible, but after 1 hour, 911 will be called and your child will be released into their care.

## **WITHDRAWALS**

A written notice, 2 weeks in advance, is required by us when a child is being withdrawn. Failure to notify will result in additional fees. We will, in most cases, also give a 2-week notice of termination.

If a child is withdrawn without 2 week written notice, a full 2 week tuition fee will be applied. 100% of the child's daily tuition is due for those 2 weeks when the notice is given. Families who withdraw and later re-enroll will be charged a re-enrollment fee.

# PARENT HANDBOOK AND POLICIES

## **PARENT COMMUNICATION AND RESOLUTION**

AcadeMir Preschool values strong partnerships with families and encourages open communication between parents and school staff. We believe that effective communication helps create a positive learning environment where children can succeed. Parents are encouraged to communicate regularly with their child's teacher regarding questions, concerns, or updates about their child's development and classroom experiences.

Communication may occur through:

- Classroom communication log or apps
- Emails or phone calls
- Parent-teacher conferences
- School newsletters and announcements

If a parent has a concern, we encourage the following steps:

1. Speak with the classroom teacher to discuss the concern and work toward a solution.
2. If additional assistance is needed, contact the school administration to discuss the concern further.
3. The school leadership team will work collaboratively with families to address concerns and ensure that issues are resolved in a respectful and timely manner.

AcadeMir Preschool is committed to maintaining a positive and respectful partnership with families and ensuring that all concerns are addressed in a professional and supportive manner.

## **SCHOOL CALENDAR**

AcadeMir Charter Schools Inc, Preschools will follow the public school calendar. Additionally, the school will send home a monthly calendar with all activities and events. Below please find the Holidays and school closing dates.

## **HOLIDAYS AND VACATION DAYS**

We are closed for the following holidays and vacation days:

- Labor Day
- Veterans Day
- Thanksgiving Week Break
- Winter Break
- MLK Day
- Presidents Day
- Spring Break
- Memorial Day

There may be early closings on specific days with notice. Federal and Vacation days are listed above. Parents will be notified with a reminder of these dates well in advance. Families are responsible for finding back-up care for their children during holidays, provider vacations, and planned or unplanned closings

# PARENT HANDBOOK AND POLICIES

## **PAYMENT**

Tuition is due every first day of the running month. Tuition is always paid regardless of whether the child is in school or not (i.e. sick, vacation, or natural disaster).

We accept the following payment methods:

- Cash
- Checks
- Money Order
- Cashiers Check

Please note that all payments must be made in full and on time to ensure the continuous provision of preschool services for your child. Late payments will incur additional fees as outlined in the preschool pricing form. In addition to acquiring late fees, I am unable to provide care until your invoice is paid in full. After the # time of paying late your contract will be terminated.

We appreciate your cooperation in adhering to our payment policy as it allows us to maintain the high-quality care and services for all the children in our care. Thank you for your understanding and support.

## **LATE PAYMENT CHARGES**

Late payments can pose serious problems for our program. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day it is due, a late fee of \$15 will be added for each day that it is late. If your account has not been paid in full within 3 business days, your child may be discharged from our program.

If payment is more than 15 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collection agency. You will be responsible for all expenses associated with these actions, including all court and attorney fees.

## **RETURNED CHECKS & REJECTED TRANSACTION CHARGES**

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee \$35. This charge may be collected in cash. Two or more returned checks or rejected transactions will result in your account being placed on cash only, cashiers check, or money order status.

## **MEDIA USE**

**Social media:** The schools have a Instagram account for the sole purpose of sharing pictures, events and ideas. A signed permission is required from you for us to include you and your child. Please note that after your child leaves our program, their photos may remain on said group page. All information is kept private on the page and will not be used in any other matter, sold or redistributed in any way. Confidentiality is key and we will never release personal information.

## **CLASSROOM TECHNOLOGY**

Technology is an essential part of our curriculum. We have IPADs and laptops. All computers use age appropriate educational games and interactive programs your children can use. In addition, our teachers engage in interactive web sites with the students through the use of smart boards. Classrooms are monitored for appropriate use of technology and it is solely intended for educational enrichment

## **MEALS AND MEALTIME**

**Nutrition:** Meals and snacks will be provided based on the guidelines from the federal national school food program, Breakfast is provided until 8:00 am only. Children arriving after 9:15 am should be fed prior to arrival. Nutritious snacks are offered in the afternoon. Lunch is at 11:45 pm and afternoon snacks are at 3:30 pm. A monthly menu will be posted in the arrival area for your review and available on the school website.

**Special Diets:** Parents are responsible for meals, drinks, and/or snacks for children on special diets. This includes milk replacements and substitutes. All special diets need to be verified with a signed doctor's note if they include major food allergens.

**Infant Food:** Parents of infants are responsible for providing AcadeMir Preschool with a list of foods already introduced and formula being used. Parents are also responsible for providing formula, infant cereal and baby food for your infant.

**Junk Food:** With the exception of birthdays and special occasions, junk food will not be served.

**Seasonal Veggies and Fruits:** We will be offering the children different produce, including local fruits and vegetables.

**Breakfast** - will provided for students arriving between 8:00-9:00 a.m. at no additional cost. At 8:45a.m. our breakfast program will end. Please make sure students arrive with sufficient time if they want to have breakfast.

**Lunch** -Students are required to bring in their lunch in the morning or purchase catered lunch on a monthly basis. It is the parent's responsibility to make sure that children have lunch every day. School lunch may be purchased on a monthly basis by pre-paying at a cost of \$5.75 per day. The monthly cost will vary depending on the number of days in the month.

Menus will be provided on a monthly basis. Students who do not bring lunch or pre-

order lunch will be provided school lunch and the parents will be charged to their account. Parent will be contacted.

**Snacks** - will be provided to students daily at 3:30 pm at no additional cost.

### **ALLERGIES**

If your child has a food allergy, you must notify the school upon registering in writing so that we can make appropriate substitutions and monitor them during meal times. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. A copy should be given to me prior to enrollment. If the child requires an EpiPen due to food allergies please notify the school administration and teacher to ensure the safety and wellbeing of your child.

### **Birthday Celebrations**

Although birthdays are a special occasion, parents wishing to “celebrate” their child’s birthday at school must check with the classroom teacher first. Birthdays will be celebrated during the scheduled lunch time. Please keep birthday “celebrations” simple (mini cupcakes and juice). Notify the teacher if you are planning to bring outdoor lunch, in order to properly notify the parents involved in your child’s class. Parents and families will not be permitted to attend birthday celebrations in class. Teachers will ensure pictures and videos will be sent to the parents.

### **TOYS & ITEMS FROM HOME**

We request that you do not allow your child to bring toys, food, or other items from home. Toys found in the child’s possession will be confiscated and parent will be required to pick it up from school at the end of the day.

Storage, Loss, Damage, or Theft of Child’s Personal Belongings. Each child will have a cubby that they can leave extra clothes and supplies in. In the event that your child intentionally causes damage to my property or theft occurs, you, as the parent, will be responsible for my compensation. please do not send your child with something so valuable that it cannot be replaced. You can look for lost items and bring found items to the lost and found box located in main office. The school is not responsible for lost or stolen items.

## **BEHAVIOR GUIDANCE AND DISCIPLINE GUIDANCE**

At AcadeMir Preschool, we believe that young children learn best in a supportive environment where positive behavior is modeled, encouraged, and reinforced. Our approach to discipline focuses on teaching children appropriate behavior while helping them develop important social-emotional skills such as self-regulation, empathy, and problem-solving.

Teachers use positive guidance strategies to help children understand expectations and develop respectful relationships with peers and adults. Classroom rules and routines are clearly communicated and reinforced in ways that are developmentally appropriate for young learners.

Positive guidance strategies may include:

- Modeling respectful behavior and communication
- Establishing clear classroom expectations and routines
- Encouraging children to use words to express feelings and needs
- Helping children identify emotions and understand the feelings of others
- Redirecting inappropriate behavior toward positive alternatives
- Encouraging cooperation, sharing, and problem-solving among peers

Teachers work with children to resolve conflicts in constructive ways by guiding them to talk about the problem, listen to each other's perspectives, and identify appropriate solutions. AcadeMir Preschool does not permit corporal punishment or harsh disciplinary practices. Discipline practices are always respectful, supportive, and focused on helping children learn appropriate behavior. When necessary, teachers will communicate with parents regarding behavioral concerns and work collaboratively with families to support the child's development and success in the classroom.

### **General Procedure**

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving, help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, and of property, and to learn to understand the results of their actions.

### **Challenging Behavior**

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. Physical restraint is not used or permitted for discipline.

**Redirect:** Children most often squabble over toys and possessions. When this happens, we talk to the children to explain why such behavior is not acceptable and offer suggestions for other toys or activities that will redirect the child's attention and generally solve the problem.

**Privilege Removal:** When children are hurting things such as toys, using the equipment in

an unsafe manner, or fighting over toys etc. The privilege to use the equipment or toys will be taken away from the child, at which time he/she will be redirected to another activity.

**RESPECTFUL BEHAVIOR:** All children and families will be treated with respect and dignity. In return, we expect the same from all families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your child from my care.

### **Suspension and Expulsion**

AcadeMir Preschool staff will conduct observations and documentation of ongoing concerns, progress and accomplishments. This information will be shared with parents/ guardians and action plans will be updated accordingly. If behavior does not improve suspension or expulsion may result.

### **Notification of Behavioral Issues to Families**

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child's individual needs and challenges. We will work together to evaluate these needs in the context of my program. We currently utilize the action plan:

1. Observation of behavior-Redirection, discussion, conscious discipline, positive social behavior activities, ASQ screening, and continued documentation.
2. Conversation with family on behavior, continued documentation and observations.
3. Written action plan for desired behavior may include specialist intervention. We have several specialists in our community that contract with our county to support the process, or private Behavioral Health Consultant.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. We make every effort to work with the family and comprehensive services. We are happy to provide contact information if needed. Examples of such instances include:  
**(Expulsion Policy)**

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on my resources and finances for the child's accommodations for success and participation.

It is important for all children to understand the value of respecting personal property. In the event that a child damages personal property belonging to the school, another child, or a staff member, the following policy will be implemented:

**1. Notification:** The parents or guardians of the child responsible for the damage will be notified immediately. The preschool staff will provide a detailed account of the incident and the extent of the damage.

**2. Liability:** The parents or guardians of the child will be held liable for the cost of repairing

or replacing the damaged property if the damage is greater than \$100 and if the damage is reoccurring. The school will provide an itemized list of the damages and associated costs.

**3. Resolution:** The parents or guardians of the child will be required to reimburse the school for the full cost of the damaged property within 10 days. The preschool will provide a receipt for the reimbursement.

**4. Follow-up:** The school staff will work with the parents or guardians to address any underlying issues that may have contributed to the incident. This may involve discussing behavioral expectations with the child and implementing strategies to prevent similar incidents in the future.

**5. Repeat Offenses:** In the event of repeat offenses, the preschool reserves the right to take further action, including suspension or termination of the child's enrollment in the program.

By enrolling your child in our preschool, you acknowledge and agree to adhere to this policy. We believe that open communication and cooperation between the preschool and parents are essential in addressing and resolving such incidents.

AcadeMir Charter Schools Inc. Preschools reserves the right to update and modify this policy as necessary.

## **HEALTH, SAFETY, AND CHILD SUPERVISION**

The health and safety of every child is a top priority at AcadeMir Preschool. Teachers maintain active and visual supervision of students at all times to ensure a safe and secure learning environment. Staff conduct regular classroom safety checks and monitor both indoor and outdoor spaces to identify and address potential hazards. Classroom materials and equipment are organized safely and appropriately for young learners. Teachers also promote healthy habits by teaching children proper hygiene practices, including handwashing and safe use of materials. Established safety procedures and emergency protocols are in place to ensure preparedness and protect the well-being of all students.

## ILLNESS

AcadeMir Preschools understand that it is difficult for a family member to leave or miss work, but to protect other children and staff, you may not bring a sick child to our program. We have the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the symptoms listed below. This is not an all-inclusive list.

We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive. Child may require a doctor's note to return to childcare. A child may return to school when they have been symptom free WITHOUT medicine for 24 hours in most cases.

- Illness that prevents your child from participating in
- activities. Illness that results in greater need for care than I can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24
- hours. Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Covid-19 and variants. Will have to follow current CDC and MCPH guidelines at the
- time. Hand, Foot, and Mouth. May not return until fever free 24 hours, sores are scabbed, and are old enough to not mouth toys or drool
- RSV, may return with doctor's note and symptom free for 24 hours.

### **Children who have been ill may return when:**

- They are free of fever, vomiting and diarrhea for 24 hours, without medication (since last incident)
- They have been treated with an antibiotic for 24 hours. (except as described above)
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
- The child's physician signs a note stating that the child's condition is not contagious, and;
- The involved areas can be covered by a bandage without drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to my care is required.

**In the event that your child becomes ill and needs to leave care, you will be asked to come pick up your child within one (1) hour.** If your child is injured and requires medical attention, you will be notified immediately. Other emergencies will be handled on a case by case basis and emergency services may be utilized.

### **MEDICATION**

All medications need to be directly handed to us with specific instructions for administration. Medications should never be left in your child's book bag, or with your child to administer on their own. Authorization For Prescription and Non-Prescription Medication form needs to be completed by parent. So that the school can ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- Prescription medications require a note signed by the parent and a written order from your child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician.
- All medications must be in the original container. Please specify the dosage and time(s) to be administered for each medication on the authorization form. Medications will be administered per doctors written order. Meds will be kept in a locked box or in the refrigerator as required. A medication logbook will be kept beside the med box. When doctor order runs out, med is expired or no longer needed it will be returned to parent. This also includes all over the counter meds, creams and drops.

- Non-prescription medications require a note signed by the child's physician. Non-prescription medication will not be administered for more than a 3-day period unless a written order by the physician is received.
- Non-prescription topical ointments (e.g., diaper cream) require a note signed by the Family/Doctor, specifying frequency and dosage to be administered.
- All emergency medication will be not locked up, but safely accessible to staff and out of the reach of children. Examples of emergency medication: EpiPen, rescue inhalers, etc.

No medication shall be given by child care personnel without the signed permission of the parent or legal guardian. All medication must be in the original container with the child's name, name of the physician, medication name, and medication directions written on the label. Non-prescription medication brought in by the parent or legal guardian can only be dispensed if there is written authorization from the parent or legal guardian to do so.

Medications and EpiPens, which have expired or are no longer needed shall be returned to the parent or legal guardian. Prescription and non-prescription medication must be returned at the end of the day to the parent or legal guardian. A new form must be made every day even if the same medication is to be administered multiple days. The only medication allowed to be kept at the school, with a doctor's prescription, is EpiPen.

## **COMMUNICABLE DISEASES**

When a child in my program has a suspected reportable disease, it is my legal responsibility to notify the local Board of Health or Department of Public Health. I will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1
- Virus  
COVID-19
- Any cluster/outbreak of illness

**If you or your child have been diagnosed with illnesses such as, COVID, Hand Foot and Mouth, Influenza, E-Coli or any other reportable diseases, please inform me so that the school can take appropriate measures to disinfect and sanitize the toys and common areas to prevent any further spread.**

## **NOTIFICATION OF ILLNESS, ACCIDENTS, INJURIES, OR OTHER EMERGENCIES**

First aid will be administered by us in the event that your child sustains a minor injury (e.g., scraped knee). You will receive a call and report outlining the incident and course of action taken. If the injury produces any type of swelling or appears to need medical attention, you will be contacted immediately and asked to come to the school.

In the event of a serious medical emergency, the school will take immediately action and call 911 to request first medical assistance. We will try to contact you or an emergency contact, however, If injury results in an emergency transport to the hospital, a staff member will accompany the child until the parent/guardian arrives.

## **SAFETY**

### **Emergency Procedures and School Safety**

AcadeMir Preschool is committed to maintaining a safe and secure learning environment for all students. Staff members are trained to follow established safety procedures and emergency protocols to protect the well-being of every child.

The school maintains procedures for responding to emergencies such as:

- Fire or evacuation situations
- Severe weather events
- Lockdown or security situations
- Medical emergencies

Teachers regularly review safety procedures and conduct drills throughout the year to ensure that students and staff are familiar with appropriate safety responses. Classrooms are equipped with emergency information and procedures to ensure that staff can respond quickly and effectively if an emergency occurs. During any emergency situation, the safety of children and staff remains the highest priority. Parents will be notified as soon as possible if an emergency situation affects the school or their child.

### **Code Yellow/Code Red/Fire Drills:**

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school director announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff exists within the school (Code Red) students, faculty, and staff will comply with all procedures and remain in a lockdown until a school director makes an “All Clear” announcement. Monthly fire drills will take place.

## **EMERGENCY READINESS**

Our School has an emergency plan in place. The plan is activated as soon as a weather or local emergency is encountered. Teachers maintain a binder with all of the students information with them along with battery operated walkies to communicate amongst each other. In case students need to remain in their class for an extended period of time, each class holds an emergency bin which contains the following: battery operated flashlights and radios, first aid kits, gloves, wipes, band-aids, water, cups, plastic bags and maintain a fresh box of snacks. The Director and Office Manager remain vigilant at all times and maintain the teachers and parents updated.

## **CLOSING OF SCHOOLS**

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is at the discretion of the Director. Please note that in case of a natural disaster such as a hurricane, the school will follow the direction of the public school system. If public schools are closed so will our Academy.

## **NOTIFICATION OF ILLNESS, ACCIDENTS, INJURIES, OR OTHER EMERGENCIES**

First aid will be administered by us in the event that your child sustains a minor injury (e.g., scraped knee). You will receive a call and report outlining the incident and course of action taken. If the injury produces any type of swelling or appears to need medical attention, you will be contacted immediately and asked to come to the school.

In the event of a serious medical emergency, the school will take immediately action and call 911 to request first medical assistance. We will try to contact you or an emergency contact, however, If injury results in an emergency transport to the hospital, a staff member will accompany the child until the parent/guardian arrives.

## **SUSPECTED CHILD ABUSE**

Be advised that AcadeMir Preschool teachers and staff are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **CHILD CUSTODY**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## EMPLOYEE CODE OF CONDUCT

At AcadeMir Preschools, we are committed to providing a nurturing and supportive environment for your child. We hold our staff to the highest standards of professionalism, care, and communication. As parents, you can expect the following from our staff:

- 1. Professionalism:** Our staff will conduct themselves with professionalism at all times, treating both children and parents with respect, courtesy, and kindness.
- 2. Open Communication:** We encourage open and transparent communication with parents. Our staff will provide regular updates on your child's progress, well-being, and any significant developments at the preschool.
- 3. Safety and Well-being:** The safety and well-being of your child are our top priorities. Our staff will maintain a safe and secure environment, adhere to all health and safety protocols, and promptly address any concerns regarding your child's welfare.
- 4. Collaboration:** We value the partnership between parents and staff. Our team will work collaboratively with you to support your child's development, address any specific needs or concerns, and foster a positive and inclusive preschool community.
- 5. Respect for Privacy:** Our staff will respect the privacy and confidentiality of your family and will not disclose any personal information without your consent.

We strive to provide the highest quality of care and education for your child, and we appreciate your trust in our staff. If you have any questions or require further information, please do not hesitate to reach out to our team.

# ACADEMIR POLICIES & PROCEDURES ACKNOWLEDGEMENT FORM

1. Parents must provide the child's physical and immunization forms before the starting date.
2. School uniforms must always be worn.
3. Due to the safety of all children, toys, gum, candy, and money, are not allowed in school. Jewelry is not to be worn in school. We will not be responsible for any lost or damaged jewelry.
4. Students will not be accepted after 12:00
5. When a child returns to school from a contagious illness, the school needs a doctor's note stating that the child is allowed to return to school.
6. Medication can be administered as long as the medication is labeled and the authorization form is filled out. (Only 1 medicine per day can be administered)
7. School will be closed on the days mentioned in the academic calenda
8. Natural Disaster: When we are faced with a natural disaster, we govern ourselves by Dade County Public School's policies (if Dade County Public Schools close, so do we; however, we will open as soon as we can regardless of Dade County Public Schools' decision). Call the school for information and remain in touch by subscribing to our "Remind IOI" by entering # (561)283-0512 and texting @academirp to reply with your child's name.
9. The program and schedule of AcadeMir Charter Schools Inc. Are designed to meet the needs of children in all areas of growth within a group setting. If after a reasonable period, a child is not able to adjust to the demands of the group and schedule, or if there are special needs the center is not able to meet, the parents may choose or be asked to withdraw the child from the center.
10. Tuition is due every first day of the running month. A late fee of \$15.00 will be assessed if payment is not received by that time. Tuition is always paid regardless of whether the child is in school or not (i.e. sick, vacation, or natural disaster).
11. Returned checks \$35.00 / a late fee of \$1.00 per minute will be charged if the child remains in the school after pick-up time.
12. Payments made for registration, tuition, events, and books are non-refundable.
13. It is forbidden for anyone (parents, family members, friends, etc.) to utilize pictures or videos of any children other than your own and post them on any social media or for private use.

## **Parent & Student Handbook for AcadeMir Charter Schools Inc Preschools. Parent/Guardian Acknowledgement**

By signing below, the parent/guardian acknowledges that he/she has read and understands the Parent & Student handbook and all of the policies and procedures. The parent/guardian understands that the Parent & Student handbook sets forth the written policies and rules which govern AcadeMir Charter Schools, Inc.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PARENT HANDBOOK ACKNOWLEDGMENT

**Please sign this acknowledgment, detach it from the handbook, and return it to us prior to enrollment.**

We, \_\_\_\_\_ and \_\_\_\_\_ have read and understand all policies and guidelines of AcadeMir Charter School Inc. Preschools.

We agree to abide by all policies stated in the Parent Handbook. We understand that we will be notified in writing of any changes in these policies. Any complaints, concerns, or grievances against AcadeMir Charter School Inc. Preschools will be made in writing and will be followed up in a timely manner.

We also understand that any breach of policies may be grounds to terminate enrollment. A two-week notice will be given in such circumstances unless the infraction is severe enough to warrant termination without notice.

Thank you for acknowledging the policies and procedures we have set up for the safety and welfare of all children in my care. We look forward to getting to know you and your family.

**I have received and reviewed the Parent Handbook. It is my responsibility to understand and familiarize myself with the Parent Handbook and to ask questions if I do not understand any policies, procedures or information contained in the Parent Handbook.**

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Parent/Guardian Signature Date

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Parent/Guardian Signature Date

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Director Signature Date