

# WYNWOOD LEARNING CENTERS

# Parent Handbook

(Revised June 2020)



## “Learn-Play-Grow”

5580 NW 7<sup>th</sup> Ave Miami, FL 33127  
Phone: (305) 603-8865  
1540 NW 111<sup>th</sup> Street Miami, FL 33167  
Phone: (786) 332-3366

The policies contained in this handbook and in the parent contract are strictly enforced and directly affect student enrollment at Wynwood Learning Centers.



Dear Parents,

Welcome to the world of your child's early education. Your child is entering an environment that is warm, secure and challenging; a place in which he/she will grow socially, physically and creatively. The administration and staff of Wynwood Learning Center wants you to feel confident that your child will be in good hands and they will receive the love and care that we believe every child needs to flourish. Your child is learning new academic skills guided by the research based curriculum as well as self confidence in their growing skill.

Wynwood Learning Center is fully licensed by the department of Children-Families and is currently working on acquiring National Accreditation. We want you to feel confident in your early childhood program of choice. All children in our center will be cared for with professionalism and concern for their welfare.

This handbook describes our program, objectives, guidelines and will provide the answers to most of your questions. Since the provisions of the state license limit the number of children enrolled in our center, we suggest you register as soon as possible so that we can ensure a place for your child.

Sincerely,  
WLC Administration

## **About Us**

Based in Miami since 2012, Wynwood Learning Centers has helped many families find a joyful and playful place for their children. Our preschool is a caring place where your child can grow, learn and thrive. Our staff is passionate about caring for and educating young children.

## **Our Mission**

To provide the highest quality educational programming in a safe, nurturing child-centered environment that earns the trust of the children and families we serve.

## **Our Philosophy**

To provide a warm, supportive environment where every child's physical, social, emotional and intellectual development is a priority. Our play-based program's philosophical principles are based upon current best practices for educating young children, knowledge of child development, and theories of child behavior.

## **Our Goals**

- Provide a comprehensive environment that meets children at their unique developmental stage
- Nurture positive self-esteem by providing an environment for successful experiences.
- Encourage emotional development and social skills through providing acceptable ways to express thoughts and feelings, learning to recognize and accept emotions in others.
- Support the physical development of large motor skills through outdoor and indoor activities as well as fine motor development through the use of manipulative toys, blocks, puzzles, writing utensils, and other small instruments.
- Facilitate cognitive development and critical thinking skills by broadening the child's hands-on experiences to increase their knowledge base, concepts and problem solving skills.
- Develop language, literacy skills and multilingual skill and appreciation through stories, music and songs, dramatic play, group discussion, and a print rich environment.
- Foster responsibility for oneself in self-help, health, safety and interpersonal areas and to facilitate appropriate independence.
- Enhance creativity by offering many kinds of materials and experiences in music, art, dramatics and literature.

## **Curriculum**

Our center implements the Creative Curriculum. Activities are geared to the children's chronological age, while allowing adaptations for individual variations in interest, development and experience. The lessons are developed to allow children to engage in activities and interactions of their own preference while providing adult support when scaffolding as needed individually or as a group.

## **Admission Policy**

Wynwood Learning Center admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities made available to the students. Discrimination based on race, color, sex, age, disability, or national origin is prohibited. We will accept most agency assisted financial programs. Enrollment is open to children who are between the ages of 3 months and 9 years old.

**Authorized Release:**

The child will ONLY be released to the parent/guardian with legal custody or persons over the 18 who are designated by the parent on the Emergency Contact Form. The provider will refuse to release the child to anyone not on the list. The provider will require photo identification from anyone that it is not recognized. The providers will not release the child to anyone including the parents/guardians if they suspect the person is under the influence of drugs or alcohol, or any other substance that they feel may pose a threat to the child.

**Sign In/Sign Out:**

Parents/guardians are required to sign their child in each morning and out each afternoon. This serves as a record of attendance in the case of emergency. Every time someone brings in a child or picks up, he or she must sign in/out. Please advise anyone who is dropping off or picking your child up of this policy. To ensure that the provider is in compliance with any court orders pertaining to the custody of the child, the provider requires a certified copy of the custody order. The provider will keep this information confidential and solely for the safety and well-being of the child. If a new custody order is issued or if a restraining order is issued against either parent, the provider will also need this information on file. It is the policy of the provider to remain neutral in all custody matters and the facility may not serve as a visitation site.

**Tuition Payments**

Tuition is due and payable on every Monday. A late payment charge of \$20.00 will be applied for each week your payment is late. We allow one week off without assessed. If your child is out one week or more without prior written approval from administration we will not reserve their space. Interest on overdue accounts, court costs and attorney's fees will be added to your balance if your account is referred to our attorney for collection. Overdue accounts may result in the immediate withdrawal of the child from the program. There is no tuition adjustments for absenteeism if a child does not attend due to illness, family holidays or other absences, or the day care closes due to emergency measures such as Hurricanes - the weekly fee does not change. We do not accept personal check.

**Vacation**

Vacation credits will be allowed for 1 week during the enrollment year, may be taken after six months from the enrollment date. Vacation credits will be allowed for complete week only, not individual days. Please request your credit two weeks prior to your vacation.

**Income Tax Receipts**

In January of each year we will issue child care tax receipts for the previous year. If your child leaves the day care before this time, please ensure that we have your forwarding address and the receipt will be mailed to you.

**Registration**

To reserve a spot for your child in advance of admission, you must submit a non-refundable \$ 50.00 registration fee.

**Additional Charges**

Additional charges for field trips or special events are not included on monthly tuition fee and are charged directly to the parents. Parents should submit their payment to the school Director. Sufficient notice will always be given in these situations.

**Medicals**

DCF requires that all children must have immunizations and physical record in their file within 5 days of enrollment. Medical records need to be updated 10 days before expiration date.

**Attendance**

Each student is expected to be in attendance each and every day to fully receive the benefits of our learning program. Parents MUST notify the center before 9:00 am each day of child/children's absence. No child/children will be accepted after 9:30 am without doctor's note. No exemptions.

### **Days & Hours of Operation**

The center is open Monday thru Friday 7:00 AM - 6:00 PM. All children MUST be picked up by 6:00 P.M. in order to avoid late fee. Your cooperation is greatly appreciated.

**There is a one dollar (\$1.00) per minute charge for pick up after the designated time of 6:00 PM.**

### **Withdrawal**

Parents must come to the office to withdraw any student. Tuition will be charged until a student is formally withdrawn.

### **Closures and Statutory Holidays**

The annual operating schedule of the center, including any closure periods, will vary from year to year. Please see the School Fee Schedule for the current year's exact closures dates.

The center is closed the following Statutory Holidays: New Year's Day, Good Friday, Memorial Day, Easter, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Day. The center Director will post reminder notices before each holiday, and or schedule change.

### **After-School Enrichment Program 2:30 P.M. – 6:00 P.M.**

This is program designed for Children in grades K-3. We offer homework supervision, snacks, outdoor play time, music, and art activities.

### **Open Door Policy**

We strongly encourage parents to visit our center throughout the day.

### **Staff Qualifications**

All staff members at Wynwood learning Center have the required 45 hours and FCCPC training required by DCF. In addition they are all certified in adult, child and infants First Aid and CPR. Every employee is professionally screened which includes, digital finger printing, local law enforcement check, child abuse registry, and child care training before they are hired. The center also offer many in-service training sessions.

### **Parent Orientation Review**

1. Visit the center prior to the first day of school to meet the teacher and introduce your child to his/her new environment.
2. Explain to your child what to expect and answer any question honestly. Talk about the length of time your child will be away from you and how he/she will get to leave the center and go home again.
3. When it is time to say "Good-Buy", do it quickly and firmly and by all means cheerfully. **DON'T SNEAK OUT**. By using this approach your child will be assured that the choice you made is a good one.
4. Take the time to talk to your child about his/her new friends, the events of the day, or about his/her teacher.

5. Understand that is normal for your child to go through a period of adjustment.
6. Convey a positive attitude about school. If you are enthusiastic and happy about the new experience, your child is likely to be also.
7. If a child is having difficulty separating from the parents, arrange to have another adult to bring the child to school in the mornings.

### **Birthday Parties**

We will gladly help you organize you parties at the center. All parties will take place during snack time, which is 2:30pm – 3:30pm. We also ask that you bring disposable items such as plates, cups, spoons and napkins. Please be mindful that small games, hard candies, gums and sodas are not allowed. These items are very hazardous to small kids. Parents are asked to help the teacher clean-up after the party.

### **Drop Off, Pick Up and Visitation Policies**

WLC has an open door policy. Parents are welcome to visit the center at anytime; however, we discourage visitation during nap time, as it disturbs the child's sleep.

WLC policy is that all children need to be in the center no later than 9:00 am (unless otherwise pre-arranged).

We recommend that you establish regular fixed hours for dropping off and picking up your child as children's sense of security depends on a regular routine. For the protection of your child, we must be notified if anyone other than the parent will be picking up your child. Only those people authorized on the Child Release Authorization Form will be permitted to leave the center with your child. We will ask to see photo identification.

### **WE WILL NOT RELEASE YOUR CHILD TO ANYONE WITHOUT YOUR PRIOR CONSENT.**

For your child's safety please provide a photocopy of picture ID from each person allowed to pick up your child, including parents. We do record daily attendance, and expect that parents will notify us if their child will be absent

### **Nutrition**

WLC serves healthy, home-style snacks and lunches. The food is planned in accordance with Florida's Food Guide recommendations. Menus will send home every week with your child and posted in the classroom for the current and following week. Special diets will be accommodated to the best of our ability. Parents of these children may wish to supplement with food from home. In the case of children with severe allergies or complicated special diets, parents may provide all the food necessary for their child. Lunch boxes must be labeled with child's first and last name.

Please do not allow your child to bring gum, candy, or any junk food in the lunch box.

- Breakfast is served between 7:00 and 9:00 A.M.
- Lunch is served between 10:30 A.M. and 12:00 noon
- Afternoon snacks are served between 2:30 P.M. and 3:30 P.M.

**IF YOUR CHILD HAS ANY KNOWN ALLERGIES TO FOOD, PLEASE NOTE ON THE REGISTRATION FORM.**

### **Toilet Training**

The children are given many, regular opportunities to go to the bathroom. Occasional "accidents" are normal in this age group. The teachers will encourage independence with your child by assisting them while they change.

### **Clothing and Possessions**

Children in the Toddler Room may wear clothing of your choice. Two full sets of extra clothing should be left at the School. Please make sure that all clothing is labeled.

Children in the Pre-School program wear the WLC uniform. An order form will be supplied to you upon registration. One full set of extra clothing (of your choice) should be left at the School, running shoes are required.

**ABSOLUTELY NO Jewelry, hair beads, party shoes, flip flops or boots allowed.**

### **Infant/Toddler Care**

- Food, diaper and sundries, enough for one week, are to be supplied by the parents.
- Extra complete change of clothing are especially needed for this age group.
- Pacifiers are acceptable and will be used at nap time and stressful times.
- Every infant will be held when bottle fed.
- Progress reports for infants, young toddlers are sent home on a daily basis.

### **Outdoor Play**

By Florida Law all children are required to be provided with a minimum of 30 minutes of outdoor play. Consequently, we play outside in all weather conditions. To dress your child for outdoor play, we recommend:

- Summer: T-shirts, shorts, closed toe shoes, sunscreen, insect repellent (optional)
- Winter: Pants, jackets, preferably with a hood – no gloves, no scarves, no boots.

### **Rest Time**

Nap time is between the hours of 12:00 noon to 2:30 P.M. depending on the age of the child. Rest Cots and mats will be supplied by the center and sanitized daily after each use. Parents are responsible for taking their child's blankets and sheets home every Friday to be washed and return on Monday. This shall be done on weekly basis.

**No pillows please.**

### **Toys From Home**

WLC is equipped with enough age appropriate toys for very age group. We request that parents leave toys home, unless it is for a special project or occasion. Toys, books, dolls, pencils, cars etc. brought from home are not allowed in the center, especially toy guns! WLC will not be responsible for these items.

### **Field Trips and Outings**

Throughout the year trips will be planned to special places of interest according to the season and potential learning opportunities. These trips may include local areas such as walks to the park or around the neighborhood, or they may involve bus transportation to nearby attractions. We will notify you in advance if the children will be going on a trip that involves a school bus. In such cases, you must sign the permission form provided in order for your child to participate. The cost of the trip is not covered in the monthly fees and you are expected to send payment prior to the trip. Parent volunteers will be required for most of the trips. If the teacher deems that not enough supervision is available, the trip may be cancelled.

### **Health**

The Florida Health Department requires that all children/parents provide proof of up-to-date immunizations, vaccines and physical examinations including Tuberculosis prior to starting the program.

In the best interest of your child and others, the Florida Health Department requires that children with the following symptoms remain at home.

- High Temperatures over 38°C
- Rashes that you cannot identify, or that have not been diagnosed by a doctor
- Diarrhea
- Discharge from the ears

- Discharge or redness in the eyes (pink eye)
- Swollen neck glands
- Vomiting
- Severe cold symptoms - fever, cough, lack of energy
- A contagious condition such as, measles, mumps, chicken pox, lice, scarlet fever
- Unusual paleness, irritability, tiredness or listlessness

Children need to be symptom free for at least 24 hours before they can return to the School. If a parent arrives with their child to the Center and the teacher feels that your child is too ill to attend, the teacher has the right to refuse entry. A physician's note will be required for the child to be re-admitted to the center.

### **Administration of Medication**

WLC will administer both prescription and non-prescription drugs to children in accordance with Florida Legislation. Parents are expected to provide the following:

- Written medical treatment plan, signed by a licensed physician, including the dosage and times a drug is to be administered
- Medication in the original container, clearly labeled with the child's name, name of the drug, the date of purchase and instructions for storage and administration.

### **Other Emergencies**

Our staff is CPR and First Aid Certified. In case an emergency arises, we will look after the welfare of the child/children involved. WLC will follow the emergency medical care policy presented to you the day of your child's enrollment.

### **Hurricane/Storm Procedures**

In the event of a hurricane or other weather emergencies, we will follow the decision of the County Public School, regarding closing. If a closing is deemed necessary during the school day, please pick your child up as soon as possible. There will be no reimbursement for these closings.

### **Parent/Teacher Communication**

There will be many times during the year when we will communicate with you via letters sent home with your child. That is why it is necessary that you check your child's book bag on a daily basis for notes from the teacher or administration, art work, homework, news letters, menus, personal items, etc.

### **Conferences/Open House**

Parent-Teacher conference and open house are held in the Fall and Spring. Conferences are a time when information concerning the child's abilities, needs, and progress can be exchanged. The teachers are also available for additional conferences thought-out the year at the parent's request. Since it is necessary for the teacher to devote her time, we ask that you please contact the Director so she can arrange an appropriate time when the teacher is not responsible for a class.

### **Parent/Teacher Relations**

Bulletin boards near the classrooms will keep you informed of current events, planned activities and articles that may be of interest to parents.

We ask that you please inform us of any special needs which may affect your child's health or behavior. We want to be sensitive to your child's feelings. Even small changes in a child's life may affect him/her.

Any complaints or misunderstandings should be immediately brought to the attention of the Director, so that they can be dealt with promptly and efficiently.

### **Volunteer and parental Assistance**



WLC would like to be an extension of your family. We encourage you to participate and volunteer in school activities. If you are interested in donating your time, please complete the volunteer form and submit it to the Director.

### **Discipline Policy**

Miami Dade County Child Care Code requires a written Discipline Policy to be signed by parents and to be filed at the center. Therefore, we ask you to review our policy, sign the form and return it to us. Your signature indicates that you are aware of the disciplinary procedures and that you approve our policy.

WLC uses progressive and positive approaches to discipline. Support is given in a gentle and loving way to those who need a little reminder. The best discipline is based on mutual respect and consideration for others.

We feel it is important to be consistent and clear in the behavioral expectations we set for the children. The majority of time, for most children, a clear understanding of these expectations is all that is required for good behavior.

When problems arise, our staff uses small, incremental steps to eliminate inappropriate behavior.

1. Clear behavioral expectations are given.
2. A reminder is given.
3. The child is removed from their current setting/activity to a more appropriate or calming setting/activity.
4. Child will be redirected to another activity or given a length of quiet time to allow him/her to calm down.
5. Should behavior become an on-going difficulty, or of a severe nature, the child may be asked to withdraw from the program.

No form of physical punishment will be employed or tolerated. Spanking or any other form of physical punishment is prohibited. Children shall not be subjected to discipline which is severe, humiliating or frightening. Discipline shall not be associated with food, rest or toileting.

A discipline record will be kept on file for any serious or constantly recurring problems, this will enable the Director to evaluate your child's need.

#### It is our policy to:

- Create conditions that are essential to the orderly progression of the class and the center.
- Develop desirable social attitudes.
- Instill the fundamental lessons of self-control.
- Prepare the child for effective participation in life situations.

If we are to teach and students are to learn, we must have a safe, orderly environment in which individuals show respect for one another. To achieve this, we will hold students responsible for their behavior both in and out of the classroom. Teachers, administrators, school staff, and parents must work together as a team with a clear understanding of consistent standards and procedures. We must teach students to be responsible, to make good choices, to respond to each other and to adults in appropriate ways. These are lifelong skills.

### **VPK**

Those students that turn 4 before September 1<sup>st</sup> are eligible to participate in our V.P.K. Program. This is a 3 hour a day State funded initiative that provides a quality Prek-4 education; however, the majority of our students still maintain a full day schedule.

WLC is licensed and our staff is trained to teach the standards set forth by the State of Florida. These objectives are proven to prepare all 4 year old students academically and emotionally for the big step into Kindergarten: Emergent Literacy, Math, Scientific thinking, social studies and language are all part of the daily Prek-4 routine.

**Note to Parents**

We thank you for abiding by these policies. Our parent handbook has been established to describe our programs, objectives, and guidelines to ensure quality child care.

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Parent Handbook Acknowledgment

Section 402.3125(5), F.S., requires that parents receive a copy of the Child care Facility Brochure, "Know your Child care Facility".

Section 65C-22.006(4) (c) 2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by WLC.

On behalf of my child (name)\_\_\_\_\_

I \_\_\_\_\_ (parent/guardian) verify that I have received the above items as well as the Parent Handbook with all of the rules and regulations. I understand and agree to abide by the terms and conditions as outlined in the Parent Handbook dated **June 2020** for Wynwood Learning Center.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date of contract



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

Relationship to my child(ren): \_\_\_\_\_

Contact Information (address and phone numbers): \_\_\_\_\_

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

Relationship to my child(ren): \_\_\_\_\_

Contact Information (address and phone numbers): \_\_\_\_\_

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WLC reserves the right to cancel the enrollment of a child or permanently expel a child for any or all the following reasons:

1. Non-payment or excessive late payment fees (if you exceed more than three weeks)
2. Physical and/or verbal abuse to the staff, administration, or child/children by parent or child.
3. Excessive late arrivals or pick-up WILL NOT BE TOLERATED. Your cooperation is greatly appreciated in this matter.
4. Not providing physical exams & immunizations records when requested.
5. Not observing the rules of WLC outlined in the Parent handbook.

It is the policy of Wynwood Learning Center to provide quality education to all students without regard to race, creed, age, sex, religion and national origin.

I have read and understand all policy information and agree to comply with these policies.

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Parent/Guardian Signature

Date

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Print Name

Student Name

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AUTHORIZATION FOR EMERGENCY MEDICAL CARE

\*IF A MAJOR ACCIDENT AND/OR INCIDENT OCCURS, A STAFF MEMBER WILL IMMEDIATELY NOTIFY PARENTS AND MIAMI DADE FIRE & RESCUE BY TELEPHONE. IF WE ARE NOT ABLE TO CONTACT THE PARENTS WE WILL NOTIFY THE NEXT PERSON LISTED ON THE CHILD'S EMERGENCY CONTACT CARD. IN CASE PARAMEDICS NEED TO TRANSPORT THE CHILD TO THE HOSPITAL A STAFF MEMBER WILL ACCOMPANY THE CHILD. A WRITTEN REPORT WILL BE COMPLETED WITH DETAILS OF THE INCIDENT/ACCIDENT. THE DIRECTOR, TEACHER, AND THE PARENT WILL SIGN THE REPORT.

I/WE \_\_\_\_\_ LEGAL  
 PARENT/GUARDIAN OF \_\_\_\_\_ HEREBY GIVE  
 PERMISSION TO WLC (CHILD CARE PROVIDER) STAFF TO PROVIDE FIRST AID & CPR TO MY  
 CHILD IN CASE OF AN EMERGENCY.

IT IS UNDERSTOOD THAT A CONSCIENTIOUS EFFORT WILL BE MADE TO LOCATE US BEFORE EMERGENCY ACTION WILL BE TAKEN, BUT IF THIS IS NOT POSSIBLE THE EXPENSES OF EMERGENCY MEDICAL TREATMENT OR CARE WILL BE ACCEPTED BY US.

\_\_\_\_\_  
(FATHER OR GUARDIAN) DATE

\_\_\_\_\_  
(MOTHER OR GUARDIAN) DATE

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AUDIO VISUAL PERMISSION FORM

I \_\_\_\_\_ (Parent/Guardian)

\_\_\_\_\_ I DO GIVE PERMISSION TO WLC TAKE PICTURE AND/OR VIDEO FOOTAGE OF MY CHILD/CHILDREN WHICH WILL BE USED FOR CLASSROOM PURPOSE ONLY.

\_\_\_\_\_ I DO **NOT** GIVE PERMISSION TO WLC TAKE PICTURE AND/OR VIDEO FOOTAGE OF MY CHILD/CHILDREN.

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE DATE