

Miami Baptist School



Handbook

PARENT / STUDENT
2021 - 2022



Table of Contents

I. Affiliation	2
II. Philosophy and Objective	2
III. Purpose and Goals	2
IV. Hours and Operations	3
V. Admission / Termination Policy and Procedure.....	3
VI. Programs Offered	4
VII. Financial Policies	7
VIII. General School Policies and Procedures.....	9
IX. Physical Facilities and Enrollment	17
X. Liability Insurance	17
XI. Staff Requirements	17
XII. What We Believe	18
XIII. Tuition Rates	18
XIV. School Holiday Schedule	18
XV. Handbook Agreement Page	19

I. AFFILIATION

Miami Baptist School is a non-profit, 502(c)3 corporation in the state of Florida, owned and operated by Miami Baptist Church as a ministry to children and families in our community since 2008.

Miami Baptist School is a faith based private school and a member of the Association of Christian Schools International (ACSI).

The school is licensed under the State of Florida's Department of Children and Families: License # C11MD1888.

The school is approved as a private school provider under the Florida State Department of Education regarding the state's VPK (Voluntary Pre-Kindergarten) program for 4 year olds.

The school also participates in the Florida State Tax Payer Scholarship and provides Step-Up Scholarships to those who are eligible. We also provide School Readiness assistance through Child Development Services to those parents who qualify (ages 2 - 6).

II. PHILOSOPHY AND OBJECTIVE

The philosophical basis for our school is the biblical, God-centered view of man and truth. Ultimate truth is God's truth through a personal relationship with Jesus Christ. Therefore, at Miami Baptist School, we seek to bring our students into fellowship with God through Christian education. The following objectives are derived from this philosophy:

- To bring our students to a personal knowledge of Jesus Christ.
- To offer a superior academic education within a loving Christian environment.
- To develop the student's intellectual, physical, emotional, spiritual, and social capabilities as much as possible to be used to glorify God.

III. PURPOSE AND GOALS

Miami Baptist School is established as a service to the families and children in this community. This service has grown out of a sincere love for children and a desire to help them properly adjust to our modern world. MBS is equipped and staffed to give the best possible care for children.

Our purpose is to provide children ages 2 - 6, with a safe and healthy environment where they can learn and play together while being guided toward a happy, wholesome, and spiritual development. All are welcome regardless of race, color, or religion.

The children are surrounded in a Christian atmosphere of respect and a loving appreciation for each person and for the wonders of God's world. Each child is encouraged to process at his or her own personal developmental rate of speed toward enriched experiences, self-discipline, and the ability to make good choices.

Our aim is to develop the total personality of each child by providing educational experiences of lasting value:

- **SPIRITUALLY** - by having a daily time of devotion. Bible stories and songs are included in the day's activities, giving the child an awareness of God's love for him/her.
- **INTELLECTUALLY** - by encouraging an enthusiasm for learning and exploring, while providing first-hand experiences of lasting value which helps the child develop critical thinking skills.

- **PHYSICALLY** - by encouraging experiences which will develop large and small muscle coordination and motor skills.

- **SOCIALLY & EMOTIONALLY** - by encouraging participation in group activities and teaching the child how to get along with others, thus developing a feeling of belonging.

IV. HOURS OF OPERATIONS

1. Preschool (2-3 yr. olds) from 8:30 AM - 12:45 PM, VPK (4 yr. olds) are in session from 9:00 AM - 12:00 PM.

2. Kindergarten (5 yr. olds) and 1st Grade are in session from 8:30 A.M. - 3:00 P.M.

3. The school is opened daily for childcare from 7:30 AM to 5:30 PM, Monday through Friday, with the exception of holidays and for one week in August for Teacher Orientation, when the school is closed.

V. ADMISSION, TERMINATION AND TRANSFER POLICY AND PROCEDURE

Miami Baptist School does not discriminate on the basis of race, color, nationality, or ethnic origin.

Registration is based on available space within the child's developmental level. Developmental level is determined by the child's chronological age and how the child fits into the academic and social framework of the school. Miami Baptist School accepts the obligation to work with each child and family to determine the proper placement of the child. Testing is required for children entering Kindergarten and up.

Each child admitted must be determined, by the School Administrator, to be able to benefit from the program offered, that his/her needs are being met.

The school shall maintain a waiting list in general chronological order of applications as received, giving preference to family members who are members of Miami Baptist Church, and siblings of existing students. Early enrollments are recommended from January through March of each year.

A. Admission Procedures

1. A meeting will be held with the School Administrator, or designee, and the parents to discuss goals, philosophy, school policy, and the general information pertinent to both the child and the school.

2. The following documents are required for enrollment:

- Each child must present proof of proper immunizations as stated by the State Law of Florida's Health Department. To stay enrolled, this must be updated at the child's birthday each year.

- A copy of the birth certificate.

- A Physician's Report Form documenting the child's ability to attend school and any special health needs that the child may have.

- Tuition Express Form for payment.

3. The Registration Packet must also be fully completed and filled out and signed by all parties, as well.

B. Termination Procedures

There are occasions when Miami Baptist School will initiate the termination of services for a child. When this is anticipated, the School Administrator will schedule a time to meet with the parents to discuss the reasons and process for terminating. We reserve the right to terminate services for any of the following reasons:

- Delinquency in paying fees and tuition as outlined in this manual;
- Failure to return the required authorizations, regarding immunizations or physical examinations, or submitting proper documentation or information requested for the child’s records in a timely manner;
- Chronic tardiness when picking up a child at the end of the school day;
- Any failure of a parent to follow the policies and procedures of MBS as outlined in this manual;
- If it is determined that MBS is no longer able to meet the child’s specific developmental needs;
- If a child’s behavior poses a threat or danger to himself or others in the program.
- If a parent causes public verbal disputes regarding the religious values of the school.
- If a parent is unable to courteously and politely get along with the school staff for any reason.
- For any reason that the church and school staff deem appropriate when parental disputes occur.

Should any of the above occur, a parent will be given written documentation within 2 week’s notice of the reasons for the termination and will have the opportunity to meet with the School Administrator. A copy of the reasons for terminations will be kept in the child’s permanent record. The parent will be informed of other available services and referral systems.

For VPK Transfer, parents can request the “VPK-60F-60” form at the front desk of school administration, as well as the Reenrollment Application form “OEL-VPK 05 (May 2016)”.

C. Priority Registration Procedures

Each year, beginning January 1st, priority registration begins. All students returning to school for the up-coming year will be given preference if registration is received prior to April 1st.

All Students registering for Kindergarten or 1st Grade at Miami Baptist School will be given preference, if registration is received between February 1st and April 1st, according to the following priority schedule and in accordance with vacancies available:

First

All members of Miami Baptist Church;

Second

All siblings of existing Miami Baptist Church & School students;

Third

All existing Miami Baptist School students.

All vacant spots will be filled by those applicants who have submitted completed registration packets and have paid their registration fee, will be given priority according to the date stamped.

VI. PROGRAMS OFFERED

Formal preschool is offered to children ages 2 -4 years; VPK for children turning 4 years of age on or before September 1st of the current school year; and Private Kindergarten and 1st Grade for students who are tested and deemed ready for formal school (Typically 5-6 years of age).

Preschool children may attend 2, 3, 4, or 5 half or full days. Half days hours are from 8:30 AM to 12:30 PM. A full-day care is from 7:30 A.M. to 5:30 P.M. However, we suggest that in the interest of the child, they are left no longer than necessary. Any half-day students may spend an occasional afternoon at school. Half-day and hourly rates are listed under section VII, Tuition Rates.

The VPK program is 5 half days a week, from 9 AM- 12:00 PM. Wrap around care is available for children wanting to come before or after school, and a fee is assessed accordingly.

Kindergarten and 1st Grade is 5 days, from 8:30 AM - 2:30 PM with a staggered pick up time between 2:30 – 3:00 PM. A Before and After School program is available for students who need to stay longer.

A VPK and Kindergarten Flex program will be offered during Fall of 2020, from September 14 through December 31, which will allow VPK and Kindergarten classes online. You may attend physically any time before then. This is a temporary solution due to Covid-19. However, ALL students will be expected to return to physical attendance on campus beginning January 1, 2021, unless Miami-Dade County Public Schools changes their policy for returning to school at that time.

Online attendance will be taken through Class Dojo. In the event of an absence, a written excuse is still required of all students, including online students.

All rates are listed under section VII, Tuition Rates.

Based on a developmental approach to learning, the child is exposed to various forms of stimuli to develop his/her school readiness in the following areas:

A. Curriculum for 2-4-year old's

1. LANGUAGE ARTS: Wee Learn Curriculum, Peek A Boo/Peabody Language Kit, circle times, books, pictures, group discussions, puppets, show and tell.
2. COGNITIVE LEARNING: Wee Learn Curriculum, Bob Jones Curriculum and other school resource materials, learning and listening centers, monthly themes, science centers, cooking projects, and monthly field trips.
3. CREATIVE DEVELOPMENT: Art, music, dramatic play, blocks, learning centers, and special group presentations.
4. MOTOR SKILLS: Outdoor playground equipment, activity CD's & DVD's, lacing, threading beads, coloring, working with scissors, writing, painting, dressing and undressing dolls, puzzles, cut and paste.
5. SPIRITUAL/MORAL DEVELOPMENT: The Bible, Wee Learn Bible Curriculum, ABEKA Bible Curriculum, Bob Jones Bible curriculum, Moral Character Development Curriculum, art projects, and weekly chapels.

B. Curriculum for VPK & Kindergarten

1. LANGUAGE ARTS: Bob Jones Curriculum and Wee Learn Curriculum, Peabody Language Kit, circle times, share time, group discussions and Houghton Mifflin Phonics for 4's.
2. COGNITIVE LEARNING: Bob Jones Curriculum for Kinder ; Wee Learn (Weekday Early Education) Curriculum and Houghton Mifflin for VPK, story book journals, fundamentals of letters and numerals through various mediums, reading and writing centers, and other school resource tenets.
3. MATH READINESS: Bob Jones Curriculum for Kinder; Wee Learn Curriculum, "Math Their Way", and Houghton Mifflin Mathematics for VPK; learning centers and math manipulatives.
4. CREATIVE DEVELOPMENT: Art projects, music, dramatic play, movement, learning centers.
5. SOCIAL/EMOTIONAL DEVELOPMENT: Daily group interaction, monthly themes, class parties, learning centers, monthly field trips, school events, and character development activities.
6. MOTOR SKILLS: Outdoor playground equipment, indoor exercise activity CD's & DVD's, outdoor

physical education, puzzles, cutting, pasting, coloring, writing, and learning centers.

7. **SPIRITUAL/MORAL DEVELOPMENT:** Bob Jones Bible Curriculum, Wee Learn Bible Curriculum, Moral Character Development Curriculum, object lessons, scripture memorization, the Bible in Felt, and weekly chapels.

C. Field Trips

Field Trips will be scheduled monthly on and off campus. Notices will go home to parents to be signed before the day of the field trip.

Throughout the year students will be taking on or off campus field trips which costs approximately \$10-20 per trip (Fees include bus transportation, entrance fees, and sometimes lunch). Costs average approximately \$100-\$200 a year.

Transportation will be provided by bus or by teachers and parents over 25 years of age who have working seat belts in their cars and carry comprehensive insurance of 1 million or more. Car seats must be provided for children under the age of 4 or under 40 pounds if car is utilized. Adult to pupil ratio will not be more than 6:1 on any off-campus trips.

If a parent decides not to send his/her child to the field trip, please note there will be No Child Care Available in the school and that the parent is responsible to arrange child care for his/her child on that day, as field trips are considered part of our academic curriculum.

D. Progress Reports / Report Cards

Preschool developmental progress reports are sent home in January and in May to reflect the child's behavior observed in class for each area of emphasis taught. VPK students will also receive the DOE's child assessments in January and May as well, reflecting their mastery of phonics, writing, vocabulary, and math.

School age children will receive quarterly report cards, utilizing the same schedule as the local public schools. All Kindergarten students will also be given the Terra Nova Student Achievement Tests at the end of April. Parent conferences will be scheduled for October, January, and May.

E. Sample Daily Routine for Preschool - VPK

7:30-8:30 AM	Free Pay/Breakfast
8:30-9:00 AM	Outdoor Play/Hygiene
9:00-9:20 AM	Opening Activities/Cognitive Circle Attendance, Helpers, Calendar, Songs, Share, Books Language Circle, (2x/wk), Math Circle (2x/wk), Science Circle (1x/wk)
9:20-10:00 AM	Cognitive Learning Centers Math, Science, Language Arts, Homeliving, Books,
10:00-10:20 AM	Snack Time & Hygiene
10:20-10:40 AM	Recess/Outdoor Play
10:45-11:00 AM	Bible Circle Wee Learn, ACSI, Character Trait Development, etc.
11:00-11:40 AM	Creative Learning Centers Art, manipulatives, fine motor, blocks, books, homeliving
11:40-12:00 PM	Closing Circle Music, Gross Motor, Share Time, Treasure Box Rewards, Catch ya being good
12:00- 12:30 PM	Hygiene, Lunch
12:30 - 1:00 PM	Half-Day Departure/Prepare for Naps
1:00-3:00 PM	Nap time
3:00-3:15 PM	Clean-Up Nap Area/Hygiene
3:15-3:30 PM	Snack

3:30-4:30 PM **Outdoor Play**
4:30-5:30 PM **Indoor Free Play Centers/ Prepare for Departure**
5:30 PM **School Closed**

VII. FINANCIAL POLICIES

A. Registration Fees

A non-refundable fee of \$150.00 is due each year before a child is admitted and a \$100 re-enrollment, non-refundable fee for each year thereafter during early registration.

B. Tuition Payments: Tuition Express is Mandatory

1. All parents are required to complete a Tuition Express Form for monthly payments to be automatically deducted from their bank account or credit card. This includes those with Step Up scholarships and VPK certificates. It is the parent's responsibility to update their tuition express form if their card on file expires or is replaced!
2. Tuition is paid in advance on a monthly payment schedule through Pro Care / Tuition Express. The monthly tuition charge is due on the first of each month and is to be paid in full regardless of the child's attendance, illness, or holidays therein. The month of August will be charged in full on the first week of August.
3. Parents may be given a five (5) day grace period before tuition is considered late if the parent contacts the school within seven days prior to the 1st of the month. However, on the 6th day a 10% late fee will be assessed.
4. If a child should miss a portion of the week, tuition must be paid in full for that week.
5. If a child is a full-time student (5 day student) and is out for more than 1 week due to an extended illness, a one-time credit of one week's tuition will be granted per year. A doctor's note must be provided within 3 days of child returning to school to show proof of illness, for the child to be excused and not charged absences.
6. While it is mandatory that all tuition payments be made monthly through Tuition Express (see Tuition Express form utilized at the end of this manual), personal checks, money orders, or credit cards may be received by the administrative staff for all other needs such as uniforms, field trips, lunches, etc. However, no cash will be accepted at the front desk. A receipt must be given to the recipient for any and all payments made in person.
7. If there is a balance due from lunches, field trips, uniforms, etc., it will be processed on the first of the month with the tuition payment. All accounts must be up to date no later than the 20th of the month. If the account has a balance without an agreed upon payment plan, your child will not be permitted into the school until the account is paid in full.

C. Overtime Fees

Any child not picked up by the closing time of 5:30 P.M. will be charged \$1.00 per minute, for every minute past 5:30 PM. The total late fee will be charged on the next month's billing.

For Half-Day Students, overtime is charged at \$7.00 per hour for any part of the hours the child is on campus beginning at 12:45 PM for Preschool students and beginning at 12:00 PM for VPK students. If the child does not have a lunch, a hot lunch will be provided and charged to the parent's account. If the parent has not picked the student up by 1:00 PM, the student will be put down for a nap with the other students.

D. Additional Days or "Make Up" Days

There are no make-up days for any holidays when the school is closed. There are no make-up times or credits available for full-time students or part-time students when the child is out due to illness or family vacations.

Parents may add an extra day, when needed, for a part-time student, if space is available. This may be done by checking with the administration prior to the date when care is needed. The parent will be billed an additional daily charge for each additional day requested at the following price(s):

- Full Day = \$70.00
- Half Day = \$35.00

On Field Trip days or “Party” days that **DO NOT** fall on your child’s regularly scheduled days, the parent has any of the following options available:

1. Bring your child that day and participate as a volunteer on the trip or in the classroom at no additional cost, other than the fees required for the activity itself.
2. Ask permission to add an extra day to your schedule (if space is available) at the additional daily rate as noted above.
3. Arrange with child’s teacher to switch-out a regularly scheduled day to attend the field trips / class party if space is available.

E. Delinquent Account Payments

There will be a 10% late charge for payments received after the 5th day of the month. If your tuition is not paid by the 15th of the month, and you have not contacted the Administrator regarding this delinquency, services will be terminated effective on the 16th day.

If payment arrangements are made with the School Administrator, all accounts must still be paid in full by the 20th of the month in order for the child to be admitted on the 1st of the month following.

If your child is terminated due to an unpaid balance, he/she may be reinstated if there is a spot still open in your child’s age group. The unpaid delinquent amount prior to termination and an additional registration fee of \$50.00 will be due before he/she can be re-admitted. The first month’s tuition must then be paid in advance immediately.

F. Returned Check Policy

The following policy is set for all checks returned “NSF” or “ISF”:

1. The first check returned will be picked up and paid by cash and a \$37.00 NSF fee will be charged. Future personal checks will still be accepted.

2. The second check returned will also be picked up and paid by cash. Personal checks will then NO

LONGER be accepted, and future payments for items must be made with either a Cashier’s Check, Money Order, or credit card for a period of 6 months before personal checks will be accepted.

3. There will be a \$37.00 service charge for all returned checks.

4. A \$50.00 Tuition Express fee will be charged for all credit cards transactions that have been declined. The first decline expense may be reduced to \$25.00 upon a timely request.

G. Lunches

All lunch fees must be paid in advance either on a weekly or monthly basis. We cannot receive daily orders, except in an emergency situation.

VIII. GENERAL SCHOOL POLICIES AND PROCEDURES

A. Social Distancing and Entering the Building:

- 1) All adult personnel in and outside of the building will seek to maintain a safe distance of six feet apart.
- 2) Personnel will be limited inside the building to staff, children, and essential personnel, such as parents, MBC staff, DCF Licensing, medical personnel, and required maintenance personnel.
- 3) ALL individuals entering the building, adults and students, will be screened daily. Children Drop Off needs to be in the breezeway and parent/guardian needs to show proof that questionnaire was filled out that day.
- 4) ALL individuals entering the building will wash their hands before entering the building.
- 5) ALL individuals entering the building will be wearing a face mask (children are optional).

B. Face Covering:

- 1) All staff and any adult entering the building will be required to wear proper face coverings.
- 2) Children are optional.
- 3) Infants and toddlers under the age of 2 are prohibited from wearing a mask.

C. New Student Check-In and Daily Assessment Procedures and Protocols:

- 1) All students will be dropped off in the front breezeway of the church by parents
- 2) Parents will sign their student into ProCare with an IPAD
- 3) Parent will manually sign off on the 4 Prescreening questions for their student each day.
- 4) If any questions are answered with a "Yes" response, the child will not be permitted to come into the building and will require a doctor's note stating that they are safe to return to school.

D. New Check-Out Procedures:

- 1) Parents are encouraged to give the school the same time each day the child will be picked up and by whom.
- 2) Parents will need to call the front desk to let us know of their arrival.
- 3) Parents will Check-Out their child on ProCare on an IPAD
- 4) The same adult dropping off the child and picking up the child each day is recommended to always be the same person throughout the week.

E. Classrooms and Staffing Policy and Procedures:

- 1) Based on CDC guidelines, each classroom will consist of no more than 12 students.
- 2) Each class will have the same two teachers throughout the day and throughout the same week. If staff are ill, we will seek to ask the other staff member to work an extended shift.
- 3) If staffing needs to be changed, it will be done at the beginning of the week.
- 4) All children in the classroom will remain in their classroom and not visit other classrooms with other students throughout the day.
- 5) ALL children who stay for nap time will also remain napping in the same classroom on their own specified cot which will be sanitized daily and each child's bedding will remain in their own cubby each day and taken home at the end of the week to be washed.

F. Bathroom and Hygiene Protocol:

- 1) All staff and students will be trained on proper handwashing and sanitizing procedure.
- 2) If soap and water are not available, individuals may utilize hand sanitizer.
- 3) All staff children will wash hands before initially entering the building each day.
- 4) Each class will utilize the bathrooms separately as a group and will always wash their hands before leaving the bathroom.
- 5) If a child needs to be diapered, proper diapering protocol will be utilized as stated in the DCF and CDC guidelines.
- 6) Gloves will only be worn by staff when diapering, or dealing with cuts or wounds, and will wash hands before gloves are placed on and after they are taken off. A new set of gloves will be utilized for each new child being cared for by the staff member.
- 7) Staff and children will wash hands before and after every meal.
- 8) Staff and children will wash hands before re-entering the school building after playing on the playground.

G. Playground Protocol:

- 1) Each class will be allowed to go out onto the playground at scheduled intervals.
- 2) Monkey bars and swings will be wiped down between groups.
- 3) Classes will not be allowed to go out onto the playground together.

H. Snacks and Meal Preparations:

- 1) MBS will continue to provide daily snacks through our own Kitchen personnel.
- 2) There will be absolutely no group/family style type of snacks or meals or cooking projects allowed at this time.
- 3) If we have at least a request for 10 or more students for hot lunches, we will continue to prepare hot lunches for a daily fee of \$4.00, if paid in advance, \$5.00, if paid the day of.
- 4) If parents send in lunch with their child, it needs to be sent in disposable containers such as typical "brown bag" lunches which will remain in their separate cubbies until lunch time, and all unused portions will be disposed of and nothing will be returned home, unless it was an unsealed portion that can be placed in the child's backpack.
- 5) The kitchen of MBS will be maintained according to CDC guidelines and by county health standards and is inspected routinely by the county health officials.
- 6) Only trained personnel will be allowed in the Kitchen.

I. Maintaining Daily Cleanliness and Sanitization Protocol:

- 1) All staff will have appropriate bleach solution bottles in their work areas to be able to routinely wipe down surfaces that are used regularly, such as: tables, desks, sinks, doorknobs, light switches, and chairs.
- 2) Toys will be alternated in each classroom for every other day usage and cleaned in a soap solution and sanitized in a bleach solution and air dried each day.
- 3) Bathrooms will be wiped down by staff between classes, and during nap periods.
- 4) iPads and electronics will be wiped down between uses of differing students and staff.
- 5) All classrooms will be properly cleaned, floors mopped, and surfaces sanitized each evening.
- 6) The entire building will be "fogged" with a sanitizer weekly on Saturdays for church members and on Sundays before the children return on Monday.

J. Protocol for Dealing with a Sick Child or Staff Member

- 1) If a child or staff member is found to be with a fever or exhibition signs of illness, they will be isolated, and a parent is expected to pick the child up within the hour.
- 2) The child may not return until they have been seen by a doctor and a note is sent stating that they are COVID-19 free and are safe to return.
- 3) If a child or staff member is found to be infected with the COVID-19 virus, the school will notify the CDC and all parents, and be closed for 2-5 days as noted in the CDC guidelines, giving us a chance to completely disinfect the building before re-entering.
- 4) All individuals in contact with the student's cohort will be required to stay home for 14 days until they are sure they too are not exhibiting any symptoms.

K. Checklist for Parents:

- 1) Parents should be sure to review the attached "Checklist for Parents" provided by the CDC guidelines for Schools and Childcare Programs.
- 2) Parents need to acknowledge that no one can guarantee a virus free environment and that, until there is a vaccine, it is likely that in some schools and workplaces, some people will inevitably become infected and ill.

L. Financial Policy Regarding Possible School Closings:

- 1) During the summer camp of June - August, parents are permitted to pay weekly.
- 2) Payments for summer camp will be automatically deducted weekly from your designated bank account through Tuition Express.
- 3) There will be no refunds for the week, if your child attended any day within that particular week, even if the school has to temporarily shut down, as we are still responsible for paying your child's teacher for the entire week.
- 4) If the school is shut down for a week at a time, you will not be responsible for payment for that week.
- 5) If you are normally scheduled to attend an upcoming week, but instead, plan not to attend for any reason, you must notify us by Friday afternoon before 5 PM; and no later than Monday morning by 8 AM if your child become sick that day. However, if your child falls ill in the middle of the week, or you decide to simply not send your child for any reason, or if the school closed mid-week, there will be no refunds.

6) We will return to monthly billing in the fall.

M. General Health Policies

Because we are concerned about the well-being of all our children. PLEASE KEEP YOUR CHILD HOME if he/she is ill. It is imperative that we take extra precautions to prevent diseases among the children and staff.

1. A child found to have a contagious disease will be sent home immediately and may return to school after being on antibiotics for at least **24 hours** and are no longer infectious to other students:

- Conjunctivitis (Pink Eye)
- Ear Infection
- Tonsillitis
- Skin Rash
- Strep Throat
- Pin Worm
- Ring Worm
- Fever of 100° or more
- Scarlet Fever
- Severe Upper Respiratory Infection
- Vomiting
- Green Mucus
- Flu (Influenza)
- Lice

2. Alternative arrangements are the responsibility of the parent. Children must be picked up from the school **within the hour** if the parents are called upon to do so. Please make sure to make arrangements for your child to be picked up if you are not able to do so.

3. A child found to be with COVID-19 must be out for 14 days.

4. A child with CHICKEN POX may return to school only after all the lesions are scabbed over and no new ones have formed (a minimum of 7 days).

5. A proof of hair treatment needs to be presented to the school when child had lice, in order to return.

6. **Children must be fever free for a 24 hour period before returning to school - no exceptions.**

This is mandated by the Florida State Health State Department.

7. When a student becomes ill at the school, the following procedures will be followed:

- If the child is running a fever of 100° or more, the parents will be contacted, and arrangements made to have the child removed from the school. At the time of registration and at each birthday of the child, a Non-Prescription Drug Form is completed, giving the school authorization to administer Children's Liquid Tylenol® to a student with a fever of 100° or more. The child cannot return until he/she is fever free for over 24 hours.

- A child with diarrhea should remain at home until they have been free for 24 hours of loose bowel movements. If a child has developed diarrhea at school, the parents will be notified and arrangements for the child to be removed from the school will be made.

- **IF A CHILD IS NOT WELL ENOUGH TO GO OUTSIDE, THEN HE/SHE IS NOT WELL ENOUGH TO BE IN SCHOOL.**

N. Allergy Guidelines & Procedures

If your child has a food allergy, please make the School Administrator aware at the time of enrollment. Our desire is to keep your child safe. Our goal is to help children feel included in every single aspect of their preschool day. We believe the best possible way to do that is by having a strong partnership between parent and school.

We rely on you, the parent or primary caregiver, to take the initiative and responsibility to instruct the preschool staff on how and what your child might need regarding the child's allergy.

Please meet with the teacher before school starts to explain your child's situation as well. Because we are a licensed facility there will be additional forms to complete for children with allergies.

- **Food Allergy Action Plan:** this form helps the preschool staff know what to look for and how to reach the parents in case of an emergency.
- **Authorization for Dispensing Medications to Children:** should there be a need for the school to have medications on site, this form helps the preschool staff know how and when to provide special care to your child.

Snack time is a normal part of the preschool day, so if your child needs special snacks, you will be responsible to provide a safe snack for your child. The teachers will be sure to seat the child away from any offending snacks. We suggest that a special snack that would work for party days also be brought for your child to be kept at the preschool.

O. Dispensing Individual Medication

1. All medication can only be dispensed by a staff member with a written permission form from the parent along with a RX from the physician. This includes both prescription and non-prescription medicines.
2. Medication Permission Forms must be completed and signed by a parent weekly before any medication may be given to the child.
3. Medication must be in the original prescription container, dated, and labeled with the child's name, and left in the office. Medication cannot be left in the child's cubby or backpack.

P. Reporting Accidents at School

1. In case of a serious accidental injury or illness, the parent will be notified immediately.
 - a. If a parent cannot be reached, the child's physician or 911 will be called. If necessary, the school will call an EMT or paramedic.
 - b. The Administrator or designated responsible personnel in charge will make ALL the decisions about the care of child until the parent arrives.
2. Non-serious accidents will be handled at the school and an Accident Report Form will be completed and given to the parent on the day of occurrence. The form must be signed by the parent and a copy sent home with the original form placed into the child's file.

Q. Checking Children In and Out Procedure (ProCare)

1. In order to provide a safe learning environment, it is imperative that ALL children are signed in and signed out using our ProCare system. Parents are expected to sign their child in and sign their child out on the school's ProCare System daily. This is your legal record of attendance and is required by law. Please do not leave the front kiosk before the ProCare System confirms that you have signed in / signed out with a screen showing a green "thumbs up" appears.
2. Only those individuals on the child's Identification and Emergency Information Form will be allowed to pick up the child. All unfamiliar persons will have their ID checked and verified, corresponding with the child's file, and the parent will be notified immediately.
3. Any school correspondence needing to be picked-up by the parent will be placed in the child's mailbox located in the child's classroom. Also, administrative notes may be posted in ProCare each day for necessary reminders. So please read your messages upon picking your child up each day.
4. All time sheets must be signed at the end of the month to verify your child's attendance.

R. Attendance & Punctuality

Young children learn best in the early morning hours, so we expect all children to be in their classroom by 9:00 AM **VPK, Kindergarten, and 1st Grade students will be fined \$5.00 per tardy after 4 tardies within a month.**

All VPK and Scholarship Students are allowed 3 absences per month. A \$25.00 per day fee will be charged for all additional absences thereafter regardless of the reason, unless the child has an extended illness that lasts for an entire week with a doctor's note. **Kindergarten Students are only allowed 20 absences per year.** Any additional absences may cause the students to repeat the grade.

S. School Visits

Miami Baptist School welcomes parents to visit the school.

1. All visitors **MUST** sign in at the front Kiosk before entering a classroom.
2. If you wish to visit the classroom or eat lunch with you child, please notify the office one day in advance. (However, parents have the right to come in at any time they desire.)

T. Toys from Home

1. There is a designated *Show and Tell* by your child's teacher. This is the day your child may bring his/her favorite toy from home. Toys expressing violence or non-Christian values **must not** be brought to school.
2. Miami Baptist School requests that your child **not** bring toys from home at any other time.
3. Toys brought on a non-designated day will be confiscated and returned to the parent at the end of the day.

U. Basic Classroom Rules

1. Nap time

Before lying down:

- Get a drink of water
- Go to the bathroom
- Wash hands

Rest quietly on a mat until it is time to get up. Upon getting up, place nap linens inside pouch and place pouch back into child's cubby.

2. Bathroom

All children are supervised by the staff at all times. When entering stalls, children should:

- Knock if doors are closed
- Allow only one person at a time
- Wash hands when finished
- Quietly wait for classmates to finish

3. Outside

Use equipment properly

- No standing on swings
- No twisting on the swings
- Sit, facing forward on the slide
- No climbing up the slides

- No pushing and shoving on the playground equipment
- Stay on blacktop when using bikes
- No rough play with friends
- Take turns and share equipment

4. Lunch Time

- Stay seated while eating: no walking around with food
- Raise hands for help
- Empty lunch box of trash when finished
- Put your lunch box away when finished
- Keep food and drinks away from cots

5. Lining Up

- Stand one behind the other, facing forward
- Keep hands to yourself
- Listen and follow the directions of your teacher

6. Share Time

- Please bring only ONE item on the designated day
- The share item brought should support the week's theme or lessons
- Do not bring items that are fragile or valuable, or toys of destruction (ex. toy guns)

V. Discipline Procedures Policy Statement

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Miami Baptist School uses a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

WE DO NOT

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens intimidates or forces a child.
- Use food as a form of rewards or punishment.
- Use or withhold physical activity as punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate childcare services for that particular child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, Miami Baptist School will inform the child's family and make contact with Baby Net for assessment and assistance.

1. Classroom Discipline: If classroom rules are broken or if a child is disrespectful to a teacher or another child, the first course of action is to speak to the child about his/her behavior and clearly communicate proper expectations. If the child continues with same behavior, he/she will be re-directed to a new position or activity. The next step to be taken will be to remove a privilege for the day and give the child a "cooling off" period at a table on his/her own to further discuss the proper self-corrective action the child needs to take. If, after the child is placed back into play with the other children, the poor behavior continues, the child will be placed in a formal "time out" in the classroom. If this discipline is not proving effective, the child will be sent to the School Administrator's office. The parent will be notified, and a possible parent/teacher conference will be set up to discuss a behavioral response plan of action for the child at home and at school. All parents receive an outline of disciplinary procedures that include both positive and negative consequences for a child's behavior in the initial registration packet.

2. The following suggestions are ways in which parents can assist their children in becoming more comfortable with developing a positive attitude toward school:

- Allow plenty of time in the morning to have breakfast and get to school without rushing
- Make going to school a pleasurable experience
- Tell the teacher anything about your child that will help her understand your child better
- Be interested in what your child brings home from school, never belittle it
- Ask your child about his/her day and listen to what he/she has to say
- Put your child's name on everything that is brought to school
- Try to be involved in the classroom. Parents are always welcomed guests to all of our special events, or just to visit the class occasionally. Please keep in mind that the time your child spends at school is a learning experience and children need to give it their full attention.
- Let your child see your confidence in the teacher

- Bring your child to class on time
- Never discuss the teacher, school, or church negatively in the presence of your child
- If your child is ill or has symptoms of an illness, keep your child home from school
- Please read all corresponding newsletters coming home from school, so as to be informed of upcoming activities involving your child.

3. If for any reason the staff and parents cannot work out a successful behavior modification plan, the child may have to withdraw from the school.

W. Personal Needs of Children

1. School uniforms are mandatory and should be purchased at Miami Baptist School. If a child comes to school and is not in his official uniform the parents will receive only one warning. After that, the school will give the child a uniform and charge the account.

2. Preschool children 2-5 years old need a “Nap-Sack” for nap time. Parents are responsible for taking the nap sack home weekly, each Friday, and laundering it, before bringing it back on Monday.

3. When accidents or spills occur, all children will need at least one complete change of uniform clothing in a large zip-lock bag or kept within the child’s backpack.

4. All items should be clearly marked with the child’s name on the inside label.

5. Children should come to school in an **official** school uniform. Please keep an extra uniform set in your child’s backpack in case of accidents.

6. Children should wear closed-toed shoes or tennis shoes at all times.

7. Nap-sacks and uniforms may be purchased in the school office.

8. We reserve the right to charge the parents for having to provide an extra uniform or nap-sack when one is needed, but not provided by the parent.

X. Parent-School Communication

1. Parents will be informed of the latest announcements relating to school through letters distributed by the School Administrator, notices on the parent’s bulletin boards, monthly school newsletters, as well as notifications on the ProCare System. Please read all newsletters and check the bulletin boards frequently so that your child will not miss important events.

2. Conferences will be held twice a year. If a parent requests special conference, an appointment should be made through the Administrator. Teachers are not allowed to conference with parents while they are on the playground or in the classroom. Leaving the children unsupervised violates school safety and can be disruptive to the class.

Y. Parent Seminars

Quarterly seminars will be held for the purpose of educating parents regarding current information to assist them in the proper upbringing of their child. The parents are encouraged to attend these very important classes.

Z. Parent/Teacher Fellowship (PTF)

Parents are encouraged to join the yearly PTF group, which is established to partner with the staff and administration of MBS to better provide for the needs of our students. This group meets monthly.

A primary responsibility of the PTF is to develop fundraising ideas to beautify the property and add necessary equipment to benefit the children. If a parent does not want to participate in fundraising activity they are encouraged to simply write a check of \$100 or more to help with these very important items.

Mandatory Parent Volunteer Participation

All parents are expected to donate a minimum of 20 volunteer hours working in the classroom, going on field trips, special events, or with the PTF.

IX. PHYSICAL FACILITIES, ENROLLMENT CAPACITY AND SAFETY DRILLS

Our building is a concrete frame and stucco unit placed on a permanent cement foundation. Flooring is comprised of wood, tile, and carpet. The rooms are large and well-equipped.

The capacity of the building for classroom use is 122 children at any one time.

- A. Fire Drills are performed monthly to ensure the safety of our students in the event of a fire in the facility.
1. When the fire alarm is heard, each teacher will lead her class to the edge of the outdoor play yard.
 2. Teachers will bring their classroom attendance books and first aid kits with them to the playground and await the all clear signal before re-entering the building.
 3. Administrative staff will sweep the building, time the drill, and take attendance on the yard before giving the all clear signal.
- B. Lock Down drills are performed annually to simulate the action needed to be taken in the event of a school lock down if local authorities dictate the need due to danger in the community.
1. When the signal is given, all teachers will move their classes quietly into the front of the auditorium and keep the children seated on the floor quietly, until the all clear signal is given to return to the classroom.
- C. Emergency Disaster Drills are performed annually to ensure the safety of our students in the event of a natural disaster such as a Hurricane or Tornado.
1. When the signal is given, all children will be ushered into the main auditorium.
 2. Each teacher will bring their class roster and first aid kit along with their kids to the auditorium.
 3. Each teacher will retrieve their class' barrel of supplies from the outside bins and bring them into the auditorium once all of the classes are inside safely.
 4. The administrative staff will bring in food and water supplies from the kitchen.
 5. All staff will remain in the auditorium until the all clear signal is given to return to the classrooms.

X. LIABILITY INSURANCE

The school carries liability with a local insurance company for your protection and ours.

XI. STAFF REQUIREMENTS

A. Staff Qualifications

All workers must be Christians who have had experience working with children. Preschool teachers must have a minimum of 45 hours in Early Childhood Education and a minimum of two years' experience with young children. However, most teachers will hold an AA or a BA Degree in Early Childhood Education. VPK teachers must meet FL DOE educational standards. Elementary (K and Up) Teachers must have a BA and prior experience with children.

B. Medical

All employees at Miami Baptist School must have a health certificate certified by a practicing physician and be free from any disability, which would prevent him/her from caring for children under their supervision.

C. Criminal Clearance Check

All employees at Miami Baptist School must be cleared through Florida Department of Law Enforcement, FBI, and local Sheriff's Office.

D. Staff Evaluation

All teachers and childcare providers will be observed weekly and formally evaluated annually to determine if they are meeting expected standards of performance.

17

XII. WHAT WE BELIEVE

We believe the Bible to be the inspired, infallible, authoritative Word of God.

We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection from the dead, His ascension to right hand of the Father, and one day; His personal return in power and glory.

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shedding of Christ's blood and that only through God's grace and faith are we saved.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. We believe in the spiritual unity of believers in Christ, both in our school and through participation in our churches.

XII. TUITION RATES

For current rates, see the Financial Agreement Form attachment as seen in the Student Registration Packet.

XIV. SCHOOL HOLIDAY SCHEDULE

For the current year's schedule, see the School Calendar attachment as seen in the Student's Registration Packet.

XVI. HANDBOOK AGREEMENT SIGNATURE PAGE

I, _____, parent of, _____ have read and understand the policies and procedures of Miami Baptist School. I understand the consequences and fees that would result in any infractions of the policies and procedures described in the Miami Baptist School Parent/Student Handbook.

I, _____ also understand, accept, and agreed that by signing my name in the provided spaces, is be considered a legal signature.

Signature _____ Date _____

Print Name _____

(Please detach this page and turn it in to your child's teacher or the front desk.)



**MIAMI BAPTIST CHURCH AND SCHOOL
FINANCIAL AGREEMENT FORM
2021-2022**

I understand that payments are due the first of every month, or in advance, and are considered late if payments are received after the fifth of the month. All late payments will be charged 10% late fee to a maximum of \$50.00. A 10% discount is given to families with multiple siblings enrolled at Miami Baptist School, and to church members. All the prices below are monthly, unless informed otherwise.

2-4 YEARS OLD PRESCHOOL ONLY

Full Time (7:30 am – 5:30 pm)

Potty Trained		Non-Potty Trained	
5 days	\$625.00	5 days	\$675.00
4 days	\$600.00	4 days	\$650.00
3 days	\$525.00	3 days	\$575.00
2 days	\$425.00	2 days	\$475.00

**Nap Sacks are required for full time students. They can be purchased at the school for \$30.00 each.*

Half Days (8:30 am – 12:45 pm)

Potty Trained		Non-Potty Trained	
5 days	\$500.00	5 days	\$550.00
3 days	\$400.00	3 days	\$450.00
2 days	\$300.00	2 days	\$350.00

VPK – Voluntary Prekindergarten

(9:00 AM – 12:00 PM)

Free with VPK voucher (limited openings!)	
Before School	\$ 100.00
After School	\$ 250.00
Wrap Around	\$ 350.00
VPK Recess & Lunch (8:30am-12:30pm & lunch not included)	\$ 100.00

KINDERGARTEN AND FIRST GRADE

(8:30 AM – 2:30 PM)

Kindergarten Monthly (10 Payments)	\$ 640.00
or Annual	\$6400.00
First Grade Monthly (10 Payments)	\$ 650.00
or Annual	\$6500.00
(Step-up and MBC Scholarships available for those who qualify.)	
Before School	\$ 100.00
After School	\$ 150.00
Wrap around care	\$ 250.00
Annual book fees	Kindergarten \$ 300.00
	First Grade \$ 500.00

Student Uniforms: All students are required to purchase MBS uniforms, which must be ordered on campus for \$15.00 per item.

School Field Trips: Throughout the year students will be taking off campus field trips for \$20 each (includes bus, lunch, and entrance fees), on average \$100 a year.

Registration Fee: \$150.00

Re-Registration Fee (for existing students): \$100.00
Registration Fees are non-refundable.

Lunches: \$75.00/month OR \$20.00/week (\$4/day in advance)

OR

Late Pick-Up Fees: \$1.00 per minute after 5:30 PM.

Overtime for Half Day Students: \$10.00/hr

Drop-in: Full Time \$70 Half Day \$35

\$ 5.00/day (Emergency)

School Improvement Fee: \$250 one-time or \$25/month (Aug-May)

