



## **Excelsior Prep Academy Preschool and Learning Center**

**15785 SW 56 ST Miami, FL 33185 (786) 542-0114**

### **Curriculum and Program**

We believe that children learn through experience. Teachers incorporate learning through weekly thematic units and learning centers. Each learning center is equipped with the finest educational materials. Progress reports will be issued quarterly. These reports will give the parents a greater insight into the child's mental and physical development.

Teacher's conference may be scheduled by parent or teacher as requested. We are open from Monday to Friday, opening hours from 6:30am to 6:30pm.

In order for your child to benefit from our program please have him/her arrive before 9:00am since our educational program starts at 9:00am sharp.

1-2 and 2-3 years old - Our program is designed to make the most of the developmental capacity, including such activities as imitating sounds, learning words, putting toys together, matching picture with objects, etc. We toilet train children and we require help from parents to do so at home.

Pre-School (3-5) Preschoolers are introduced to the basics: Alphabet, Phonics, numerals and counting. They learn safety procedures, good health habits, and good manners. Because much of your child's intelligence is developed during the preschool years, we will help your child to make big strikes in learning. You will feel good knowing that your child's early development includes specialty designed programs to provide various readiness skills to benefit your child before entering Kindergarten.

### **After School Program**

We provide quality after school care for all children. Snack will be provided by the center.

## **Our Goal**

To provide an excellent academic program and quality care in a loving atmosphere, giving all our children the time, attention, and understanding that will induce them to strive for excellence to the extend of their capabilities.

We believe children are treasures. Let each treasure radiate their brightness so that they may express their own special richness and quality.

## **Philosophy**

We believe that children learn best through play. We always encourage self-expression and the direction to be creative. We offer a developmental appropriated program, so that each child may develop to his/her physical, social, emotional and intellectual potential.

## **Inclusion**

The center will not discriminate against children with special needs. We will try to accommodate them. We will assess whether we are able to adequately care for the child support. We will give the parents the time and assistance needed to find more appropriate care.

## **Concept**

We are design for children from 12 months to 5 years old of age. Our preschool is arranged with learning centers to ensure that all children whether full-time or part-time, can take advantage of the learning curriculum.

- Language/Literacy
- Outdoor Playground
- Discovery (Science/Math)
- Educational Manipulative
- Dramatic Play
- Blocks
- Art
- Music

The curriculum is closely supervised by the Curriculum Coordinator and the Director.

All items in the cubby must be labeled. Blankets should be taken home each Friday and returned clean on Mondays. All diapers/pull ups and wipes supplies should be replenished as needed.

Please check each day for artwork, notes from teachers or office, personal items, etc.

## **Staff**

All staff members have been fingerprinted and registered with the child abuse registry and have received hours of in-service training mandated in the State of Florida. Additionally, all staff members are CPR and First Aid trained.

## **Discipline and Positive Guidance**

We will ensure the positive methods of discipline which encourage self-direction, self-control, self-esteem and cooperation. We believe that a disciple is a follower, or one who learns from a leader. A disciplinarian can be thought of as a teacher or leader, and discipline as the set of attitudes and behaviors that a leader hopes a follower will want to acquire.

We will be used to guide and direct children toward appropriate behavior. Each child is an individual, and must be treated as such. Child development includes learning self-discipline, which is better learned through guidance than through punishment.

We will follow these seven techniques:

- \* When telling children what to do, we will not use negative words, we will not say don't too often
- \* We will protect and preserve children's feelings of being lovable and capable.
- \* We will offer children choices only when willing to accept their decisions.
- \* We will change the environment instead of children's behavior.
- \* We will work with "the grain" of children instead of against it.
- \* We will give children safe limits they can understand.
- \* WE WILL SET A GOOD EXAMPLE!

## **Inappropriate behavior**

Positive guidance doesn't always work. The quiet time technique will be used to interrupt unacceptable behavior by removing the child from the "scene of the action." Quiet time is a calming device, not a punishment. The quiet time shall be short enough that the child has a chance to go back to the original situation and learn acceptable behavior.

## **Parent Involvement**

Parents are welcome to participate in our program. We will keep you informed about projects, parties and educational programs in our center.

### **Open Door Policy**

We encourage and welcome all family members to visit the center at any time throughout the day or call to request information about their child.

### **Toys / Jewelry**

We cannot be responsible for toys, watches, jewelry, etc. brought from home. Please help us by not allowing your child to bring them.

### **Drop off / Pick up**

Children must be escorted inside the building and signed in by an adult. A child will not be released to a person who has not been authorized by a parent to pick up his or her child. Please do not be offended if we ask you for identification. Our program do not release a child to an intoxicated or impaired individual. Remember this is for the safety of your child.

### **Weather**

In case of inclement weather, the center will announce its decision whether to open or close. Also, parents should stay tuned to their public information media. In the event of such an emergency during school hours, and if parents cannot be reached, evacuation information will be posted at the center with information regarding the shelter that the children have been evacuated to.

### **Meals**

We provide and serve breakfast if your child arrives before 8:45 a.m. We will provide all healthy meals and snacks and healthy beverages. Please notify the school of any allergies you child may have. We do not allow food from home. In case of food need, contact the director. We participate in the Child Care Food Program (CCFP) and we follow the USDA guidelines.

Our lunch menu is posted weekly, and copies are available for the parents.

## **Naps and colts**

It is important that every child rests/sleeps or has quiet time for two hours daily. The center does not require everyone to sleep, but they must remain in their colts until rest/nap time is over.

Colts will be provided by the center. Each child is assigned one colt with its name on it for use from week to week. All colts are cleaned weekly and daily if an accident should occur.

## **Conferences**

Since it is necessary for the teachers to devote their time during the school day to the children, we ask that you please set a conference appointment if you need to confer with a teacher at length.

## **Medicine**

Parents must fill and sign an authorization form; the form must list the medication with name, time and amount to be administered. We will only administer one medicine, once a day. All medications must be in the original container. All medications must be either prescribed to child's name or have a doctor's note (this includes medicines such as Tylenol/Motrin). Form must be updated daily as needed.

## **Healthy and Safety Policy**

All children must have required immunization (DH 630 and DH 3040 forms) in order to be admitted in our center.

If your child is experiencing any symptoms of a contagious disease, please do not send him / her to the center. (We require a doctor's note).

If a child should become ill during the school day the parent or legal guardian will be called. The child will be in isolation in the director's office until he/she is picked up from school. If we cannot contact you, we will call the rescue for emergency. (Parents are responsible for medical expenses and rescue calls).

## **Videos and TV at school**

Educational and PG movies will be played everyday after 5 p.m.

## **Discharge Policy**

The center reserves the right to cancel the enrollment of a child for the following reasons:

- \* Non-payment or excessive late payments of fee.
- \* Not observing the rules of the center as outlined in the parent agreement.
- \* Child has special needs, which we cannot adequately meet with our current staffing patters.
- \* Physical and/or verbal abuse of staff or children by parent or child.

## **Absences, Vacations, or Illness**

Our center allow one week per school year of vacation without payment to secure your child's space only after the child has been registered in our school for six months. If your child is out for more than a week, tuition must be paid to secure his/her space.

We will be closed on the following Holidays:

- \* Labor Day
- \* Thanksgiving Day
- \* Friday after Thanksgiving Day
- \* Christmas Eve
- \* Christmas Day
- \* New Year's Eve
- \* New Year's Day
- \* Good Friday
- \* Memorial Day

- \* Fourth of July

### **Birthday Celebration**

We love celebrating birthdays and every effort is made to make this a very special day for your child. Please consult the director regarding any special catering arrangements. Of course, you are invited! Also, we need your help after the party to clean up.

### **Child Abuse and Neglect**

Staff members are required by law to report any suspected child abuse or neglect.

### **Uniforms**

We require children to wear complete uniform on a daily basis including winter time. You can find your child's uniforms at Sunshine Uniforms on 9763 Sunset Dr Miami, FL Telephone: (305) 595-5200.

Children who are toilet training should have at least two sets of clothes. We do not allowed children to wear flip flops or boots to school for safety purposes. Black close-toed shoes or plain white, red or blue tennis shoes are required.

### **Tuition Fee**

Tuition is due on Fridays for the following week. Payments received after Monday is considered late. A \$15. late fee will be added for each child that tuition is not paid. Any return check from the bank will result in a \$35. charge plus late fee accordingly. The center closes promptly at 6:30pm, if a parent arrives after this time a \$1.00 per minute fee will be incurred. This will be paid in cash. Registration fee is paid once every school year and is not refundable; registration does not include Summer Camp.