



*Hallandale House of Learning*  
Montessori Preschool

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# PARENT HANDBOOK

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## WELCOME

The Principal, Ms. Isabel Luque, Director, Ms. Marcela Govea, and the staff of *Hallandale House of Learning Montessori Preschool* welcome you and your family to the new school year. This handbook is intended to clarify our goals and principles and to describe our school procedures that are necessary to provide our students with a safe, healthy, and happy environment where your child can grow and learn. Please, keep this handbook as a reference throughout the school year.

## SCHOOL PHILOSOPHY

*Hallandale House of Learning Montessori* is dedicated to the philosophy of Dr. Maria Montessori in the belief that her teachings provide a scientifically based system, which not only helps the child during early development but throughout life. We adopted the Montessori philosophy, which is based on love for the child, respect for the child's dignity as a person, and a strong desire to help the child realize his or her fullest potential in society. We respect our children's progress at their own pace and provide them with the support needed for their physical, emotional, social, and intellectual normal development. At *Hallandale House of Learning*, we strive to meet the needs of all of the children and families in our school.

Our primary goals are to provide a clean, safe, comfortable, loving, home-like environment where all children can learn and be respected, regardless of their differences. Respect towards self, others, and the environment will be emphasized. We believe in the value of both structured and flexible schedules. We will do many "messy" activities, and we will do our best to maintain cleanliness and order, but fun and the well-being of the children will always take precedence over cleaning. We will achieve this in the following ways:

- In the classroom, the teachers will provide a safe, comfortable, stimulating, and educational setting where all children will be exposed to culture, diversity, music, art, and literature.
- We believe that every child can learn to have good manners and respect others.
- We know that children need, expect, and deserve to be guided in ways that will help them be safe, happy, and well adjusted.

- We believe that every area of development (physical, emotional, intellectual, spiritual) must be acknowledged and provided to the child.
- We will help to develop your child’s self-esteem through a mixture of guided and undirected creative play where children participate, voice their opinions and feelings, and to discover what makes them “wonderful me.”

## **STAFF**

***Hallandale House of Learning*** is successful because of its cohesive team of dedicated staff members. Each classroom is led by a lead teacher and an assistant teacher. Our staff is committed to assisting your child in the process of developing naturally and learning at their own pace.

***Hallandale House of Learning*** counts with the following staff:

**Director:** Ms. Marcela Govea

**Principal (Kindergarten):** Ms. Isabel Luque

Assistant Office Manager/ Substitute Teacher: Ms. Sandra Martin, Assistant Office: Manuel Origgí

### ***Yellow Room – Toddlers 1: 18 Months to 2 ½ Years Old***

Lead Teacher: Ms. Maria Castillo - Co-Teacher: Patricia Avellaneda

Assistant Teachers: Ms. Andrea Boscan

### ***Green Room Toddlers 2: 2 ½ -3 1/2 Years Old***

Lead Teacher: Ms. Marisol Disrude. Co-Teacher: Ms. Eunice Arango

Assistant Teachers: Ms. Linda Ysea

### ***Blue Mix Room: 3-6 years old***

Lead Teachers: Isabel Luque, Ms. Camila Regueiro and Ms. Iveth Alvear.

### ***Red Room VPK***

Lead Teacher: Ms. Maricel Pena - Assistant Teacher: Ms. Ivana Del Giudice

## **SCHOOL HOURS**

Our school is open from Monday through Friday from 7:45 am to 5:30 pm.

School begins at 7:45 am and ends at 3:30 pm. Please be respectful of our teachers' prep time before and after class and be prompt in picking up and dropping off your children for school.

Aftercare begins at 3:00/3:15 pm and ends at 5:15 pm. *Hallandale House of Learning* requires at least ten children enrolled in aftercare to provide aftercare services.

**Arrival and Dismissal Schedules:** To assure a safe, smooth dismissal procedure for all, we have made the following dismissal schedules:

Kindergarten Class: Arrival time: 8:00 am, and dismissal time: 3:00pm

Mix Class: 8:00 am, and dismissal time: 3:00pm

VPK Wraparound Class - Arrival time: 7:45 am, and dismissal time: 2:45 pm

3-4 Years Old Class (Full Time) - Arrival time: 8:30 am, and dismissal time: 3:30 pm

Toddler I and II (Full Time) - Arrival time: 8:30 am, and dismissal time: 3:30 pm

Part-Time Students: Arrival time: 8:30 am, and dismissal time: 12:30 pm

VPK Afternoon Class - Arrival time: 1:30 pm, and dismissal time: 4:30 pm

We maintain an Open-Door Policy for parents during childcare hours. This means that the parents are always welcome to call or pick up their children at any time; however, we encourage parents to follow the schedule as much as possible to help the child's learning process, to understand discipline and love for learning.

Thank you very much in advance for your cooperation in making our dismissal run smoothly. If you have any questions, please contact the office.

## **LATE PICK-UP POLICY**

We recognize that emergencies can occasionally occur. Parents will be given only for those cases a 15-minute grace period after the contracted hours to pick up their children. If your child is not picked up within 15 minutes after the contracted hours, a late pick-up fee of \$1.00 per minute will be charged. It is expected to be paid before returning to school the next day. In case your child is not picked up by 5:45 pm, The Department of Children and Families will be notified that the child has been left at hour school after operating hours. Every time that your child is picked up late, you will be required by the office to fill out and sign a late pick-up notice. If you continue to be late picking up your child, a meeting to discuss a plan to resolve the issue will be scheduled. Repeated late pick-ups may result in termination of childcare services.

Do not pick-up late your child without prior approval, except in cases of emergency. If your child is not picked up by 15 minutes past the agreed-upon time, and we have not been notified of a late pick-up, the school will begin calling emergency backup people to arrange alternate transportation. In the event that someone other than a parent or guardian is picking up your child, the parents or guardian must provide this information in writing.

## AFTERCARE SERVICES

Our center provides the aftercare service called **“A HOME AWAY FROM HOME”** for working parents, where children can relax, settle down and do homework. The aftercare program includes 30 to 45 minutes of “free play,” quiet homework time according to the grade level, Storytime. You are required to provide your child with a healthy snack.

Our aftercare program is available for all students from 3:00/3:15 pm to 5:15 pm. Parents will be given a 15-minute grace period. If your child is not picked up at 5:30 pm, a late pick-up fee of \$1.00 per minute will be charged to your account, and it is expected to be paid before returning to school the next day. Parents must fill out an application for enrollment and pay a \$100.00 registration fee. Payments must be kept up to date, or children may be asked to withdraw from this program. If your child is not picked up by 5:45 pm, we will contact The Department of Children and Families.

**IMPORTANT NOTE:** There will be No Aftercare Services in Spring, Winter breaks, the Week of Thanksgiving, Winter Celebration, & Graduation/End of Year Ceremony. *Hallandale House of Learning* requires at least ten students enrolled in the aftercare program to provide aftercare services. The school reserves the right to cancel this program at any time if we don’t have enough students enrolled in aftercare. Parents will be notified a week in advance of any changes. There will be no refunds or adjustments made for days missed due to illness, holidays, or days off.

## SCHOOL CALENDAR

*Hallandale House of Learning* begins classes on August 21, 2023, and ends on June 10, 2024.

The school will be closed for the following holidays:

- New Year’s Eve
- New Year’s Day
- Martin Luther King Day
- HHOL Holiday

- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Teacher Planning Days: 10/24/23, 01/22/2024 and 04/10/24

*NOTE: Please check the HHOL VPK calendar for additional non-school days, spring, and winter recesses.*  
Our school year calendar is available at the office.

## ATTENDANCE

Regular and punctual attendance is necessary for your child to receive the full benefit of this program.

**Excused Absences:** Notification of the child's absence or late arrival should be made as soon as possible. When a child returns to school after recovering from an illness or had a medical appointment, please make sure to bring school a doctor's note.

**Important note:** There will be no refunds or adjustments made for days missed due to illness, holidays, or days off. A place has been reserved for each child that cannot be filled on a short-term basis.

## SIGN IN-SIGN OUT/ IDENTIFICATION

*Hallandale House of Learning* counts with Procure software, which allows parents to record children's attendance. We ask all parents to sign in and out for pick-up and drop-off times each day in the Procure Engagement App. The QR codes are available in every classroom window.

Everyday parents/guardians are required to sign in and out for pick up and drop off times each day. Procure gives us a writing record of the child attendance, hours, the person who picked them up for the day, and the state of Florida may use the recordings for verification of enrollment and attendance.

For a child to be checked in or out, parents/guardian or authorized person must have registered in our computerized system. Authorized people can sign in and out the students in the teachers' tablet or manually in the attendance sheet.

Any unregistered person trying to pick-up your child must be listed as an alternate pick-up person. The school will verify the name of that person with your child file's information and request a picture ID to prove that person is whom you stated.



We will not release any child without identification and if the lack of an ID or written permission from parents or guardians. As a result, you will be responsible for any late fee charges.

## VACATION

Vacation time is granted only to 18-month-old, 2-, 3- & 4-years old students (No VPK or Kindergarten students). A vacation week is considered as five unattended consecutive school days. A flat amount corresponding to one week's vacation will be credited according to your payment frequency. Please contact the office for the credit amounts. A notice must be given at least one month before the date you are planning your vacation. If you do not provide one month's notice, you will be billed as if your child is attending to the center. The non-payment will generate late fees until the vacation week is fully paid. No refunds will be granted.

Families are required to fill out a "Vacation Request" notification and submit that form to the school office.

## DROP-OFF AND DISMISSALS

We want to ensure that everyone is safe at school during the school year. The Following protocols are implemented during drop-off and pick-up times. Parents, please bring your children on time to school to avoid inconveniences.

### Kindergarten

- 1- Kindergarten students arrive from 8:00 am to 8:30 am. Kindergarten classes begin promptly at 8:00 am.
- 2- Kindergarten teachers will close their classroom doors at 8:30 am.
- 3- We understand that sometimes emergencies arise. If the children arrive after 8:30 am, **PARENTS MUST WAIT UNTIL 9:00 AM TO DROP-OFF THEIR CHILDREN AT THE OFFICE.**

### VPK

- 4- VPK Students arrive from 7:45 am to 8:15 am. VPK classes begin promptly at 8:00 am.
- 5- VPK teachers will close their classroom doors at 8:15 am.
- 6- VPK afternoon Students arrive at 1:30 pm.
- 7- We understand that sometimes emergencies arise. If the children arrive after 8:15 am, **PARENTS MUST WAIT UNTIL 8:30 AM TO DROP-OFF THEIR CHILDREN AT THE OFFICE.**

### Toddlers & PK-3

- 1- Toddlers and PK-3 Students arrive from 8:30 am to 9:00 am.

- 2- Teachers will close their classroom doors at 9:00 am
- 3- We understand that sometimes emergencies arise. If the children arrive after 9:00 am, **PARENTS MUST WAIT UNTIL 9:30 AM TO DROP-OFF THEIR CHILDREN AT THE OFFICE.**
- 4- **The office will receive late students only from 9:30 am.**

Parents are asked not to make a habit of going to the classroom with their children in the morning. This interrupts the teachers from greeting the children and beginning the daily routine.

## DRIVING AND PARKING PROCEDURES

*Hallandale House of Learning* is located at 124 NE 1st Ave. Hallandale Beach, FL 33009. Parking is available in front of property or city public spaces. We have six parking spots in the immediate front of the school. We have two PayByPhone parking spots to the right of the school (in the alley) if you are facing the building. Also, we have PayByPhone-parking stalls on the adjacent sidewalk. Please follow the parking signs. As a reminder, do not park in the shopping center to the left of the school. If there is no space, please be patient and wait until there is a space available. Also, be cognizant that drop off and pick up should be done as quickly as possible to allow for others to do the same.

The safety of our children is critical to us. Please **HOLD** your child's hand firmly while walking from your car into the school. Finally, never leave your child alone in the car, even for a minute.

## PAYMENT PROCEDURES

**Registration:** An annual, non-refundable registration fee of \$400.00 per student is required to hold a space in the school for new and returning students.

**Tuition & Fees:** *Hallandale House of Learning* requires all families to enroll in a recurring billing system to process tuition and fee payments. A one-time payment authorization form, a void check, and a copy of a picture ID from the parent's account holder are needed at the time of registration to authorize our bank to process your payments from your bank account.

**Tuition and fees are based on a full school year**, paid in one yearly sum, in twenty (20), or ten (10) equal installments, and they do not reflect the number of days attended in a given month.

Holidays, non-VPK- instructional days, VPK spring, and winter breaks have been taken into consideration when tuition and fees were calculated. Consequently, no credits or refunds will be granted for those non-attended days. **IMPORTANT NOTE: There will be no credits or refunds for sick days, missing days, even those unattended days due to Covid-19 quarantines or isolation periods.**

In addition, there will be no credits or refunds for sick days or vacation time, with the exception of one (1) week vacation credit for 18-month-old, 2, 3 & 4-year-old students (no VPK students).

**Payment Schedules:** Parents/guardians are required to select the frequency of the tuition's payment—all first tuition and fee payments for the school year due August 1. For families who pay in equal installments, the last installment is due May 1 or May 15.

- **Tuition & Fees may be paid in one yearly sum:** The payment due August 1.
- **Twenty (20) equal installments:** The first installment due August 1, the second installment due August 15, and thereafter through May 15.
- **Ten (10) equal installments:** The first installment due August 1, and thereafter through May 1.
- **Prorated Amount:** Tuition and fees are based on an entire school year. Parents must pay for the whole month of August if the child starts school on August 16. Consequently, if a child begins after August 30, the parents must pay a prorated amount depending on the month the child starts school.
- **Insufficient Funds:** A \$35.00 assessment fee is charged for returned payments or insufficient funds.

If the payment is not received by the due date, a late fee of \$35.00 will be charged. **Children will not be able to attend school until their accounts are brought current.**

After 14 days of non-payment, *Hallandale House of Learning* will terminate this contract, assess 2% monthly late charge, and proceed with legal and collection action, all fees of which will be assumed by the parent.

Tuition and other fees must be paid promptly. It is the parent's responsibility to contact the school office to resolve any questions and make arrangements for immediate payment.

In the event that parents have to make an authorized payment in cash, they must make sure to receive from the office a cash receipt as confirmation of payment. Cash discrepancies will be reviewed only with the appropriate receipt.

## **MONTESSORI CURRICULUM AGES FROM 18-MONTH-OLD TO 5 YEARS OLD**

### **EXERCISES OF PRACTICAL LIFE**

These are exercises that control and coordinate children's fine motor skills, developing independence and concentration. These are familiar with day-to-day activities that they see performed by adults (e.g., pouring water from a jug, dusting, and sweeping, etc.) as they take care of themselves, each other, and their environment. Children have a natural desire to imitate and are therefore, eager to perform these activities.

## **SENSORIAL MATERIALS**

These materials provide specific opportunities for learning and exploration through the senses. Children can clarify and classify all the physical properties in the environment. These materials prepare them for Mathematics, Language, and Cultural Activities.

## **LANGUAGE MATERIALS**

We provide materials that introduce children to phonetics and enable them to read, write, and understand at an early age. Children are guided by tracing sounds, listening to the sounds of a word, writing, and finally by reading and understanding.

## **MATHEMATICAL MATERIALS**

The materials introduce them to quantities and figures, the decimal system, addition, subtraction, multiplication, and division in the concrete form. The apparatus varies in a progression from concrete to abstract, thereby ensuring that the child will understand the mathematical concepts.

## **CULTURAL SUBJECTS**

History, Geography, Science, Botany, and Zoology encourage the children to take an interest in their environment and thereby increasing their general knowledge of the world.

## **CREATIVE MOVEMENT/MUSIC**

We teach children music so they can become better learners. We believe music is a conductor for learning.

## **DISCIPLINE POLICY**

All discipline shall be positive and focused on behavioral redirection or guidance, with the primary goal being safety, education, the establishment of self-discipline, and character development of and for the child. Furthermore, constructive, positive discipline serves to collectively benefit both the individual classroom and the entire school in that it maintains a structured and peaceful environment. We will follow the discipline rules from the Florida Statutes 402.305 (8), which states, "Children shall not be subjected to discipline which is severe, humiliating, or frightening. It also states discipline shall not be associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited." We expect teachers to implement positive discipline in the following manner:

1. Talk to the child explaining what has happened and why he/she should not behave in that manner.

2. If the child's behavior does not improve, the child is placed away from the group for a short period to think about what he/she has done.
3. If a child's behavior requires an exceptional amount of discipline, a "Parent-Director" discussion takes place.
4. If the child's behavior involves injury to another person on a continuous basis, the parent may be asked to withdraw the child from the facility.
5. Teachers are not permitted to spank or strike a child under any circumstances. Immediate dismissal from the school is mandatory.

**The following basic rules are explained to the children:**

1. Talk Softly
2. Walk Slowly
3. Respect the work of other students
4. Use a rug for floor work, and walk around them
5. Sit down to work
6. Replace all materials as you found them
7. At group time, wait your turn to talk
8. Listen to the speaker
9. Always be polite

## **EXPULSION POLICY**

### **Discipline**

- Positive discipline is centered around mutual respect, developing positive social and life skills, and fostering inner discipline in children. Disruptive behaviors in class include hitting, spitting, biting, pinching, scratching, kicking, and destroying school equipment.
- When a child has continuous disruptive behavior in class that harms or injures another child or staff, the school will follow the **Discipline Policy**. Hallandale House of Learning will do everything possible to work with the family to improve the child's disruptive behaviors. Still, if the school's remedial actions do not work, the child's parent/guardian will be asked to withdraw the child from the school.

## Parental Actions for Child's Expulsion

Also, the school will terminate the agreement childcare services for the following reasons:

- Parent/Guardian's verbal abuse to staff members or other families
- Parent/Guardian's threatens physical or has intimidation actions to staff members or other families. If behaviors are deemed abusive, unsafe, or threatening, the school will call the police, and the childcare services will be terminated.
- Parent/Guardian's failure to submit school medical forms: Immunization Record #680 and Statement of Good Health # 3040, within 15 days of enrollment.
- Parent/Guardian's failure to update medical immunization records-Form # 680
- Parent/Guardian's failure to make payment on time.
- Parent/Guardian's failure to comply with the school policies/Parent Handbook, including the COVID-19 Safety and Health protocols.

## UNIFORM POLICY

At *Hallandale House of Learning*, students are required to be in proper uniform. Students must wear appropriate and safe footwear. All shoes must be black, enclosed, and fastened/tied correctly. Backless footwear such as flip-flops and sandals are inappropriate for school.

**The following is our uniform dress code:**

- **Boys** are required to wear green polo school logo shirts, and khakis or shorts.
- **Girls** are required to wear green polo school logo shirts, and khaki skirts, pants or shorts.

Uniform items can be purchased from **Aventura Kids**.

- **Aventura Kids** is located in 19090 West Dixie HWY. Aventura, FL 33180. Phone: (305) 405-6100.

## HOME/SCHOOL COMMUNICATION

Parents and guardians are a vital part of our school. We're committed to keeping them involved and informed. An orientation evening meeting will be held at the beginning of the school year to provide families with detailed school information and procedures. Monthly school activities are communicated in our monthly calendar. All events and relevant news are posted at the school office, sent via e-mail, Procure App or displayed on our Facebook.

The school e-mail address is [info@hallandalehouseoflearning.com](mailto:info@hallandalehouseoflearning.com).

You may contact the office directly at the above addresses. If you have provided the school with your e-mail address, you will receive updates from the school.

**Our Phone number is (954) 454-5494, and our fax number is (954) 455-2895**

Facebook: <https://www.facebook.com/HallandaleHouseOfLearning/>

Instagram: <https://www.instagram.com/hallandalehouseoflearning/>

## SCHOOL ACTIVITIES

The school plan different events during the school year. The main events are as follow:

- Open House
- Parent’s Orientation Day
- Picture Day
- Field Trip Day (VPK Students- May be paused due to Covid-19)
- Fall Festival
- Visitation Day (May be paused due to Covid-19)
- Parent-Teacher Conferences
- Graduation and End of the School Year Celebration

Extracurricular Activities during aftercare may be provided by independent instructors. Please inquire for more information at the school office.

## SCHOOL SUPPLIES

Students are required to provide all the necessary supplies at the beginning of the school year. School supplies are described on our website: [www.hallandalehouseoflearning.com](http://www.hallandalehouseoflearning.com).

Full-time students will have nap time. A school napping package “ONLY” from our school vendor, **My Children’s Treasures**” is required. Order forms are available at the office.

## PERSONAL BELONGINGS

All your child's personal belongings must be appropriately named. Please have your child's name on all personal property such as jackets, sweaters, backpacks, and lunch boxes.

Change of clothes and bedding items must be brought to the center in a Ziploc bag adequately named as well and a shoe plastic box (white cover) from dollar store.

## TOYS FROM HOME

We request that children not bring toys from home; keeping toys at home will prevent hurt feelings and broken toys. Even toys left in backpacks can be distracting to students. The school is not responsible for any lost toys.

## BIRTHDAY OBSERVATIONS

Birthdays are unique to children! We will make your child's birthday or special day by singing "Happy Birthday." Please speak with your child's teacher at the beginning of the school year if your family does not celebrate birthdays. At *Hallandale House of Learning*, we strive to be respectful of all families and their beliefs. If your child is planning on having a birthday party, we ask that invitations be mailed from home rather than passed out in school unless every child in the class is invited to prevent hurt feelings.

**Celebration of Life:** We celebrate a child's birthday by honoring a child's life and accomplishments. We would like you to help us celebrate your child's life by sharing with us pictures for each year of their life and writing a short life story to be brought into school for this celebration (the photos will be returned). We ask that you let your child participate in selecting pictures and writing their life story for this celebration. Some families make a small poster or a notebook. We welcome your creativity.

The Celebration of Life is done during a scheduled time. In the classroom, the teacher will read your child's story as the children carry a globe and walk around the sun that is placed in the middle of the circle. We thank you for your help in making your child's celebration a meaningful and memorable event. Please do not bring candy or cupcakes. Usually, students with a 3:30 pm dismissal will have a 2:30 pm to 3:00 pm Celebration of Life. Students with a 12:30 dismissal and morning VPK classroom will have a 10:00 am to 10:30 am Celebration of Life. Finally, VPK and Kindergarten students with 2:45 pm dismissal will have a 2:00 pm to 2:30 pm Celebration of Life. VPK Afternoon with 4:30 pm dismissal will have at 4:00 pm Celebration of Life.

Please request a **Celebration of Life form** from your child's teacher.



## MEALS

Parents must provide lunch and snacks. Full-time students are required to bring their lunch from home.

**Lunch Boxed:** Parents are required to pack lunch inside a lunchbox. The school does not heat up any food. Hot food items must be on thermos (food containers), and an ice pack must accompany cold food items. **Snacks:** Healthy snacks are to be provided only by parents.

**Optional Lunch:** On Fridays, we have **the Pizza Day for lunch-A school fundraising-** The cost is \$6.00 and can be order online from our website [www.hallandalehouseoflearning.com](http://www.hallandalehouseoflearning.com). This program is optional too.

## CONSENT APPROVAL LETTER

Parents and guardians are requested to optionally give their consent to the staff of *Hallandale House of Learning* to take and use photographs of their children for the following purposes: School projects, activities, advertisements, websites, social networks (Facebook, Instagram and Procure app), and all food-related learning activities (Practical Life.)

Also, parents/guardians are required to sign a physical activity statement which acknowledges that *Hallandale House of Learning* will provide their children with indoor and outdoor physical activity combined: 40 minutes, two times a day.

## E-MAIL AUTHORIZATION

If you would like to receive e-mails from *Hallandale House of Learning*, such as calendars, events, and reminders, please provide your e-mail authorization.

## PASSWORD

The password is used for the protection of your child. Circumstances may occur when you need someone not listed on the enrollment form to take your child from this facility. When these circumstances arise, you will need to call and inform us of your instructions.

You will be asked for your password. Informing us of your password will enable us to carry out your instructions. If you do not provide or remember your password, we may not be able to carry out your instructions from over the telephone.

The password for your child should not be given to any other individual. The password provides a code between staff and parents only to enable us to follow your instructions over the phone.

## **CHANGES OF CONTACT INFORMATION**

Families frequently have changes – new homes, new jobs, and new telephone numbers.

It is crucial that we have current contact information. Accurate information is critical for the efficient, professional handling of emergencies.

## **IMMUNIZATIONS AND ANNUAL PHYSICAL EXAMS**

Children are required the Immunization Record # 680/blue medical form. Immunizations are required to be updated annually. Also, the Statement of Good Health # 3040/yellow form. Vaccines records and Physical examination records must be on file with the registration of your child before attending the school. Parents/guardians are responsible for keeping these records updated.

## **MEDICATION**

Prescription medications are seldomly given at the school. The parents are encouraged, with the help of the child's physician, to work out a schedule of giving medication at home whenever possible.

Accommodation is available in serious cases only. A signed request from a physician and parents with specific instructions for emergency treatment must be on file at school. A doctor's authorization must be on file for all prescription medication. All medication will be kept in the school office.

## **HEALTH**

If your child is not feeling well or shows illness, please keep your child at home. A child must be fever-free for 24 hours without medication before returning to school.

In the event that a child gets sick at school, we will contact the child's parent or guardian, and we expect the child to be picked up promptly.

Parents/guardians are required to have their phone numbers and emergency contacts updated.

## ILLNESS POLICY

To protect all the children in our school and the health of your child and family, HHOL has the following policies regarding illness. We ask that parents help us to maintain a healthy learning environment by keeping sick children at home. All parents will be notified if there is an outbreak of a contagious disease or pest. We will try to keep you updated on the severity and duration as much as possible. Please note that this statement is valid for any symptom that can be contagious, such as vomiting, diarrhea, fever, or rash.

In the event of illness or an accident at school, we make every effort to contact you immediately. If this is impossible, we will contact the person you have identified on your child's file. If a child is sick, unable to play outdoors, or unable to participate in regular daily activities, they will not be permitted to be at school. Children with infectious illnesses cannot attend school until they have been symptom-free for at least 24 hours, and you have a doctor's note stating they can return to school.

### When a child may not attend school:

**Fever** – 100. degrees or higher, including the night before or morning of school. No fever for 24 hours without taking fever-reducing medication. If you had to give your child medicine the night before, that means they cannot come to school the next morning.

**Rash/Unexplained Rash** – Most cases of skin rashes are mild and treatable. But without the right treatment, certain skin rashes can be serious or contagious. If your child shows signs of skin problems, please do not bring your child to school until you consult your physician, then provide the school a doctor's note stating your child is not contagious.

**Vomiting or Diarrhea** – All symptoms must be gone and no vomiting or diarrhea for 24 hours before returning to school.

**Strep Throat, Flu/Bronchitis/Pneumonia** -- Please do not bring your child to school until you consult your physician, then provide the school a doctor's note stating your child is not contagious and can return to school. The child must have no fever for at least 24 hours without taking fever-reducing medication.

**Thick White, Green, or Yellow Discharge** –Children will be sent home if they appear to have thick white, green, or yellow discharge. This is often indicative of an infection and requires a treatment. Before returning to school, a doctor’s note with a clearance that is no longer contagious is required.

**Persistent Hacking Cough** –Children will be set home if the have a persistent hacking cough. Before returning to school, the children need a note from their doctor and at least 24 hours of treatment. If a treatment is not required, a doctor’s note with a clearance that is not contagious is needed.

**Ear Infection** – Please consult your child's physician and provide a note from your physician with the diagnosis. The child must have no fever for 24 hours before returning (without fever-reducing medication).

**Conjunctivitis/Pink Eye** – Children will be sent home if there appears to be an unusual amount of discharge from or irritation to the eye(s) and must stay home the next day for observation. Please make an appointment to be seen by your physician. Your physician's note stating your child is no longer contagious must be provided before your child can return to school. If the child is on eye drops/ treatment, the child must stay at home for 24 hours before the child may return to school. If in fact, the child does not have a “pink eye” we need a doctor’s note with a clearance that it is not contagious.

**Head Lice** – If evidence of lice or nits is present, parents will be notified. Children may return to school 24 hours after they receive a treatment and when all lice and nits have been removed.

**Covid-19** – Please refer to the Covid-19 school health and safety protocols.

**Medication Administration Policy:** Prescription and over-the-counter medication are seldomly given at the school. The parents are encouraged, with the help of the child’s physician to work out a schedule of giving medication at home whenever possible. Accommodations are available in serious cases only. A signed request from a physician and parents with specific instructions for emergency treatment must be on file at school.

A child may return when he or she is free from symptoms and no longer infectious. The child should also be well enough to participate throughout the day actively. In any case of severe or unexplained illness, a doctor's medical clearance may be required prior to admission back into school.

If you are in doubt about whether or not your child is sick, please err on the side of caution and keep your child at home. If your child is sick and will not be able to attend school for two days or more, please call the office.

PLEASE BE COURTEOUS OF ALL CHILDREN IN THE SCHOOL, AND REFRAIN FROM BRINGING AN ILL CHILD UNTIL 24 HOURS HAVE PASSED SINCE ANY FEVER, VOMITING, DIARRHEA, OR ANY OTHER COMMUNICABLE SYMPTOMS HAVE OCCURRED WITHOUT THE USE OF FEVER-REDUCING MEDICINES.

## **INCIDENT/ ACCIDENT REPORT**

Incidents or accidents occurred at school are reported to parents the same day of the event.

Parents will receive from their children's teachers a written report and a detailed explanation of the incident or accident.

## **AUTHORIZATION FOR EMERGENCY TREATMENT**

Parents or guardians are required to fill out and sign an authorization for emergency treatment form, which gives the school instructions and permission to treat your child in the event of a medical emergency.

## **EMERGENCY DRILLS**

Emergency drills will be held monthly to acquaint the children with evacuation procedures. The first time a drill is held may make a quite impression on your child, but your child will soon become accustomed to it and know just what to do in the event of an emergency.

## **FIELD TRIP**

Field Trips are planned to provide children with new learning experiences outside the classroom.

- Parents or guardians are required to sign a permission slip before a student is permitted to go on a trip.
- Students without permission will be assigned to a different activity during that period.
- We welcome parents or guardians of students who want to chaperone field trips. This activity may be paused due to Covid-19.

## **VISITATION AND CONFERENCES**

**Visitation Day** is a day scheduled by the school which is designed to provide parents with the opportunity to see first-hand how and what their children are learning in class. Parents spend about an hour in the classroom with their child and are encouraged to participate in activities that form part of their child's daily routine. This activity has been paused due to Covid-19.

**Parent-Teacher Conferences (In person and Zoom meetings )** are a crucial opportunity where parents or guardians can sit down and discuss your child's progress in school. Conferences are scheduled during the school year. However, you're entitled to request a Parent-Teacher conference at any time you have concerns about your child's education. To schedule a parent-teacher conference / Zoom meeting when you have a concern about your child, please contact the office at (954) 454 -5494. Also, you can send us an email to [info@hallandalehouseoflearning.com](mailto:info@hallandalehouseoflearning.com).

**Conference / Zoom meeting Time:** 8:00 am to 8:30 am (VPK)- 8:30 am to 9:00 am (2 & 3Yrs. Old.) & 11:30 am to 12:00 pm. Phone and personal scheduled meetings are also available

## PORTFOLIOS/FOLDERS

- Portfolios of your child's work will be sent home at the end of the school year.
- Folders with your child's work will go home at the end of the month.
- Homework will be sent to VPK students only. Children will take a workbook home that must be returned on Friday.

## SAFETY PROCEDURES

The safety of children and staff is our priority. In case of an emergency during school hours, we are required to evacuate the school. Please be informed that we will be relocated to next door at **Sunshine Day Care 24 NE 1<sup>ST</sup> Avenue, Hallandale Beach, FL 33009. Phone: (954) 589-5552.** You will be able to pick up your child at that location.

## WEATHER RELATED EMERGENCIES

"The District's Emergency Management Unit monitors the progress of any major weather system that may affect Broward County Public Schools and works directly with the Broward County Emergency Management Center during the hurricane season. Please continue to check this (below) website and the local media for any storm updates."

In the event of any weather-related emergency, **Hallandale House of Learning** will follow the instructions from Broward School District. Therefore, when Broward Public Schools are closed due to weather

emergencies, *Hallandale House of Learning* will close as well. Please access the following link to keep informed. <https://www.browardschools.com/stormresourcecenter>. You may contact Broward Storm Resource Center Hotline at (754) 321-0321.

## TERMINATION OF SERVICES

A written notice of termination is required by either of the parties, as stated in Section IX of the contract between *Hallandale House of Learning* and the child’s parent/guardian. This notice must be received two weeks before the last date of service. Fees will be due for the two weeks if no written notice is given, and services canceled. Tuition and fees not paid before the last date of service will continue to have late fees added until they are paid in full, as stated in Section IV of the *Hallandale House of Learning* contract.

## BROWARD COUNTY’S VPK PROGRAM

Florida VPK is a state-funded program. In addition to the items described in this Parent Handbook, there are rules and regulations set by the state that both the provider and parents/guardians must follow.

### VPK SIGN IN ATTENDANCE VERIFICATION

**DAILY:** Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and/or picks up. This is a requirement of the VPK program.

**MONTHLY:** At the end of each month, you will be required to sign a “Student Attendance and Parental Choice Certificate” that confirms that your child has been in the program during the month and that you wish your child to continue in the program at this school.

It is a state requirement that parents comply with the school’s attendance policy as well as any of its other policies and procedures. For more information, please visit [www.vpkhelp.org](http://www.vpkhelp.org).

### VPK ATTENDANCE REQUIREMENTS

#### VPK ARRIVAL TIME

We recommend all children enrolled in **VPK morning and wraparound classes** arrive at school at 7:45 am so that we can begin instruction on time. VPK Afternoon at 1:30 pm.

#### VPK DAILY ABSENCES

The program at *Hallandale House of Learning* will run for 540 hours during the school year and follows the Broward County Public School’s Calendar. Students are encouraged to attend each day VPK is scheduled. If the parent is planning a vacation or the child will be out of school for extended days. The parent must notify the school as soon as possible of the child’s anticipated absences. Please see the VPK attendance policy (Annex 1.)

## **HOLIDAYS, NO-VPK INSTRUCTIONAL DAYS, VPK SPRING & WINTER BREAKS**

Holidays, No-VPK- instructional days, VPK spring, Thanksgiving, and winter breaks have been taken into consideration when VPK Wraparound tuition and fees were calculated. **Consequently, no credits or refunds will be granted for those non-attended days.**

### **VPK Schedules:**

**VPK Morning:** Monday through Friday from 7:45 am to 10:45 am.

**VPK Afternoon:** Monday through Friday from 1:30 pm to 4:30 pm.

**VPK Wraparound:** Monday through Friday from 7:45 am to 2:45 pm

If your child is not picked up within 15 (fifteen) minutes after the contracted hours, a Late Pick-Up Fee of \$1.00 per minute will be charged. No exceptions.

## **VPK ATTENDANCE POLICY**

See Annex 1

## **VPK TERMINATION**

Should you decide at any time after the start of the VPK program that you wish to re-enroll your child with another provider, it is the parent's responsibility to notify *Hallandale House of Learning* and ELC of Broward.

## **PARENT HANDBOOK ACCESS & ACKNOWLEDGE FORM**

- You can access the school Parent Handbook at [www.hallandalehouseoflearning.com](http://www.hallandalehouseoflearning.com).
- Parents/Guardians are responsible for reading carefully and understanding the school parent handbook. Please refer any questions you may have to our Director.
- After you have read this handbook, please complete the acknowledgment and return it to the office.





*Hallandale House of Learning*  
Montessori Preschool

## **PARENT HANDBOOK**

### **ACKNOWLEDGMENT OF RECEIPT**

Please read this handbook carefully and refer any questions you may have to your Director.

After you have this handbook, please complete this acknowledgment and return it to your Director.

My signature indicates that I have read and fully understand the guidelines and procedures set forth in the parent handbook. I have a copy of this handbook for my personal reference.

## ANNEX 1

### **VOLUNTARY PREKINDERGARTEN ATTENDANCE POLICY**

**PARENTS/GUARDIANS OF CHILDREN ENROLLED IN A VPK CLASS MUST COMPLY WITH THE VPK ATTENDANCE POLICY**

To the parent/guardian of: \_\_\_\_\_ (Child's full name)

\_\_\_ VPK School Year Program: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ (Dates) or

\_\_\_ VPK Summer Program: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ (Dates)

Your child is enrolled in the **Voluntary Prekindergarten Program**. Students enrolled in additional programs were given that information at the time of enrollment. Because this is a state-funded program, there are rules and regulations set by the state that both the provider and the parents/guardians must follow. **PLEASE READ THE INFORMATION BELOW CAREFULLY!** You will be asked to sign a confirmation that you have received this document.

This agreement contains the following information:

1. SIGN IN / ATTENDANCE VERIFICATION
2. ATTENDANCE & ABSENCE
3. TRANSFER/DISMISSAL
4. LATE PICK-UP

#### **1. SIGN IN/ATTENDANCE VERIFICATION**

**Daily:** Arrival and dismissal time must be recorded at the time the child enters/exits the classroom. Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and picks-up. **Hallandale House of Learning** counts with a **digital touch screen - biometric ID (fingerprint) pad, or Procure App** which allows parents to record children's attendance, and it gives us a writing record of the child attendance, hours, and the person who picked them up for the day. The state of Florida may use the recordings for verification of enrollment and attendance.

**Monthly:** The **Hallandale House of Learning** office staff will ask you to stop by the office **at the end of each month**. You will be given a form called **"Student Attendance and Parental Choice Certificate"** to review and sign it to confirm your child's recorded attendance for the month. Your signature on this form will not only verify the attendance but also will allow the Early Learning Coalition of Broward to direct payment for the month's VPK program for your child to **Hallandale House of Learning** and that you continue to choose **Hallandale House of Learning** to provide your child's VPK program for the upcoming

month. Students are encouraged to attend each day VPK is scheduled. Regular attendance is required in this program. It is important that your child attends every day to receive the maximum benefit of this program so that your child is prepared to succeed in Kindergarten.

## 2. ATTENDANCE / ABSENCE

The VPK regular program at **Hallandale House of Learning** will run for a total of 180 days or 540 hours during the school year. The VPK Summer program will run for a total of 300 hours during the summer. The VPK follows the Broward County public school's calendar. All enrolled families have received a calendar showing the scheduled days off during the operational period. Parents can also access the school year calendar at <https://www.browardschools.com>.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is **Hallandale House of Learning** funding linked to attendance, but also the child's success upon entrance into Kindergarten.

You will be required to sign and comply with the following policy on attendance to remain in the VPK program.

**Absence:** Daily attendance in the VPK program is necessary for optimal learning. However, you will be allowed three (3) absences per month. Any absences require [a written note from the parent, preferably via e-mail, or a doctor excuse note if applying for one of the following reasons](#): illness or injury of the child or the child's family member which requires hospitalization or bed rest; physician or dentist appointment; infectious disease or parasitic infestation; funeral service, memorial service, or bereavement upon the death of the child's family member; compliance with a court order (e.g., visitation, a subpoena); special education or related services for the child's disability; observance of a religious holiday or service.

**Extended absences:** It is the parent's responsibility to ensure the child's participation in the program and to communicate with the school regarding extended absences. **Medical absences:** If a child will miss four (4) consecutive days, it is required that the parent notify the school/teacher in advance of the absence. [A child may not miss more than 20% of the program or four \(4\) days per month](#) without written documentation from a physician. **Exceeding the permitted number of absences may result in the child's dismissal from the program.**

**Emergency:** In the case of a family emergency, **Hallandale House of Learning** may allow only **one** documented (5)-day consecutive absence to a student during the 180-day instructional period. Documentation must be submitted a month in advance, explaining the reason for the 5-day absence, and be dated and signed by the child's legal custodial adult. The administration reserves the right for absence's approval.

**Please note:** [Absences of five \(5\) consecutive instructional days will be considered a withdrawal from the VPK program at Hallandale House of Learning, and the child will be dismissed from the program.](#) Withdrawals from the VPK program could be eligible for re-enrollment. The parent is responsible for the re-enrollment process with the ELC VPK Broward. **Hallandale House of Learning cannot guarantee that the seat of the student will be available on the child's return.** It is a state requirement that parents/guardians comply with the center's attendance policy as well as any of its other policies and

procedures. The state VPK program allows **Hallandale House of Learning** to dismiss a child who does not follow these rules.

### 3. TRANSFER/DISMISSAL

Should you decide at any time after the start of the VPK program that you wish to re-enroll or transfer your child with another provider, it is the parent’s responsibility to notify **Hallandale House of Learning and the Early Learning Coalition (ELC) of Broward County**. Parents/guardians may contact the Early Learning Coalition of Broward at 954-377-2188 for all questions concerning transfer, re-enrollment, and dismissal of the VPK program.

### 4. DROP-OFF & LATE PICK-UP

Children enrolled in the VPK program is expected to arrive on time. A child who is enrolled in the VPK program but is not registered for any other wraparound services must be picked up by the end of their scheduled program. Parents are responsible for picking up their children promptly. Please review the **Hallandale House of Learning Parent Handbook** for late pick-up procedures and fees.

Thank you for taking the time to review these policies. The Florida Office of Early Learning may modify its policies. If such a situation arises, you will be notified of any changes in writing. As part of our registration packet, you received our **Parent Handbook** that will give you further information on the **Hallandale House of Learning** operational policies. Please refer to this handbook, which is also available at our website [www.hallandalehouseoflearning.com](http://www.hallandalehouseoflearning.com) for additional information on any practice that is not directly affected by the VPK program. We look forward to a successful school year. Thank you for choosing **Hallandale House of Learning** as your VPK provider.

To participate in the VPK Program at **Hallandale House of Learning**, I agree to comply with the terms of this **VPK Attendance Policy**. My signature below is the acknowledgment of my review and acceptance of the terms of this policy.

Parent’s/Guardian’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s/Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_

#### **Hallandale House of Learning**

124 NE 1<sup>st</sup> Avenue, Hallandale Beach, FL 33009  
Phone: (954) 454 – 5494 Fax: (954) 455 – 2895  
E-mail: [info@hallandalehouseoflearning.com](mailto:info@hallandalehouseoflearning.com)  
[www.hallandalehouseoflearning.com](http://www.hallandalehouseoflearning.com)

**Revised 8.1.2024**

## ANNEX 2

### KINDERGARTEN ATTENDANCE POLICY

#### PARENTS/GUARDIANS OF CHILDREN ENROLLED IN KINDERGARTEN CLASS MUST COMPLY WITH

#### THE KINDERGARTEN ATTENDANCE POLICY

To the parent/guardian of: \_\_\_\_\_ (Child's full name)

\_\_\_ Kindergarten School Year Program: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ (Dates)

Your child is enrolled in the **kindergarten Program**. Students enrolled in additional programs were given that information at the time of enrollment. Because this is a state-funded program, there are rules and regulations set by the state that both the provider and the parents/guardians must follow. **PLEASE READ THE INFORMATION BELOW CAREFULLY!** You will be asked to sign confirmation that you have received this document.

This agreement contains the following information:

5. SIGN IN / ATTENDANCE VERIFICATION
6. ATTENDANCE & ABSENCE
7. TRANSFER/DISMISSAL
8. LATE PICK-UP

#### **5. SIGN IN/ATTENDANCE VERIFICATION**

**Daily:** Arrival and dismissal time must be recorded at the time the child enters/exits the classroom. Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and picks-up. **Hallandale House of Learning** counts with a **digital touch screen - biometric ID (fingerprint) pad, or Procure App** which allows parents to record children's attendance, and it gives us a writing record of the child attendance, hours, and the person who picked them up for the day. The state of Florida may use the recordings for verification of enrollment and attendance.

Students are encouraged to attend each day Kindergarten is scheduled. Regular attendance is required in this program. It is important that your child attends every day to receive the maximum benefit of this program so that your child is prepared to succeed in school.

## 6. ATTENDANCE / ABSENCE

The kindergarten program at **Hallandale House of Learning** will run for a total of 180 days or 540 hours during the school year. The kindergarten follows the Broward County public school's calendar, except for one day. All enrolled families have received a calendar showing the scheduled days off during the operational period. Parents can also access the school year calendar at our school office.

You will be required to sign and comply with the following policy on attendance to remain in kindergarten.

**Absence:** Daily attendance in kindergarten program is necessary for optimal learning. However, you will be allowed three (3) absences per month. Any absences require [a written note from the parent, preferably via e-mail, or a doctor excuse note if applying for one of the following reasons](#): Illness or injury of the child or the child's family member which requires hospitalization or bed rest; physician or dentist appointment; infectious disease or parasitic infestation; funeral service, memorial service, or bereavement upon the death of the child's family member; compliance with a court order (e.g., visitation, a subpoena); special education or related services for the child's disability; observance of a religious holiday or service.

**Extended absences:** It is the parent's responsibility to ensure the child's participation in the program and to communicate with the school regarding extended absences. **Medical absences:** If a child will miss four (4) consecutive days, it is required that the parent notify the school/teacher in advance of the absence. [A child may not miss more than 20% of the program or four \(4\) days per month](#) without written documentation from a physician. **Exceeding the permitted number of absences may result in the child's dismissal from the program.**

**Emergency:** In the case of a family emergency, **Hallandale House of Learning** may allow only **one** documented (5)-day consecutive absence to a student during the 180-day instructional period. Documentation must be submitted a month in advance, explaining the reason for the 5-day absence, and be dated and signed by the child's legal custodial adult. The administration reserves the right for absence's approval.

**Please note:** [Absences of five \(5\) consecutive instructional days will be considered a withdrawal from the kindergarten program at Hallandale House of Learning, and the child will be dismissed from the program. Hallandale House of Learning cannot guarantee that the seat of the student will be available on the child's return.](#) It is a state requirement that parents/guardians comply with the center's attendance policy as well as any of its other policies and procedures. **Hallandale House of Learning** will dismiss a child who does not follow these rules.

## 7. TRANSFER/DISMISSAL

Should you decide at any time after the start of the kindergarten program that you wish to re-enroll or transfer your child with another provider, it is the parent's responsibility to notify **Hallandale House of Learning**.

DROP-OFF & LATE PICK-UP

Children enrolled in kindergarten are expected to arrive on time. Parents are responsible for picking up their children promptly. Please review the **Hallandale House of Learning Parent Handbook** for late pick-up procedures and fees.

Thank you for taking the time to review these policies. Hallandale House of Learning may modify its policies. If such a situation arises, you will be notified of any changes in writing. As part of our registration packet, you received our **Parent Handbook** that will give you further information on the **Hallandale House of Learning** operational policies. Please refer to this handbook, which is also available at our website [www.hallandalehouseoflearning.com](http://www.hallandalehouseoflearning.com). We look forward to a successful school year. Thank you for choosing **Hallandale House of Learning** as the school for your child.

To participate in the Kindergarten Program at **Hallandale House of Learning**, I agree to comply with the terms of this **Kindergarten Attendance Policy**. My signature below is the acknowledgment of my review and acceptance of the terms of this policy.

Parent's/Guardian's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_

**Hallandale House of Learning**

124 NE 1<sup>st</sup> Avenue, Hallandale Beach, FL 33009  
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[www.hallandalehouseoflearning.com](http://www.hallandalehouseoflearning.com)

ANNEX 3:  
KINDERGARTEN DAYS OFF

**HOLIDAYS, NO KINDERGARTEN INSTRUCTIONAL DAYS, VPK SPRING & WINTER BREAKS**

Holidays, No-kindergarten- instructional days (planning days), spring break, Thanksgiving week, and winter break have been taken into consideration when Kindergarten tuition and fees were calculated. **Consequently, no credits or refunds will be granted for those non-attended days.**

**Kindergarten Schedule: 8:00 am -3:00 pm**

For more information, please request a school year calendar from the office, which includes all the days when there is no school for kindergarten students.

8/1/2024