

MIAMI AUTISM RECOVERY PRESCHOOL

Parents Handbook

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Enrollment Policy

There are several forms in the Miami Autism Recovery Preschool enrollment packet. This enrollment packet must be completed and returned to us before we can assume the responsibility of caring for your child. This is to ensure that your child receives the very best care possible and to meet the record-keeping requirements of State Licensing guidelines. Please note that some children may not have current immunizations at the time of enrollment.

All forms will be reviewed annually. If there are changes to any of the forms in the enrollment packet, please notify us so we can update your child's records.

The enrollment package must include:

- Child Care Application for Enrollment Form (CF-FSP 5219)
- State of Florida School Entry Health Form (Yellow Form DH-3040) AND Florida Certification of Immunization (Yellow/Blue Form DH-680) OR if you do not vaccinate your child, the Florida Health Department Religious Exemption from Immunization (Form DH-681)
- Emergency Contacts Information Form
- Release Authorization Form
- Photo/Video Release Form
- Parent Directory Release Form
- Sunscreen, Diaper Cream & Insect Repellent Authorization Form
- Child's Record Form
- Tuition Form
- Parents' Handbook Acknowledgement Form
- Brushing and Joint Compression Authorization Form
- Non-Refundable $250 Registration Fee (Not applicable if the child only attends Summer Camp)

Tuition and Payment Procedures

The Full Day Program from 8:00 a.m. to 2:00 p.m. is $500.00 per week. For students on the Family Empowerment Scholarship for Students with Unique Abilities, the copayment is $175.00 per week. Aftercare is available daily for an additional $10.00 per day (please note that space is limited).

There is a $250.00 non-refundable yearly registration fee per child due at the time of enrollment. Payment is due monthly between the 1st and the 5th of each month. A $25.00 late fee per day a payment is late will apply after the 5th of the month until the monthly payment and late fees are paid. Weekly payments can be arranged upon request and are due on the Monday of each week. The same late fee as mentioned above will apply if payment is not received by Wednesday of the week the child is attending. Please note that if a child is withdrawn from school at any point, the full current month's amount (scholarship and copayment combined) will be due.

For Summer School and Aftercare, payment is due weekly. The same late fee as mentioned above will apply if payment is not received by Wednesday of the week the child is attending.

The success of MARP depends on the prompt payment of tuition and fees to cover day-to-day expenses. Tuition and fees are computed with the following factors in mind:

- Snacks and lunches, craft/activity supplies, curriculum materials, toys, computers for administrative purposes, equipment, and books provided for the children, etc.
- Outside play equipment
- Employees' wages, Social Security, Medicare, Workers' Compensation, Unemployment, and benefits
- Employees' continuing education
- Employees' paid vacations and paid holidays (see MARP Annual Calendar)
- Building rent, water, electricity, telephone, maintenance, and liability insurance

Hours of Operation

Full Day Program: 8:00 a.m. to 2:00 p.m.
Arrival: 8:00 a.m. to 8:30 a.m.
Dismissal: 2:00 p.m. prompt
Aftercare Program: 2:00 p.m. to 5:00 p.m. prompt

Late Pickup Fees

A $10.00 late pick-up fee will be charged per 15 minutes of tardiness after program hours. A ten-minute grace period will be granted before the fee applies, provided this is not a recurring habit. **As a courtesy, children staying over during aftercare hours for therapy sessions will not be charged any fees; however, if your child is not picked up as soon as the therapy ends, your child will automatically be enrolled in the aftercare program, and a $10.00 charge will apply.** This will be strictly enforced, and habitual tardiness may result in termination of services. Emergencies are dealt with on a case-by-case basis.

Arrival and Departure

Drop off is between 8.00 am and 8:30 am. Please make sure to drop off your child on time in order not to disrupt class activities.
Our normal procedure is to release the child only to his/her parents or legal guardians, or someone designated on the "Release Authorization Form" and "Emergency Contact Information Form". If someone other than the parents or legal guardians were to pick up the child, please notify us in advance. A verbal notice is acceptable on that day if this person is on the authorized pick-up list. If the person is NOT on that list, we **MUST** have written permission to release your child. Please inform emergency contacts or designated individuals that if we do not know them, identification will be required. This is not meant to offend anyone; it is simply a measure taken for the child's safety and protection.

Sign In and Sign Out

By State Law, parents or legal guardians are required to sign their child in and out each day. For your convenience, a Sign In/Out sheet and pen are located by the entrance door. This provides a written record of the child's attendance, hours, and the person who picked up the child each day. **For the safety of the children, parents will not be allowed inside the school unless invited by a staff member. Drop-off and pick-up will be done at the entrance door.**

Absences

Regular attendance is important for your child's success and progress. Please avoid unnecessary absences. Leaving school early or arriving late constitutes a part-day absence. When students are out of school, they miss important group lessons, some of which cannot be duplicated.
Tuition fees are based on enrollment for the entire school year, not on attendance, therefore fees must be paid during the absence of a child due to illness, holidays, vacations, teacher planning days, or for any other reason.

Holidays and Vacations

MARP follows the Miami-Dade County Public School calendar for the most part (with a few differences at the beginning and end of the school year), including Thanksgiving Recess, Winter Recess, Spring Break, Holidays, Teacher Planning days, and emergency closures during hurricanes or storms as indicated by local authorities. Copayments are due over the closed days mentioned above, except for Winter Recess. Scholarship monthly tuition is due in full regardless of school closure (including all Holidays,

Vacations, teacher planning days, and closures due to acts of God). We are open for Summer School except for the three weeks before MARP's 1st day of school.

Clothing and Attire

Comfortable clothing such as T-shirts, polo shirts, shorts, skirts, and pants is required. Close-toe shoes are required for outdoor play. No light-up shoes are allowed (they contain mercury). MARP does not provide school uniforms.

Personal Belongings

No toys from home are allowed. If toys are brought, they will be put away for the safety of the other children. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

Supplies

Parents must supply diapers, wipes, pull-ups, powders/ointments if needed, dairy-free milk, a complete change of clothes (including socks), and a naptime sheet/blanket; sunscreen and bug spray if you want your child to use them. These items will be kept in school for your child's use. The sheet/blanket must be washed weekly by the parents.

All personal belongings should be marked with your child's name. Eating utensils, cups, and dishes will be supplied.

Donations help us keep costs down. If you have any of the following items and are willing to donate them, it would be greatly appreciated. This is not mandatory.

- Paper towels and hand soap (only all-natural hand soap will be accepted).
- Paper of any kind (copy paper, construction paper…)
- Plain play-dough, watercolor paints, or any miscellaneous art supplies such as fabric scraps, glitter, paper plates, etc.

MARP Schedule

A structured schedule is essential for your child's positive development and smooth transitions from one activity to another. We will adhere to our written schedule to the best of our ability. There will be times when adjustments to the schedule are necessary based on the children's energy levels and interests. We appreciate families considering our schedule when picking up or dropping off children. It is best if arrivals and departures do not occur during work time; however, when they do, please be mindful not to disturb the children. Come and go as quietly and quickly as possible.

Our daily schedule is as follows (schedule may vary based on daily needs):

8:00 a.m. MARP opens - Free choice of activities, Bathroom Break, and Morning Snack
8:30 a.m. Social Interaction Games
9.00 a.m. Morning warm up (School Rules, Calendar, Music & dancing)
9:30 a.m. Structured activities (Individualized lessons/Art/Science)
10:30 a.m. Morning Snacks
11:00 a.m. Outdoor Play to work on gross motor skills. On rainy days, it will be replaced by indoor play.
12.00 p.m. Bathroom Break followed by Lunch. Once done with lunch, children will be allowed free play if others are not done eating yet.
1:00 p.m. Board games.
1:30 p.m. Bathroom Break followed by Circle time
2.00 p.m. Aftercare activities start / OT and Speech start
3:00 p.m. Bathroom Break followed by Afternoon Snack and outdoor play

4:00 p.m. Art or Music activities
5.00 p.m. MARP closes
If your child receives one-on-one Speech Therapy, Occupational Therapy, and/or ABA Therapy, the therapies will be scheduled during activity hours throughout the day.

Meals

MARP will provide all snacks and lunches for full-time students. Meals will be customized based on your child's dietary needs. MARP will provide gluten-free, dairy-free, and peanut-free meals. Most food will be home-cooked, minimally processed, using all-natural ingredients ONLY. Most fruits and vegetables are organic.
If your child has allergies or food intolerances, we must be notified about them in writing. If you choose to bring your child's meal to school, **it MUST be gluten-free, dairy-free, and peanut-free (otherwise it will not be served to your child and will be replaced by a meal provided by the school).** We will always encourage a child to eat what is provided, but we will not force a child to finish everything if he or she does not want to eat anymore.

Cleanliness and Hygiene

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. All employees are required to wash their hands frequently. Plates, bowls, or eating utensils are washed and sanitized after each use. Tables and chairs are disinfected throughout the day.
The bathroom is disinfected, and the floors are swept and mopped every day at the end of the school day.
MARP only uses natural cleaning products.

Fire Drills

State law requires one (1) fire drill per month.
We vary the time of day to help the children prepare to evacuate the building quickly and safely.

Toilet Training

We accept children in our program who are not toilet-trained. Parents are responsible for toilet-training their child at home. However, we will assist in the training by systematically taking your child to the bathroom every two hours as part of MARP's routine or whenever your child asks to go. We will always keep your child clean to limit the possibility of diaper rash.
Parents are responsible for supplying training pants or pull-ups, as well as extra changes of clothing each day. During toilet training, we ask that your child be dressed in "user-friendly" clothing so your child can independently undress himself or herself to go to the bathroom.

Quiet Time

Children will never be forced to systematically nap, but will be invited to take a "quiet time". They will be invited to lie down on their individual sleeping mat.

Parental Involvement

Parental involvement is crucial to help with their children's progress. Each parent or guardian will be welcome and encouraged to participate in the school's daily activities. You will be allowed to spend time with your child during school hours to learn the different techniques and methods of interaction used at the school. Free Workshops will be offered throughout the year to help parents learn teaching techniques that can be applied at home. **The initial workshop is mandatory for parents to attend.**

Curriculum

Miami Autism Recovery Preschool combines concept-driven language instruction with visual supports and treatment methods (e.g., ABA, Motor Skills Activities, Floor Time, Hanen Method). Classes are taught in a natural environment and address social and play skill development, language-based communication, pre-academic skills, activities of daily living, individualized goals and objectives, fine and gross motor and imitation skills, sensory intervention, and behavioral support.

- Pre-Academic Skills
- School Readiness Skills
- Sensory Intervention
- Low student-teacher ratio and small group setting
- Social skills are defined through interaction within the group
- Intensive intervention with individualized instructions, in a supportive environment that fosters meaningful communication and primary school readiness.
- Sensorial and Practical Life activities to enhance motor skills and refine the senses.
- Science is taught through hands-on experiments
- Music is used in the classroom daily
- Outdoor play allows for the practice of gross motor skills and social interaction
- One-on-One Speech Therapy (available upon request through the child's insurance – Space is limited)
- One-on-One Occupational Therapy (available upon request through the child's insurance – Space is limited)

Conferences and Progress Reports

Comprehensive evaluations of your child's progress in school are conducted on an ongoing basis throughout the year, and your child's teacher is prepared to sit down with you and discuss current concerns.

Parent-Teacher conferences can be requested and scheduled on demand or initiated by the teacher when deemed necessary.

Basic Rules of Family Child Care Home

All children will be taught and are expected to follow school rules to ensure the safety and well-being of everyone in our community.

We understand that normal wear and tear is a natural part of a child-centered environment. However, excessive or intentional damage to school property will be the responsibility of the parent/guardian, and charges will reflect the cost of repair or replacement.

Physical aggression is not permitted. This includes, but is not limited to, hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children or adults. Staff will work closely with children to redirect behavior, teach appropriate alternatives, and allow time for skill development. If, despite ongoing support, there is no significant improvement and the safety of others is compromised, the school may require permanent withdrawal of the child.

Please note that children are required to attend school with a therapist present at all times. Your child's schedule must align with the therapist's availability, including drop-off and pick-up times. While the school will make reasonable efforts to arrange coverage in the event of a therapist's absence, the child may be required to remain at home if coverage is unavailable. No monetary compensation will be provided in these circumstances.

For safety reasons, standing or climbing on chairs or tables and running indoors are not permitted. The use of obscene, derogatory, or disrespectful language or gestures is also prohibited.

Children may not walk around with food, cups, or bottles. Respectful treatment of others and of all school property is expected at all times. We appreciate the cooperation and support of families in enforcing these rules to help maintain a safe, respectful, and positive learning environment for all.
As per State Law, no smoking is permitted on or close to the premises; this includes Parents and Staff.

Reporting Requirements

Per law, we are mandated to report to the Department of Children and Families any suspicion of abuse or neglect. Always make sure to let us know when you drop your child off, if he/she has any unexplained cuts or bruises. Injuries will be logged into the child's file.
If you ever feel that MARP is not operating in a safe manner, please bring the matter to our attention. We follow State Licensing safety guidelines and are trained to comply with all applicable State and Local laws.

Indoor and Outdoor Play

Indoor play: When the weather does not allow for outdoor play, the children are invited to use toys such as building blocks or dance to music to ensure appropriate gross motor activity.
Outdoor play: We will be playing outdoors every day, weather permitting. Please make sure that your child is appropriately dressed for outdoor play at all times. We do not go outside in stormy weather.
We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep their child at home.

Discipline

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency, and firmness. We stress two main patterns of behavior: respect for other people and respect for property. We frequently review the rules with the children, so they are all familiar with the guidelines.
Children will not be subjected to discipline that is severe, humiliating, or frightening. Discipline will not be associated with food, rest, or toileting. Spanking or any other form of corporal punishment is strictly prohibited.
If a discipline problem arises that does not respond to the above-mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made for the safety and well-being of all.

Illness

We do not provide sick childcare. The following illness policies will be strictly enforced for the health, well-being, and safety of all concerned.
Sick Child Policy: Under no circumstances may a parent bring a sick child to MARP if the child shows any signs of illness (fever of 100.4 degrees F or higher, communicable disease, diarrhea, vomiting, rash, eye discharge or pinkeye, lice or nits) or is unable to participate in the normal routine and regular MARP program.
In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children, and a parent will be called immediately and is expected to come pick up the child within one hour (60 minutes) from the call. If the parent cannot be reached or has not arrived within an hour, the emergency contact person will be called and asked to come pick up the child.
For the health and safety of our staff and other children in our care, a child may not return until he/she is clear of all symptoms for 24 hours or with a doctor’s authorization to return.

Medication
MARP staff will NOT administer any medication, whether it is a prescription or over-the-counter. Only diaper cream, sunscreen, and mosquito repellent can be applied during school hours. You are allowed to come during school hours to give any necessary medication to your child.

Medical Emergencies
Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If necessary, your child will be taken to the nearest hospital, where you will be asked to meet us. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owner/operator of MARP will not be held liable for any sickness/injury of either parent/guardian or child while on the facility premises.

Student Records
All Student Records, including Progress Reports, Student Releases, Teacher Recommendations, Health Records, and all information about student records, are official/confidential MARP's records, and copies and/or originals are kept in the student's Folder. All requests for school records must be referred to the Administration, which approves the release of any student records.

Termination Policies
We reserve the right to terminate a child for the following reasons (but not limited to):
- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of a child to adjust to MARP after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet your child's needs
- Lack of compliance with handbook regulations
- Serious illness of a child

We will give two weeks' notice of termination for which full tuition is due, whether or not the child is in attendance. MARP reserves the right to give written notice of immediate termination for extreme circumstances that affect the well-being of the staff or other children in attendance.

Revision to Handbook and Handbook Acknowledgement Form
This Parents' Handbook and accompanying Acknowledgment Form will be revised annually. All families will sign a new enrollment packet each year. We reserve the right to make changes in rates and policies at any time with prior notice.