

**LUBAVITCH EDUCATIONAL CENTER**

17330 NW 7th Avenue • Miami, FL 33169

**PRE-1A****~ POLICIES AND PROCEDURES FOR PARENTS AND CHILDREN ~****• SCHOOL SCHEDULE****SCHOOL HOURS:** Monday - Thursday: 8:15 am - 3:45 pm

Friday: 8:15 am - 2:00 pm

**ARRIVAL:** School begins at 8:15 am. Students are to be brought to the playground upon arrival. Parents arriving after 8:15 am must bring their children straight into class. When being brought to the classroom, all children MUST be accompanied by an adult.

**DISMISSAL:** Dismissal begins at 3:45 pm, Monday through Thursday, and at 2:00 pm on Fridays. Parents are expected to arrive on time. Parents who come after 4:00 pm, Monday through Thursday, and after 2:15 pm on Friday, are subject of late fees. See “After School Pickup Policy” below for fee schedule. Should there be any change in how your child will be going home, it is important to contact the Pre-1A office before 3:00 pm to advise the school of changes. This is especially important if the individual who is picking up your child is unfamiliar with pick-up procedures.

**EARLY PICK-UP:** If you need to pick your child up early, come to the Pre-1a office to sign him/her out.

**YEARLY SCHEDULE:** Every summer a school calendar is sent to the parents. Additional copies are available in the office at all times. Advance notice of days off is usually sent home in the student’s Friday bags. In the event of a calendar change, parents will be notified by email.

**• CLASS PLACEMENT**

Children are grouped generally according to age. However, the Administration reserves the right to use their discretion to place a child in a class for reasons other than age.

**ENTRANCE DATES:** The date for determining placement into Pre1a is September 1.

**• COMMUNICATION**

Communication from School to Parents: Almost every Friday, your child will bring home a bag with projects and notices. Please take the time to admire their project and read the notices. They contain important information. We encourage you to check homework folder nightly for any notes sent home.

Communication with Pre-1a office: Call during school hours and if the person you wish to speak to is unavailable, leave a message with the Pre-1a secretary.

Communication with Teachers: It is very important to communicate with your child’s teacher. However, during the school day, the teacher’s job is to be with the children. Rather than try to speak with the teacher during arrival or dismissal, leave a message for her in the office to call you at a time that does not take her away from the children, when they need her attention.

Our teachers often use email and class WhatsApp groups/broadcast as a method of communicating class activities and announcements.

## • HOMEWORK

Each night students will be coming home with review in *Kriah* and Math. Doing homework consistently with your child is the key to success when learning new skills. Please make sure to check your child's backpack every night and return completed homework each morning.

## • PARENT INVOLVEMENT

We welcome parent involvement in all areas including, but not limited to, volunteering in the classroom, preparing things at home, cooking or craft demonstrations, visiting as a community helper, special projects and events, field trips chaperones/drivers or helping in the office. Please contact the classroom teacher or the office and let us know you want to help.

## • POSITIVE DISCIPLINE POLICY

Conscious discipline is a highly recognized method that promotes social and emotional intelligence in the classroom and at home. Teachers are trained in 7 skills that help model to the students, behaviors that are proactive as opposed to reactive. Through teaching children to make decisions from an executive brain state, we train children to make good choices intrinsically and not for exterior motivates We strongly advise parents to familiarize themselves with the program so that everyone will be familiar with our methods, and to ensure maximum gain to every child. There are many tutorials and literature materials online at [consciousdiscipline.com](http://consciousdiscipline.com).

## • FOOD POLICY

We serve breakfast, lunch and snack daily. The Pre-1a children are not allowed to bring any food from home. If your child needs special foods due to medical reasons, a note from the doctor must be given to the Pre-1a office. We encourage healthy food habits and limit the amount of sweets given to the children.

## • MEDICATION

If your child needs to receive medication during the school day, please note the following:

1. Have an adult bring the medication to the teacher.
2. Label the medication with the child's name and directions for administering.
3. Send in only enough for that day's dose.

## • PARENT EVENTS WITH CHILDREN:

Parents are invited into the classrooms for special activities twice a year—our annual Chanukah program and an End-of-Year presentation. Activities vary and depend on the class.

## • ENRICHMENT CLASSES:

Students have phys-ed, music and sensory enrichment classes on a regular basis throughout the year. These classes are given by special instructors with expertise in these areas. An enrichment fee is charged to the parents at the beginning of the year for these activities. The additional funds for these programs are provided by the PTA and the school administration.

### •BRINGING PERSONAL ITEMS AND TOYS TO SCHOOL:

Children are not to bring toys or personal items to school unless requested by the teacher for special events, such as Show and Tell, or books/videos connected to the curriculum.

### •BIRTHDAY PARTIES:

Parents are welcome to celebrate their child's birthday with a party in school. We like to make the birthday a meaningful and positive Jewish learning experience for your child and their classmates. Therefore, please not the following:

1. Contact the classroom teacher a few days before to arrange a time.
2. All foods must be from a bakery with a kosher certification or from a reliable company such as Blooms, Leibers, or Paskesz. **No home baked goods are permitted.** Additionally, we are limiting the party foods to **one food item only**, either a cake, cupcakes or ice cream. We will no longer serve candies and other nosh at the party. **Please do not put the teacher in an uncomfortable position to have to refuse to serve what you have brought.**
3. Goody bags with toys only. No food.
4. All non-food items such as prizes or paper goods should promote proper Jewish values, e.g. modesty, non-violence, proper role models (not TV/movie/violent heroes).

### •SUPPLIES:

A list of items will be sent to each family during the summer. These supplies should be brought to school during the first week of school or the first week a child attends. In Pre 1A, each child will be responsible for their own supplies.

Occasionally during the year the teacher may request other items for a special project, as well as a replacement of items that have been used up or no longer function.

### •ILLNESS:

We request the cooperation of the parents in keeping their child at home if there is any sign of a contagious illness such as fever, runny nose, excessive coughing, diarrhea, unusual rash or eye irritation. The school will notify the parents if a child becomes ill during the school day. When needed, we will ask the parent to pick up their child immediately.

Any contagious diseases should be reported to the Pre-1a office as a courtesy to the other children and families.

There is a 24 hour grace period required, free of any symptoms prior to sending your child back to school.

### •LICE:

Any child found with lice will have to be picked up immediately from school. In order to return to class, the child will have to be checked by an individual on the school's lice inspection committee. The Pre-1a office has information and resources on how to deal with lice. If you find lice in your child's hair, please inform the school the following day so that we can check the rest of the class, in order to stop it from spreading further.

Re-entry to school will only be with a note from a certified company that hair has been cleaned.

LEC reserves the right to re-check your child prior to entering class.

### •MEDICAL EMERGENCIES:

If your child has a medical emergency during school hours, we will first stabilize the child and then contact the parents. For this reason, it is very important to always update the Pre-1a office on any and all contact numbers for all of our parents. If ever necessary, we will call 911. In such a case, we prefer to err on the side of being too cautious, rather than on the side of not being cautious enough.

It is our policy to inform the parents of all minor injuries that the child may accidentally receive during the course of their normal daily activity. If you have any concerns in this area, contact the office immediately. Providing a safe environment is our first concern.

#### • **SCHOOL CLOSINGS**

In the event of severe weather warnings, it is important to call the school administration office for information on a school closing. Parents will also be notified by emails from the administration in the event of a school closing, as well as when the school will reopen. This pertains to severe weather and/or unscheduled closings. Please be advised that we DO NOT follow the Miami-Dade Public School closing schedules.

#### • **DONATIONS:**

We welcome all donations. Teachers often spend their own money on their class and would greatly appreciate a donation of any amount towards enrichment class materials and supplies. Toys, books and games in good condition that your child no longer uses, are welcome as well.

#### • **PROGRESS REPORTS:**

Pre 1-A receives a report card/progress report three times over the course of the year. Parent/Teacher conferences are conducted once a year. If you have any questions about your child's progress, call the school office and leave a message for your child's teacher to call you. We view the parents and school as a team working together for the child's benefit.

#### • **SPECIAL NEEDS CHILDREN:**

LEC has a mental health therapist, occupational therapist, physical therapist and speech therapist that see children in school through the family's health insurance plans. Call the office for more information.

When deemed necessary, the principal and teacher will request a meeting with a child's parents to discuss concerns the administration has about the child and the importance of seeing one of the specialty therapists.

#### • **DROP-OFF/PICK-UP PROCEDURES**

When children are dropped off/picked up, they are to exit/enter ONLY on the passenger side of the car (curbside).

#### • **MORNING DROP OFF**

The front lot of the school is a drive-through system ONLY, with one line of cars entering and exiting. There is absolutely **NO PARKING** in the carpool line at any time of the day. Staff will be present to help your child out of the car until 8:15 am, after which parents MUST park and escort their child to the classroom. If a parent needs to bring their child to the classroom directly, or needs to come into the building for any reason, the parent must park in the parking lot.

#### • **AFTER-SCHOOL PICK UP**

After-school pick up is always extremely congested. Most importantly, for the safety of all the children and to serve as a positive example, we need everyone to be very cautious, courteous and patient. We ask that no one use his or her cell phones during carpool.

**•AFTER SCHOOL PICKUP POLICY:**

Dismissal is at 3:45 pm, Monday through Thursday, and at 2:00 pm on Fridays.

A parent is considered late when the cars in the lineup have loaded and left, approximately 20 minutes after dismissal time, after which a late fee will be charged.

Please note the follow late-fee schedule:

MONDAY TO THURSDAY		FRIDAY		SUNDAY	
Time of Arrival	Fine	Time of Arrival	Fine	Time of Arrival	Fine
4:15 - 4:30 pm	\$5	2:20 - 2:30 pm	\$5	12:45 - 12:50 pm	\$5
4:30 – 4:45 pm	\$15	2:30 – 2:45 pm	\$15	12:51 - 1:00 pm	\$15
4:45 – 5:00 pm	\$20	2:45 - 3:00 pm	\$20	1:01 - 1:10 pm	\$20
After 5:00 pm	\$5 for every 15 minutes	After 3:00 pm	\$5 for every 15 minutes	After 1:10 pm	\$5 for every 15 minutes

Late fee payments may be made immediately or at any time shortly thereafter. When fines exceed \$30.00, your child will not be allowed into class until it is paid.

If the parent is unable to be reached, or will not arrive until after 4:30 pm, a staff member may drive the children to their home. Fines will continue to accrue.

Late fee payments may be made immediately or at any time shortly thereafter. When fines exceed \$20.00, or if a fine of any amount is due for more than three months, the child(ren) will not be allowed into class until it is paid.

**PLEASE NOTE: *When paying the fee, it is the parent’s responsibility to make sure that the payment is recorded by having a staff member sign the parent’s account sheet. If there is no signature, it will not be considered paid.***