



Piccoli Bambini Preschool  
2800 NE 2nd Ave.  
Miami FL 33137  
786.334.5272

<https://www.piccolibambinipreschool.com>

# Family Handbook

Revised November 2018

## Mission Statement

We are an educational center focused on preschool education with an innovative and inspiring methodology to early childhood education, based on the Reggio Emilia Approach which values the child as strong, capable and resilient; rich with wonder and knowledge.

## CONTENTS

<b>SECTION ONE: School Philosophy, Structure, and Governance</b>	<b>2</b>
Welcome	2
History and Philosophy	2
Nondiscrimination Policy	2
Organization and Governance	2
<b>SECTION TWO: Program Model, Insertimento, Staff Qualification, Inclusion, Confidentiality and Structure</b>	<b>4</b>
Program Model	4
Inserimento	5
Professional Development and Staff Qualifications	5
Inclusion	5
Confidentiality	5
Photo and Media Release	5
<b>SECTION THREE: Location, Hours of Operation, Application Process, Tuition &amp; Fees</b>	<b>6</b>
Location and Hours of Operation	5-6
Admission Eligibility and Procedures for Enrollment	6
Tuition and Fees	6-7
<b>SECTION FOUR: Parent Participation, Communications, School Events and Grievance</b>	<b>7</b>
Parent Volunteers	7-8
Classroom Communication	8
Monthly Reminders and Updates	8
Parent/Teacher Conferences	8
School Events	8-9
Absences	9
Grievance Procedures	9
<b>SECTION FIVE - General Information, Daily Schedule, and Policies</b>	<b>10</b>
Annual Calendar	10
School Closing	10
School Breaks	10
Observed Holidays	11
Arrival Policy	11
Student Pick-Up Policy	11
Traffic Policy for Student Drop-Off and Pick-Up	11-12
Withdrawal/Dismissal Policy	12
Uniform Policy	12-13
Personal Property	13
Lunch & Snacks	13-14
Infant Feeding Plan	14-15
Rest-Time	15
Diapering	15
Toilet Training	16
Birthdays and other Celebrations	16
Television	16
Discipline	16
Medical Information	16-17
Sick Child Procedures	17-18
Medication	18
Injuries	18-19
Emergency Injuries Procedures	19
Emergency Notification and Disaster Response Procedures	19
Child Abuse and Neglect	20
Forms	20
Weather Related Closing	20
Child Custody	20
Right to Refuse Child Release	21
Lost or Missing Child	21
Contacting Teachers	21

# SECTION ONE: School Philosophy, Governance and Nondiscrimination Policy

## WELCOME

Welcome to Piccoli Bambini Preschool. We are pleased that you have chosen us as your child's first school experience. Your choice demonstrates a commitment to the mission and philosophy of our school.

The school administration, Piccoli Bambini Board of Directors and teaching staff look forward to working with you to assist with the social, emotional, cognitive and physical development of your child in a safe and nurturing environment. The policies and procedures outlined in this Family Handbook exist to facilitate a mutual working relationship between home and school in the best interest of the child. The policies and procedures outline the process, expectations and responsibilities of all who are involved.

***The administration and Piccoli Bambini Board of Directors reserve the right to amend any and all policies and procedures at any time. The administration and Piccoli Bambini Board of Directors also reserve the right to rule on any issue or event that may not be covered in this Family Handbook.***

## History and Philosophy

Piccoli Bambini Preschool is a private preschool that provides high quality early education and nurturing care for young children, two months of age through their five-year old year. Piccoli Bambini Preschool also provides parent support to facilitate the growth of healthy families.

Piccoli Bambini Inc. began as a Swimming School for Children located in the city of Miami Shores and continued to expand as its reputation spread. It was incorporated in 2016 and is fully licensed by the Florida Department of Children and Families and Certified by the American Red Cross. The rules and regulations that govern the school are kept on file in the Director's office and are available for review at any time Piccoli Bambini Preschool seeks to make a child's first educational experience a positive one that provides a solid foundation for a life of learning and personal growth, and creativity. Young children learn most effectively through their experiences, and The HPS teachers offer a curriculum rich in learning opportunities designed to stimulate, challenge and enrich the young child.

Attention is given to all developmental areas: emotional, social, language, physical and cognitive. While the program has established goals for the children, it is flexible enough to meet the needs of each child as he/she develops.

The classroom teachers are chosen for their education and experience as well as for their patience, empathy, nurturing qualities and creativity. Each of the lead teachers possesses a College degree in Early Childhood Education or a related field. The teacher assistants all possess or are working toward their Child Development Associate Credential. The Director is certified by the State of Florida Department of Children and Families and has education management experience. There are five classrooms that accommodate children ages Infants through five years old.

## Organization of the School Governance

Piccoli Bambini Preschool is a private preschool operated by Piccoli Bambini, Incorporated.

Piccoli bambini Preschool is governed by a Board of Directors: President, Vice-President, Director and Secretary. One Piccoli Bambini Preschool staff member attends each Board meeting and the Director is a continuing member of the Board. The daily programs of Piccoli Bambini Preschool are carried out by the Director, who is hired by and reports to the Board. The Director hires the professional staff.

## Nondiscrimination Policy

Piccoli Bambini Preschool complies with all applicable laws and regulations concerning equal opportunity and nondiscrimination. It therefore operates all aspects of its program without regard to race, color, religion, sex, national origin or sexual orientation.

## **SECTION TWO: Program Model, Inserimento, Program Structure, Professional Development, Staff Qualifications, Inclusion and Confidentiality**

As mentioned above, Piccoli Bambini Preschool has five classrooms in which children are divided according to their age. Spaces occasionally become available in classrooms during the school year. Because of this occurrence, there is a possibility that some children will be transitioned to another class. When and if this transition occurs, Piccoli Bambini Administration will notify the parents to assist with a smooth transition for their child.

### **Program Model**

Piccoli Bambini Preschool applies The Reggio Emilia Approach is an educational philosophy focused on preschool and primary education. It was developed in the mid 20th century by Italian psychologist Loris Malaguzzi, who was a teacher himself, and the parents of the villages around Reggio Emilia in Italy after World War II. After such a great and destructive event, people believed that children were in need of a new way of learning: the assumption was that people form their own personality during early years of development and, moreover, that children are endowed with a hundred of languages. The aim of this approach is teaching how to make them useful in everyday life.

The program fosters exploration and discovery and is based on the principles of respect, responsibility, and community through exploration and discovery in a supportive and enriching environment based on the interests of the children through a self-guided curriculum. Several key elements distinguish the Reggio Emilia approach, setting it apart from other early education pedagogies.

### **Inserimento**

Translated from the Italian, inserimento literally means “insertion” and is a concept of introducing children to the school environment and the initial process of the child’s adjusting to a new community.

Upon enrollment, groups of children and his/her family are invited to spend some time with the teachers in the classroom. Depending on the needs of the child and the family, these visits generally last from 30 minutes to 1 hour. This is an opportunity for conversation between parents, teachers and the child within the context of the school environment.

Children’s response to separation varies dramatically. We ask that parents be flexible during the first few weeks of school and plan to spend extra time at school with their child if needed in order to ease the anxiety of separation.

Separation anxiety is a healthy, normal developmental stage, which we believe deserves time and appropriate attention. We feel that by easing into the transition and gradually lessening the time of “goodbye”, children develop confidence that their parents will indeed return and that educators can be trusted to provide a warm and nurturing environment while parents are away.

As a child becomes more comfortable at school, a parent’s short, predictable and loving “goodbye” is often all that is necessary as the child is dropped off at school. In the event that your child is upset and crying when you are about to leave, it is much less stressful for the child if you say goodbye and leave quickly.

Inserimento is an important time for children as they develop new relationships with other children, adults, and the new environment. We believe that the process of relationship building is most important for young children; because of this, we treasure this time of inserimento.

### **Infant and Toddlers - Program Structure**

#### **Infant Room 3 - 11 months: Teacher to child ratio 1:4**

#### **Toddler Room 12 - 24 months: Teacher to child ratio 1:6**

Our highly trained and state licensed Infant and Toddler Teachers nurture each individual child with personal care. Our emphasis at this age group is on our students development. Therefore we focus on providing them with activities that promote early stimulation through sensory, early literacy and physical activities. Our Infant and Toddler Teachers pay special attention on their students individual needs, schedules, and development to be able to create strong bonds, build quality relationships, and foster each child’s growth at their own pace.

Our classrooms are furnished with developmentally appropriate materials and equipment to enable our students to learn and grow. Although most of our activities and interactions with the infants take place in their classroom, we also give the infants the opportunity to explore and move in bigger ways in our Infant and Toddler outdoor playground where climbing, crawling, jumping, walking, riding, and throwing balls and much more are encouraged. In addition we have strollers to take the children for walks throughout the building when appropriate to explore and learn about the world around them.

## **Pre-K 2 - Program Structure**

### **Teacher to child ratio 1:11**

A child's attention span at this age requires flexibility, compassion, and patience. Our highly trained and state licensed teachers follow the same Reggio Emilia-inspired principles as for older children. At our Pre-K 2 classroom we begin to introduce project work that reward curiosity, investigation, and discovery for each child. Teachers take physical and verbal cues from children in order to develop "real world" projects, allowing our students to explore their surroundings in a meaningful way. Teacher observations are critical at this stage of learning to flexibly reorganize projects to keep children engaged. Our students are exposed to emergent literacy, music, art, dramatic play, sensory, motor-development, science, and pre-math experiences on a regular basis through project work. Educational experiences are designed to be age-appropriate and personally challenging, and the learning process is more valued than the finished product.

Piccoli Bambini Preschool is proud to offer several wonderful and varied outdoor experiences for Pre-K 2. Our facility features a secure covered hardscape play area and a fenced playground perfect for younger children where teachers lead explorations and children grow up appreciating our shared environment. Even at this young age, Reggio inspired projects often flow from the observations and questions little ones contribute.

## **Pre-K 3 - Program Structure**

### **Teacher to child ratio 1:15**

Piccoli Bambini Preschool utilizes a Reggio Emilia-inspired planning tool predicated on the ever-changing interests, ideas, and questions of children. Our provocations are often inspired by children themselves giving ample opportunity for discussion, decision-making, collaboration, and evaluation. Projects can last days or weeks depending on where it leads us. Our teachers use these projects to deliver rich educational experiences using literacy, music, art, dramatic play, motor development, math and science. Our methodology is underpinned by our understanding of the cognitive and academic standards needed to succeed in a 21st century kindergarten.

We are proud to offer several wonderful and varied outdoor experiences for Pre-K 3. Our facility features a secure covered hardscape play area and a fenced playground perfect for younger children where teachers lead explorations and children grow up appreciating our shared environment.

## **Pre-K 4 - Program Structure**

### **Teacher to child ratio 1:20**

Our Pre-K 4 class is tailored to serve the unique skills and cognitive abilities of this age group. We employ a Reggio Emilia-inspired, project-based curriculum, predicated on the ever-changing interests, ideas, and questions of children. Our provocations are often inspired by our student themselves giving ample opportunity for discussion, decision-making, collaboration, and evaluation. Projects can last days or weeks depending on where it leads us. Our teachers use these projects to deliver rich educational experiences using literacy, music, art, dramatic play, motor development, math, and science. Our methodology is underpinned by our understanding of the cognitive and academic standards needed to succeed in a 21st century kindergarten.

At Pre-K 4 we begin the formal process of tracking your child's readiness for kindergarten using standards established by Florida Kindergarten Readiness program. These standards provide teachers and parents a common template for measuring success and identifying areas for future improvement. In addition to our classroom learning environments, Piccoli Bambini Preschool offers several wonderful and varied outdoor experiences for our Pre-K 4 students. Our facility features a secure covered hardscape play area and a fenced playground perfect for younger children where teachers lead explorations and children grow up appreciating our shared environment.

## Professional Development

Ongoing professional development is a vital effort to ensure and maintain the highest quality early childhood education at Piccoli Bambini Preschool. All employees participate in professional development opportunities provided by the school as well as those required by Florida Department of Children and Families. All educators are certified in CPR and First Aid. In addition, staff may attend conferences and other professional development opportunities during and outside of working hours. We hope that the strength and nature of the experiences for your child and you while at the school is evidence of the power of our strong commitment to regular professional development.

## Staff Qualifications

Our educators are hired in compliance with the state requirements and qualifications as a base minimum. When hiring educators, we take a variety of traits into consideration such as educational background, experience, dedication to the profession, temperament, personality, and other factors that will contribute to the mission, vision and values of the school. We believe that a unique aspect of Piccoli Bambini Preschool is the strength and commitment of the educational professionals who choose to work at the school.

## Inclusion

Piccoli Bambini Preschool believes that all children have the same right to participation, acceptance and belonging in early childhood education programs. We make every reasonable accommodation to encourage full and active participation of all children in our program, based on their individual capabilities and needs.

Through the services of We keep in contact with our child development counsellor who refers families with We keep in contact with our in-house Licensed Therapist and Child Development Counsellor who assist families with children with additional support needs in our program.

## Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

## Photographic Release

Photographs of children enrolled at the school may be used on promotional materials for Piccoli Bambini Preschool. Photographs are not used for any such purpose without the express written consent of a child's parent or guardian. At enrollment each year, you are asked to sign our Photo/Media Release Form granting or denying authorization.

We regularly take photos of the children in conjunction with our classroom work at the center and for use within the center or on our website. We may also use photos during professional development initiatives in connection with the North American Reggio Emilia Alliance. Please indicate that you authorize the use and reproduction of photographs of your child in conjunction with the program.

Occasionally we will post photos on Facebook or other social media sites. We try to reserve this practice for a specific message and/or special experiences. Please indicate that you authorize the use of photographs of your child on the school's social media sites.

## SECTION THREE: Location, Hours of Operation, Application Process, Tuition & Fees

### Location and Hours of Operation

Piccoli Bambini Preschool is located in 2800 NE 2nd AVE. Miami, FL 33137 in the Midtown-Miami area. The school is completely private and has no affiliation with Midtown 29, Apartment building. The N.E. 2nd Ave. door will not be used to access Piccoli Bambini Preschool at any point throughout the day. It is only used by Piccoli Bambini in case of an emergency. The entrance to Piccoli Bambini Preschool is through the door next to the preschool playground on the side

of the parking area. An electric access code system is utilized to open the door and the keypad is located at the side of the doors. Each family is issued an access code upon enrollment.

There is a key code entry system at every doors that connect to the school hallways. Piccoli Bambini Preschool is open year round, Monday through Friday, from 7:00 AM until 7:00 PM.

The school offers the following schedules of service:

Full-Time: Monday to Friday 8:00 AM to 6:00 PM

Part-Time Monday to Friday 8:00 AM to 1:00 PM **or** 1:00 PM to 6:00 PM

**or**

3 days (i.e. Monday, Wednesday and Friday) 9:00 AM to 5:00 PM

Piccoli Bambini Preschool operates a year round program for all the classrooms. The Academic Year operates from August 1st until May 31st. Our Summer Program begins on June 1st and end on May 31st. Children returning for a consecutive school year are given preference, but are not automatically enrolled: each current family desiring admission must re-apply. Information about the our Summer Program is generally distributed to parents in January.

## Admission Eligibility and Procedures for Enrollment

To be admitted into the program, children must be between 3 month to 5 years of age in the year they will enter the school. **Families with children who turn five after September 1 and are interested in enrolling their children for the current school year are required to sign the school contract agreement and pay administrative fees as indicated in this Family Handbook.** Both custodial parents are required to sign the enrollment contract. **The enrollment contract will not be accepted without both custodial parent/guardian signatures.**

Full time children are given priority for future years' enrollment. In-house applications for the next academic year are due by the first Monday of February each year. Enrollment preference is given in descending order to: current full-time students, current part-time students, siblings/alumni families, full-time new students, part-time new students. **All information must be submitted and is confidentially maintained. Children's information is not released without written parental permission.** Information on vacancies and applications for enrollment can be obtained by emailing Piccoli Bambini Administration at [frontdesk@piccolibambini.com](mailto:frontdesk@piccolibambini.com) or on our website at [www.piccolibambinipreschool.com](http://www.piccolibambinipreschool.com) (Under Forms).

Enrollment options are as follows:

The school offers the following schedules of service:

Full-Time: Monday to Friday 8:00 AM to 6:00 PM

Part-Time: Monday to Friday 8:00 AM to 1:00 PM **or** 1:00 PM to 6:00 PM

**or**

Part-Time: 3 days (example: Monday, Wednesday and Friday) 9:00 AM to 5:00 PM

## Tuition and Fees

- Full-Time Monthly Tuition for Children 3-23 months \$1200.00
- Full-Time Monthly Tuition for Children 2-5 years old \$1000.00
- Part-Time Monthly Tuition for Children 0-5 years old \$890.00
- Annual Registration Fee for Year-Round Students: \$460.00
- Annual Material Fee for Year-Round Students: \$250.00
- Temporary Student Fee: \$150.00 per month plus tuition fee

Parents contract for 12 months of service, and pay tuition on a monthly basis. Part-time families may upgrade to Full-Time enrollment when space is available. Upgrade must be requested in writing at least 1 month before the desired change takes effect. A new contract may be signed at that time to reflect the changes. Children registered for a period shorter than 12 consecutive months are considered Temporary Students and they are subject to an additional \$150.00 monthly charge plus the tuition fee, and all terms and conditions of our Service Agreement Policy.

Schedules are arranged, as much as possible, to meet the needs of the families while maintaining full enrollment. **Parents will be charged \$10.00 per hour if they pick up their child later than the original paid schedule and \$1.00 per minute after 7:00 PM. Please arrive five minutes early to avoid After-Care charges.**

### **Tuition Payment:**

Tuition must be paid for the entire contract period even if a family is scheduled to be out of town. Adjustments are not made for children enrolled even though the academic program takes a break for two weeks in Winter-Break and 1 week for Spring-Break.

Incoming families are required to pay both the last month of service as well as the first month's tuition at the time of signing the yearly contract in order to reserve the slot for their child(ren) for the upcoming academic year. Since children are not eligible to begin until the age of three months **families desiring to start their child when he or she turns three months during the present school year must sign a contract agreement and pay tuition for the month their child's start at least 1 month prior in order to hold the space.**

### **Security Deposit:**

A deposit worth a month of service is required along with the first month's tuition is required at the time of signing the yearly contract. The deposit will be applied as payment to the last month of service after a 3 month written notice has been sent to acknowledge the termination period. The security deposit is not used as the child's last month's tuition payment, for the termination notice period if proper notice is not given (see Termination procedure) but will be used as the Early Termination Fee assuming all other financial obligations have been met. **If a family's plans change after signing a contract for the upcoming school year, but before the school year begins, including but not limited to withdrawing their child(ren) before the start of the school year, the security deposit and one month's tuition will be forfeited.** If significant schedule changes are made, i.e. additional days, the security deposit will be increased to reflect the new schedule.

### **Late Payment Fee and Procedures:**

A \$50.00 late fee will be applied to all tuition payments received after the 4th of every month. Piccoli Bambini Preschool may terminate the contract without notice if the parent/guardian is over 4 weeks late with scheduled payments.

### **Late Pick Up Fee:**

A \$10.00 hourly charge will be applied to all pickups done after 6:00PM for Full-Time or Part-Time Afternoon Session students and after 1:00PM for Part-Time Morning Session Students

### **Returned Check Fee:**

A \$50 returned check fee will be assessed for all checks returned to Piccoli Bambini Preschool for non-payment. Please expect this charge to appear on the next month's bill.

## **SECTION FOUR: Parent Participation, Communications, Events and Grievances**

### **Parent-Volunteer Opportunities**

Piccoli Bambini Preschool strongly believe that parent participation in the child's educational life strengthens their experience. Parents are welcomed and have access to the center at any time in which children are in the care of the school. We strongly encourage family participation and involvement and ask that each family to sign up to our Volunteer Contact List at the Back To School/Orientation Day. Because we value the unique contributions that parents can make to their children's experiences and to our community, we encourage family participation in the school as much as a family's schedule will allow.



There are many opportunities to volunteer. Possible opportunities for family participation in the daily life of the school include the following:

- Reading a book to the class (Mystery Reader)
- Sharing a special talent or skill with the school (music, photography, gardening, art, yoga, etc.)
- Organizing fundraising events.
- Participating in the preparations of any of our school special events
- Diversity and Community (participate in efforts to increase school diversity and build connections with community organizations and entities, etc.)

## **Classroom Communication**

Because communication is the key to keeping parents involved and aware of their child's activities, growth and academic learning while at the center, Piccoli Bambini Preschool will provide the following:

- Kinderlime App - A software program that can be used on smartphones, tablets and laptops to easily see when your child was picked up/dropped off, view photos of your child's learning activities, academic progress and daily sheet tracking each child's meals, diapering and sleep.
- The opportunity to develop relationships between the classroom and the families through our family events and activities.
- Frequent conversations between teachers and parents either in person or by phone.
- Our center's open door policy which allows parents to access the school at any time.
- Our school monthly calendar that serves as a regular form of communication between the school and the parents.
- Piccoli Bambini Preschool prepares a school calendar listing weekly activities and special requests for class participation (i.e., wear green on "Green Day" during a week on color) .
- The teachers also maintain contact with parents through written and flyers, special reminders and phone calls. The best time for telephone calls is between 1:00 p.m. and 2:00 p.m. Parents are encouraged to discuss any questions regarding calendar and daily activities with the teachers directly.

## **Monthly Reminders and Updates**

- Information about school happenings and reminders about important dates and events are shared with families on a regular basis via email and with e-flyers sent as friendly reminders through the Kinderlime App.
- Since email is one of the primary means of communication between home and school, it is important to keep your email address updated and review all of the information carefully. Forms and notices requiring responses are often included and a prompt reply is important to the school's efficient operation.

## **Parent/Teacher Conferences**

Parent-teacher conferences take place twice a year covering each child's development and growth, one in Fall and one in Spring. Notices will be emailed about upcoming conferences. A sign-up schedule is posted in each classroom with listed times for conferences. Please respond promptly so that a time is scheduled for you to meet with your child's teacher. Phone conferences are also acceptable. Conferences can also be requested at any time during the school year by parents or staff.

## **School Events**

### **Parent Orientation:**

Prior to the start of the school year, an orientation meeting is held for new parents; however all parents are encouraged to attend. The orientation allows families to meet the teachers. The Director also has the opportunity to review the daily routine, school guidelines and answer any questions that parents might have concerning the start of the new school year. Parents also have time to make any needed payments, purchase uniforms, care supplies (i.e. rest-time kit I fitted

sheet, pillow and blanket), and drop off some of their child's needed items. Doing so allows parents to have "free" hands for their children on the first day of school.

### **Exhibit Night:**

Occurs in the middle of the new school year before the end of February. The entire Piccoli Bambini staff is introduced as well as the President. General information concerning Piccoli Bambini Preschool and future Parent-Volunteer opportunities for upcoming events are discussed. Parents also have the opportunity to visit their children's classrooms where the teachers will review their daily routines and yearly goals and objectives. Parents are also invited to events during the school day throughout the year.

### **Holidays and Special Celebrations:**

Our holiday policy encourages an enhanced understanding of and respect for different cultures and the beliefs of children, families, staff and community. While the school does not promote specific holidays, we welcome and encourage families to share important traditions with their child's classroom, keeping in mind the cultural and traditional aspects of the celebration.

### **Product Sales and Fundraising Programs**

Piccoli Bambini Preschool may also organize a variety of sales-based fund raising projects with various affinity programs like Book Fair, Lifetouch-School Portraits, Square 1 Art, Facebook Fundraiser, Movie Night, Themed Raffle Baskets, and other similar programs, which may vary each year. Contact the Piccoli Bambini Administration for more information on any of these fundraising opportunities.

### **Absences**

If your child will be absent from school, please contact the school by 9:00 a.m. so we that we can plan accordingly. Email is the preferable form of contact regarding absences.

### **Grievance Procedure for Parents/ Guardians Policy**

Parents are encouraged to follow the Grievance Procedure to resolve any concerns they may have and should feel comfortable in doing so. Any issues will be dealt confidentially and should be resolved as quickly and as effectively as possible.

#### **Aim:**

- For all complaints and grievances to be dealt with in a fair, consistent, and confidential manner. For all complaints and grievances to be dealt with in a timely manner.
- For all outcomes to be satisfactory and respectful, and to result in changes to policies and procedures when required.

#### **Procedures:**

1. In the first instance any parent with a concern or grievance should consult with the Lead Teacher of the classroom or the Director/Assistant Director about that grievance.
2. Complaints alleging that the safety, health or wellbeing of a child was or is being compromised requires immediate notification to Piccoli Bambini Administration for a private investigation to be conducted.
3. On receipt of the results of the investigation, the Director/Assistant Director will interview the parent either in person or by phone to discuss the results of the investigation within 7 days. If meeting in person, parents may be supported by a friend or family member.
4. The Director/Assistant Director will then meet with the Lead Teachers and Administrative Team (if relevant) to discuss the grievance and recommend any necessary action.
5. The Director/Assistant Director will advise the parent and all concerned parties of the recommendations within 10 working days from the grievance meeting.
6. If Parent or Guardian is not satisfied with the actions taken by the school administration, parent has the right to terminate without an Early Termination Fee penalty.

## SECTION FIVE - General Information, Daily Schedule, and Policies

### Annual Calendar

At the beginning of each school year, Piccoli Bambini Administration will prepare and distribute an annual calendar listing school closings and notable events. Dates are subject to change at any time, but families will be notified immediately.

Bellow is a list of the special events we celebrate. Exact dates, time and special instructions will be given at least 1 week prior the event.

January	February	March	April
<ul style="list-style-type: none"> <li>Community involvement Month</li> </ul>	<ul style="list-style-type: none"> <li>Valentine's Day</li> <li>Parent's Night Out</li> <li>Exhibit Night</li> </ul>	<ul style="list-style-type: none"> <li>Early Literacy Week</li> <li>Dr. Seuss B-Day</li> <li>St. Patrick Day</li> </ul>	<ul style="list-style-type: none"> <li>Easter Egg Hunt</li> <li>Week of the Young Child</li> <li>Picture Day: Spring/Summer Themed</li> </ul>
May	June	July	August
<ul style="list-style-type: none"> <li>Mother's Day</li> <li>Teacher Appreciation Week</li> <li>PK-4 Grad. Ceremony</li> </ul>	<ul style="list-style-type: none"> <li>Father's Day</li> <li>Book Fair</li> <li>Beginning of Piccoli Bambini Summer Camp</li> </ul>	<ul style="list-style-type: none"> <li>Back to School Supplies Drive</li> <li>End of the Summer Splash Party</li> </ul>	<ul style="list-style-type: none"> <li>Open House and Orientation Day</li> <li>School Picture Day</li> </ul>
September	October	November	December
<ul style="list-style-type: none"> <li>Multicultural Day Celebration</li> <li>Grandparents Day</li> <li>Square 1 Art</li> </ul>	<ul style="list-style-type: none"> <li>Parent-Teacher Conferences</li> <li>School Spirit Week and Trunk-or-Treat</li> </ul>	<ul style="list-style-type: none"> <li>100th Day of School</li> <li>Food Drive</li> <li>Thanksgiving Celebration</li> </ul>	<ul style="list-style-type: none"> <li>Holiday Celebration</li> <li>Toy Drive</li> <li>Picture Day: Fall/Winter Themed</li> </ul>

### School Closing

While Piccoli Bambini Preschool provides full-day, year-round care, the school is closed during Federal Holidays for traditional school holidays and to provide professional development opportunities for the entire staff.

Families should consult the school calendar for dates when the school is closed. Since tuition is based on a yearly budget, there are no discounts for school closings.

### School Breaks:

We follow Miami-Dade County Public Schools academic calendar for Spring and Winter break.

For the convenience of our year-round students, Piccoli bambini Preschool open School Break Camps.

- Winter Camp Care available for Week 1 and Week 2 at a daily rate of \$25.00  
**\*RSVP deadline is 2 weeks prior the first day of camp**
- Spring Break Camp Care available as scheduled on MDCPS Calendar at a daily rate of \$25.00  
**\*RSVP deadline is 2 weeks prior the first day of camp**

### Observed Holidays:

Care will not be provided on the following observed federal holidays.

## 2019 Federal Holidays

Holiday	Date	Day
New Year's Day	January 1	Tuesday
Martin Luther King, Jr. Day	January 21	Monday
George Washington's Birthday	February 18	Monday
Memorial Day	May 27	Monday
Independence Day	July 4	Thursday
Labor Day	September 2	Monday
Columbus Day	October 14	Monday
Veterans Day	November 11	Monday
Thanksgiving Day	November 28	Thursday
Christmas Day	December 25	Wednesday

### Arrival Policies

Arrival time is between 8:00 AM and 9:00 AM daily. We recommend all families to arrive to school no later than 9:00 a.m. in order to allow for sufficient time for transitioning into the classroom before the beginning of group activities. This time also allows children to choose and play in centers at the beginning of each day of attendance. It is also an opportunity for the children to experience interaction with their peers. Children who arrive as this time is ending or later can sometimes become upset since they did not have the opportunity afforded the other children.

When bringing children to Piccoli Bambini Preschool, parents must escort their children into the classroom. **Children under the age of 18 may not escort or pick-up a child.** Parents and/or caregivers must bring all children into the school and sign in and out **every day**. Teachers will not transfer any child outside of the school.

Please call the office if your child will be absent or late. This helps the teachers to prepare for transitions between activities and account students for attendance, meals, and classroom participation.

### Pick-up Procedures

Pick-up for the morning session is at 1:00 PM and 6:00 PM, for the afternoon session and full-time students. When picking up children, please sign your child out, check the parent board for notices and daily summaries, check the cubby for announcements and correspondences, and collect your child's classwork. **All children are picked up from the school premises only. The staff will not allow anyone other than the custodial parent or authorized person to pick up the child unless written permission for an alternate person to pick up the child has been received by Piccoli Bambini Preschool. Authorized adults are required to be 18 years old or older. Staff members will ask for identification from authorized people with whom they are unfamiliar.**

### TRAFFIC POLICY FOR STUDENT DROP-OFF/PICK-UP

The traffic expectations listed below help to keep our children safe and expedite the process of getting our children to and from school.

- Please be attentive and **follow ALL traffic rules** and **DO NOT BLOCK ANY INTERSECTION OR TRAFFIC FLOW on N.E. 2nd AVE AND 29th ST.**
- As per Florida State Law, **CELL PHONE USE IS PROHIBITED** when driving.
- **YIELD TO PEDESTRIANS.** They have the right of way.
- Speed limit is **10 MILES PER HOUR** when entering or leaving our facility.

- ALL pedestrians **MUST USE MARKED CROSSWALKS OR UNMARKED CROSSWALKS AT THE INTERSECTION** on N.E. 2nd AVE and 29th ST. , use all precautions when entering or leaving the facility.
- **DO NOT JAYWALK**
- Keep the street/parking lot **intersections clear**.
- Keep the **sidewalk and crosswalks clear**.
- There is **additional parking** down 28th dead end street by the far right lane at Midtown 29 Apartment's Parking Entrance.
- Cars cannot be in the fire lane, yellow striped areas, or park on the end caps.
- Piccoli Bambini Staff has direct instructions to track license plates and ask for the support of the City of Miami Police Department if we see a problem.

**RULES WHEN ENTERING OUR FACILITY:**

- Drive into the parking lot entrance from the school street lane only **(RIGHT LANE WHEN HEADING SOUTH ON N.E. 2ND AVE)**.
- **DO NOT TURN LEFT TOWARDS THE SCHOOL ENTRANCE WHEN HEADING NORTH ON N.E. 2ND AVENUE**. Instead use the North Miami Avenue and turn right on 29th and a second right on N.E. 2ND AVE.

**RULES WHEN EXITING OUR FACILITY:**

- **ALWAYS MAKE A FULL STOP** and **watch for pedestrians** before entering to the incoming traffic on N.E. 2ND AVE.
- Make **RIGHT TURN ONLY when leaving the facility** and entering to the incoming traffic on N.E. 2ND AVENUE.

**Withdrawal/Dismissal Policy**

A child's schedule for a given school year may not be reduced at any time during the current year without authorization from the director. Families may pick their children up early or take their child out of school for vacations, etc., but they will be financially responsible each month for the amount of time they have contracted with the school. Three months' written notice by hand-delivery to the Director, certified mail or e-mail ([frontdesk@piccolibambini.com](mailto:frontdesk@piccolibambini.com)) is required if a family wishes to withdraw their child from the school. The family is also responsible for two full months' tuition following notification of intent to withdraw. **This payment will not be prorated.** The 1st payment made during child's enrollment **is only applied** to a child's last month's tuition at Piccoli Bambini Preschool, **but is forfeited** to Piccoli Bambini Preschool if the child leaves before the end of the Service Agreement period. The Hill Preschool can terminate a child's enrollment for cause, including but not limited to the following:

- The child's tuition is not kept current;
- There is no up-to-date health certificate, immunization record form on file for the child;
- The child's needs, in the view of the staff, cannot be met by the program;
- The family's needs cannot be served within the scope of the school's policies or practices;
- Non-compliance with any school policies or practices;
- Abusive or disrespectful behavior including, but not limited to, forceful hitting or other aggressive behavior(s).

If Piccoli Bambini Preschool determines that a child's needs cannot be met by the program or the child's family's needs cannot be served within the scope of the school's policies, or practices, and the child's enrollment is thus terminated, all advance payments obtained for the purpose the child's enrollment to Piccoli Bambini Preschool will be returned with the exception of the administrative fees.

**Uniform Policy**

Piccoli Bambini Preschool believes that a safe learning environment is an important aspect of our school. Our uniform policy is intended to promote respect for the learning process, build school identity and community spirit, and to create a safe and orderly school climate. Bellow are the guidelines for our school uniform.

- Uniforms are required for every student ages 1 to Pre-K 4.

- Student may wear denim or any type of bottoms (pants, shorts, leggings).
- To enable children to be as independent as possible, students should wear clothing that they can adjust without assistance, such as pants that include elastic waists, large buttons, velcro, etc.
- **Uniform shirts must be labeled with child's name.**

The uniform guidelines are in affect every day of the school year. There will be some days designated as "Fun Dress/Choice Dress Days." Those days will be announced in advance by the school app, email, school flyers and on the school social media accounts. Guidelines for those days will be announced at the appropriate time. **We ask for parent support in upholding the uniform guidelines.** For your convenience, you may purchase our school uniform shirts on the school website under the Shop section.

## Personal Property

Required items at school:

- Tote bag or backpack and lunchbox
- Two complete sets of extra clothing in your child's bin (season appropriate, underwear and socks)
- Diapers (disposable or cloth) wipes and diaper ointment

**Please label all personal items. (backpacks, lunch bags, water bottles, food containers, etc)** See the School Supply List on our website for details.

**Children must wear rubber-soled shoes, sneakers, or closed-toe sandals at all times.** All footwear must fit properly and have secure velcro fastenings or laces. **Flip-flops, jellies, clogs, and Western boots are not permitted, as they are not safe for outdoor play.** If raining and boots are worn, indoor shoes are to be brought separately. Children should wear "wash and wear" clothing appropriate for indoor and outdoor play.

To enable children to be as independent as possible, it is recommended that they wear clothing that they can adjust without assistance, such as pants that include elastic waists, large buttons, velcro, etc.

The tote bag/backpack/lunch box is taken home at the end of each day with artwork and school correspondence. **Nap mats are sent home every Friday for washing. Please bring them on your child's first day of school the following week.**

The application of sunscreen (during the summer time) to children attending Piccoli Bambini Preschool in the morning is the responsibility of parents. Piccoli Bambini Preschool staff will apply sunscreen in the afternoon to children before stepping outside for Playground Time. **Families are required to complete a "Medication Authorization Form" in order for teachers to apply sunscreen.** All children must bring sunscreen with them to school in the original container and it should be labeled with your child's name.

## Lunch and Snack

**Piccoli Bambini Preschool students bring their lunch and snacks to school every day** in a clearly labeled lunch box. We place great emphasis on the importance of good nutrition. Good nutrition is the first step to a lifelong routine of wellness. When packing lunch and snacks we ask parents/guardians to adhere to the following guidelines:

- Prepare food in small, easy to handle servings, such as cutting sandwiches into quarters, slicing up fresh fruit and preparing bite sized slices of cheese.
- Pouch drinks are discouraged, as they are very difficult to open, even for adults.
- We ask that you choose fresh, natural foods.
- Please DO NOT send candy, sugary desserts, and foods high in artificial coloring, or soft drinks.
- We strongly discourage sending in desserts, as children will always eat dessert, but not always their lunch.
- We ask that you to please send water, milk, or 100% fruit juice in your child's lunch to drink.
- We recommend that your child's lunch have a "cool pack" to keep perishables and drinks fresh and cold.

Please don't send your child to school with any of the following items:

- Nut products such as peanut butter, almond butter, pine nuts, cashews, almonds, etc. If in doubt, leave it out.
- Sweet desserts
- Soda pop and sweet juices

**A Special Note to Parents:** For younger children, keep in mind that they must open and close their own lunch containers. Practice at home to make sure that your child can open his or her lunchbox. Consider using whole wheat pita, bagels, tortillas or whole wheat rolls to "mix it up" and keep sandwiches from becoming boring. Letting your child choose her own fruits and vegetables may also help make sure that they are eaten. This gives the child a sense of control and participation.

**A special note regarding allergies:** The Allergy Information Form completed before enrollment is the primary way parents should notify the school about any allergies, including food allergies. In addition to the form, as much information as can be provided to the Director and teachers in direct conversation and explanation is appreciated so that appropriate steps can be taken to prevent allergy incidents.

## Infant Feeding Plans

Families of infants (children between 3 and 12 months) are responsible for bringing breast milk, formula and appropriate food for their child. The educators work closely with each family to create and maintain an infant feeding plan and introduce new foods according to each child's development. "Baby" food may be store bought or prepared at home. Below is our Infant Feeding Guideline:

- All bottles and baby food jars and/or containers must be clearly marked with the child's name and date.
- A signed written feeding instructions for children less than one (1) year of age shall be obtained from parent/guardian before child's first day of attendance.
- Instructions from the parent/guardians shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies.
- Center Personnel shall hold and feed infants less than six (6) months of age and older children who cannot hold their own bottles or sit alone. Baby bottles shall never be propped; the infant's head shall be elevated while feeding.
- As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.
- As soon as the child exhibits a desire to feed him/herself, the child shall be assisted and encouraged to use their fingers for self-feeding, eat with a spoon, and to drink from individual cups.
- Baby Bottles and Formula. All baby bottles shall be clearly labeled with the individual child's name. Formula or breast milk shall be supplied by the parent daily in bottles. Only the current day's formula or breast milk shall be served. Bottles shall be refrigerated at a temperature of forty (40) degrees Fahrenheit or less.
- If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water.

- A feeding chair or similar equipment designed for feeding children shall be provided for the use of each child being fed who is capable of sitting up but who is unable to sit unassisted at a table.
- The chair or similar equipment must be cleaned with a disinfectant. Such chair or similar equipment shall have a broad base to prevent tipping; a surface that the child cannot raise; a strap or other device, which prevents the child from sliding out of the chair; and a feeding surface free of cracks.

## Rest-Time

Infants sleep according to their own schedule and are put to sleep on their backs until they are able to roll over on their own. After lunch, Toddlers Room - PK 4 students participate in a quiet rest time. Children rest for at least 30 minutes and if they do not fall asleep may be given quiet activities. Children older than 1 year old sleep on cots with a sheet and blanket and any comfort item sent from home.

## Safe Sleeping Policy

- Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.
- Cribs shall be in compliance with DCF and SIDS safety standards. They will be maintained in good repair and free from hazards.
- No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.
- No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles.
- Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.
- Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots/mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed. At Piccoli Bambini Preschool, bedding for infants will be laundered by parents as needed. For children who are no longer sleeping in cribs, bedding will be sent home weekly or as needed for laundering.
- Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety-approved crib for sleep.
- Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.
- Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.

## Diapering

Diapering is an important process of the daily life in the infant and toddler classrooms. Diapering is a time for one-on-one interaction between the child and teacher. The process of changing diapers is always done in a comfortable and respectful manner. Piccoli Bambini Preschool will follow all guidelines for cleanliness and hygiene as outlined by DCF's Health Rules and Regulations. Diapering procedures are posted above each changing area within the classrooms. Parents may send cloth diapers and wipes for their children as long as appropriate materials are provided to transport soiled diapers from school to home for laundering.



## Toilet Training

An important factor in making the toilet learning experience at school as low-stress as possible is a family/teacher partnership that supports the child through this important developmental phase.

Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process.

**Teachers work with parents to create a toilet training plan when the parents and teachers agree the child is ready. Please keep in mind that potty training is different at school where there are so many distractions such as friends and toys. Therefore we asked parents/guardians to start the process at home where a child feels more comfortable and is more inclined to demonstrate interest to successfully create a routine and schedule pattern.**

## Birthdays and other Celebrations

Children enjoy celebrating their birthdays and other special events at school.

- Please discuss any plans for an in-class celebration with your child's teacher at least 1 week in advance.
- Celebrations at school will be scheduled in the afternoon to ensure all morning academic activities are elaborated as programmed.
- Birthday celebrations need to be simple and cannot conflict with the classroom's playground time.
- For the safety of our students, **Pinatas are not allowed**. We recommend goodie bag instead.
- Parents must get permission from Piccoli Bambini Administration, should they want to hire a magician or balloon/face painting artist.
- Parents are encouraged to assist with parties that involve a special Afternoon Snack or decoration.

### Birthday snacks - healthy and safe choices:

In accordance with our food policy we encourage all families to pick healthy alternatives to traditional large cupcakes. For example, small muffins and fresh fruit with yogurt are favorite birthday snacks. To create a safe environment for children with food allergies, we ask parents NOT to send birthday snacks and/or holiday party snacks containing either **peanut butter or nuts**. Also, please do not send **popcorn**, which is considered a choking hazard in groups of children 0-2 years old.

**For health and safety reasons, all foods for birthdays and other celebrations must be commercially prepared (store purchased) items that are transported in their original containers, unopened and listing all ingredients are allowed. Foods prepared by parents cannot be accepted and will be returned to parents.**

## Television

Piccoli Bambini Preschool is a television free school. We do not have the equipment on site to watch television.

## Discipline

Positive language and behavior, redirection, negotiation and modeling are some of the preventative techniques utilized to facilitate the development of appropriate social skills and to discourage aggressive behavior. Piccoli Bambini Preschool does not permit any type of physical or threatening punishment. The school provides teachers with very specific guidelines on this matter as stated on our Discipline Policy. A sign copy of this policy is kept in your child's file for your review.

## Medical Information

Florida Department of Health requires a Health Evaluation and Immunization Records (Blue and Yellow Form) must be presented to school administration before the child(ren) start attending the program. Records MUST be up to date on child's school file in order to received services. School has the right to deny services if child's health records are expired and Students will not be allowed to attend Piccoli Bambini Preschool unless all medical forms are current.

**All medical forms must be updated in accordance with Florida Department of Children and Families licensing requirements and Florida's Department of Health statues.**

School Entry Health Examinations must be done and/or renewed when your child turns:

Child's Age	1m	2m	3m	4m	5m	6m	7m	8m	9m	10m	11m	12m
New Blue and Yellow Form Required by State			X			X			X			X

Child's Age	15m	18m	21m	24m/2y	36m/3y	48m/4y	60m/5y
New Blue and Yellow Form Required by State	X	X	X	X	X	X	X

## Sick Child Procedures

The purpose of this policy is to outline the proper procedure of handling illnesses in order to protect all children enrolled in the preschool. If the teachers observe one or more symptoms of illness, the child's parents will be notified. Because the school is not equipped or staffed to care for ill children, parents need to make every effort to pick up children promptly. The staff realizes that this may be inconvenient, but it is a measure taken to minimize the spread of infection/illness and to provide a safe and healthy environment for all children. **In order to minimize the spread of germs, please help your child to the bathroom to wash their hands prior to entering the classroom every morning upon arrival.**

### Signs of Illness:

1. **Temperature:** temperature of 100 degrees or above, especially if accompanied by sore throat, rash, vomiting, diarrhea, earache, irritability, lethargy or confusion. Temperatures generally peak in the late afternoon and evening and return to normal in the morning. **Children must be fever free for one full (8 am - 6 pm) school day (without fever reducing medication).**
2. **Diarrhea:** two or more episodes of diarrhea (watery and/or greenish bowel movements that look different and are much more frequent than usual), especially those containing blood or mucus. **Children must be diarrhea free before returning to school .**
3. **Conjunctivitis:** Conjunctivitis is an eye infection commonly referred to as "pink-eye". The eye is generally red, with some irritation and a thick discharge and drainage. **Children may return to school once they have been cleared by a doctor.**
4. **Body Rash:** **If the rash cannot be identified, a doctor's note documenting treatment and permission to return to school is required.**
5. **Vomiting:** two or more episodes (especially if it is more than the usual "spitting up") or one episode that is accompanied by fever, diarrhea, lethargy, or irritability. **Child must remain at home until the vomiting has stopped completely.**
6. **Cold Sores:** Cold sores, sometimes called fever blisters, are groups of small blisters on the lip and around the mouth. The skin around the blisters is often red, swollen, and sore. The blisters may break open, leak a clear fluid, and then scab over after a few days. **Children may remain at school as long as they are able to fully participate, have control of drooling, and do not meet other exclusion criteria such as fever.**
7. **Head Lice:** Children may return after they have received the treatment recommended by the child's health care professional.

8. **Contagious Diseases:** Any kind including but not limited to:
- **Ringworm**- small raised bumps that grow in the form of a circle. Children may return once the treatment recommended by the child's health care professional is started.
  - **Strep Throat** – **the child may return to school no sooner than one full (8am - 6pm) school day after the medication has been administered and a doctor has given clearance for the child to return to school.**
  - **Chicken Pox** – **the child may return to school only with a doctor's note stating a clean bill of health.**
  - **Hand, Foot, and Mouth/Coxsackie Virus** – **Children must remain at home if they have fever, excessive drooling, or are uncomfortable and unable to participate in the daily activities.**

It is the responsibility of the teachers to report any symptoms of illness to the families (if these are noticeable during the day). **It is the responsibility of the parents to keep their children home if the above symptoms occur before leaving home.** Generally the child may not return to school until she/he has been on medication for **one full (8 am - 6 pm) school day** but some illnesses require a longer period of exclusion. A note from a doctor will be required for all conditions requiring medication if it has to be administered at school. An **Asthma Action Plan AND Medication Authorization Form** must be on file if your child has asthma. This is a requirement of the State of Florida. The school and teachers should be aware of all allergies. If your child requires an Epi-pen, it should be labeled with prescription label and dose; at least one is to remain at school for emergencies.

## Medication

Parents are required to complete an Authorization For Prescription and Non-Prescription Medication Form in order for teachers to administer any kind of prescribed or non-prescribed medication to a child. The medication must be labeled clearly with specific doctor's instructions. **Teachers and Piccoli Bambini staff are not allowed to administer medications without a signed and dated form.**

Parents must administer the initial dose of a never-before prescribed medication at home. Parents must monitor the child for adverse reactions until after the second dose is given and only then bring the child to school.

## Injuries

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid is administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you are contacted immediately. Piccoli Bambini Preschool is equipped with a first aid kit meeting the state regulations.

**A Special Note about Biting:** As upsetting as it can be for children and adults, biting is a normal stage of development that is common among young children. Most young children bite and/or are bitten by another child at least once when they are in group care settings. Often, whether their child was the child who bit or the child who was bitten, parents experience strong emotional reactions to biting.

**Why do children bite?** Again, please be assured that biting is normal developmentally in children who are experiencing discomfort due to teething, do not have the verbal skills to communicate their frustrations, and are unable to exhibit self-control that would limit their reactions in frustrating situations.

### When biting happens:

1. Our first response is to take action immediately to provide appropriate care for the child who was bitten by comforting them and cleaning the area that was bit.
2. We also respond to the child who has bitten with strategies designed to help him/her learn a more appropriate behavior. Our focus is not on punishment for biting, but on developing effective behaviors that address the reasons for biting.

3. Notification of a biting incident is given in written form to both the family of the child who was bitten and the child who bit. We work together with families to keep them informed and to develop strategies to address the situation.
4. If the same child bites consistently (more than 8 times in a month) the appropriate educators will ask for a parent teacher conference to discuss further steps to take. Those steps may include talking to parents about any changes that may have happened at home recently, shadowing the child who is biting, and asking parents to bring in a “chew” necklace.
5. The educators also pay close attention to who is getting bit. If one child gets bit frequently (the amount will be determined on a case by case basis) by the same child, we will call a conference for both families. At school the teachers will work to empower the child who is getting bit by giving him words to use (if needed) to tell the child that “biting hurts” and support he/she in standing up for themselves.

For further information on our approach to biting, we recommend the excellent article entitled “Dealing with Biting Behaviors in Young Children” which is available online at <http://ceep.crc.uiuc.edu/poptopics/biting.html>

### Emergency Injury Procedures

Each family must complete an emergency treatment form prior to the child’s first day of school. This signed form authorizes a physician to render emergency treatment to a child in the absence of a parent. In case of a severe emergency, the following policy will be implemented:

- An ambulance will be called;
- The parent(s) will be called and provided with all information available at the time;
- The Teacher or Administrator will assess, monitor, and evaluate the situation and will serve as a liaison between the paramedic and parents regarding the child’s health and medical care logistics;
- An Administrator or an authorized staff member will ride in the ambulance with the child if the parent is not available to do so;
- An incident report will be completed

In accordance with licensing regulations, a copy of all incident reports will be kept in records and reported to our licensing agencies. Copies will be kept in the student file both in class and at the office.

If the situation is not extreme, the parent is notified at the end of the day. If the situation is border line, the parent(s) will be contacted and asked to come and assess the situation in order to determine if the child needs further treatment.

### Emergency Notification and Disaster Response Procedures

In the event of an emergency, the following procedure will be implemented:

- Director will assess situation based on information provided by the authorities.
- If Piccoli Bambini Preschool current location is deemed to be safe for the children, all school children and staff will congregate in the classrooms located on N.E. 28th Street. Rooms that will be used are equipped with food and blankets.
- Director will convey available information. Message sent will be short and will include What, Where, When information using the most available technology (email or phone)
- If it is deemed that Piccoli Bambini children must evacuate, alternative evacuation site is across the dead end street on N.E. 28th Street (soccer field). Piccoli Bambini Preschool will care for all the children until an authorized adult picks up the last child. Tune to your local radio and television stations for emergency announcements. The decision to keep children at school and which evacuation site to use will be based upon the nature of the emergency and whether or not the streets in the area are open.

### Fire Drills

An announced fire drill is held bi-monthly throughout the school year. The procedures for exiting the building are posted on the wall of each classroom. Each fire drill is documented and posted at the end of each drill.

## Fire Safety

Our center is fully equipped with all fire safety equipment required by Bright from the Start –Georgia Department of Early Learning and the City of Atlanta Fire Department, including hard-wired fire alarms, pull stations, emergency lighting and an evacuation crib for the infant room. The School conducts a monthly fire drill and reviews fire evacuation plans with children and staff on a monthly basis.

## Child Abuse and Neglect

All Piccoli Bambini Preschool teachers and Staff receive training in the area of child abuse and neglect annually. If any of them suspect abuse of a child, he or she is mandated to report suspicions immediately. Piccoli Bambini Preschool also follows the guidelines mandated by the Florida Department of Children and Families and all teachers and staff have received guides outlining responsibilities and reporting of suspicions of child abuse.

## Forms

Before starting school, all children must have the following forms completed on file at Piccoli Bambini Preschool. **These forms must be updated each year:**

- Registration Packet
- Immunization Records (Blue Form)
- School Entry Health Examination (Yellow Form)
- Influenza Brochure
- Discipline Policy
- Grievance Policy
- Parental Consent for Emergency Medical Treatment
- Allergy Information (Non-Allergic children **must** have a signed copy on file too)
- Asthma Action Plan Form (if needed)
- Medication Authorization Form (if needed)
- Photo/Media Release
- Traffic Policy for Student Drop-Off/Pick-Up
- Family Handbook Acknowledgment of Receipt
- Getting to Know Me and My Family
- Getting to Know Me and My Family (SPANISH)
- Payment Authorization Form

**Parents are required to let the office know of changes in addresses, phone numbers, doctor's names and addresses.** These forms can also be found on the school's website.

## Weather-Related Closing

In case of storm or other inclement weather, Piccoli Bambini Preschool follows the decision of Miami Dade County Public Schools (MDCPS).

If MDCPS opens one hour late, HPS will open at 8:00 a.m.;

If MDCPS opens two hours late, the HPS will open at 9:00 a.m.;

If MDCPS are closed, Piccoli Bambini Preschool will be closed;

If MDCPS close at 3:00 p.m. and all afternoon activities are cancelled, Piccoli Bambini Preschool will close at 3:00 p.m. and all parents will be contacted and asked to pick up their children by 3:00 PM

A message will be posted on all our social media accounts followed by an email, in the event of a weather related closing. Typically, you will receive an ALERT Message by 7:30 AM confirming the school's status.

**If other circumstances arise that may necessitate the closing of Piccoli Bambini Preschool, the Director will make the decision as to whether Piccoli Bambini Preschool will close. If the decision to close is made, parents will be notified as far in advance as possible and will receive an ALERT Message notification as well as an email.**

For the latest information and updates, please monitor your local news and Miami Dade County Public Schools <http://storms.dadeschools.net>

### **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### **Right to Refuse Child Release**

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

### **Lost or Missing Child**

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within five minutes, 911 will be called and the family will be notified.

### **Closing Due to Physical Plant Defects**

In the event of loss of power, loss of water, or other physical plant defect that prevents the school from opening on time or at all, or necessitating early closure, families are contacted by text, telephone and/or email. If any of these conditions happen during the school day and are deemed to persist for longer than one hour and in the case where proper care of the children beyond that time will not be possible, parents and/or emergency contacts will be called to pick up children as soon as possible. Appropriate staff will remain at the center until all children are picked up. The school will maintain emergency supplies order to provide basic necessary care for at least 4 hours.

### **Contacting Teachers and Office Staff**

Parents should contact teachers directly regarding illness, temporary absence, birthday parties, and classroom concerns. Parents are asked to refrain from calling the teachers during the busy part of their day between 9:00 AM and 12:00 PM unless parents are reporting illnesses or conveying urgent information. The best time to reach teachers is between 1:15 PM and 3:00 PM.

Piccoli Bambini Administration office is typically staffed with an administrative staff member between the hours of 8:00 AM and 6:00 PM. The main office phone number is **786.334.5272**.

***Information in this handbook is subject to amendment by the Director and Piccoli Bambini Administration will be notified of changes as they occur.***

***Please ask Piccoli Bambini Administration any questions you may have regarding any policy, procedure or information contained in this handbook.***

**PICCOLI BAMBINI, INC  
2800 NE 2<sup>nd</sup> Ave, Miami, FL, 33137  
frontdesk@piccolibambini.com - 786.334.5272**