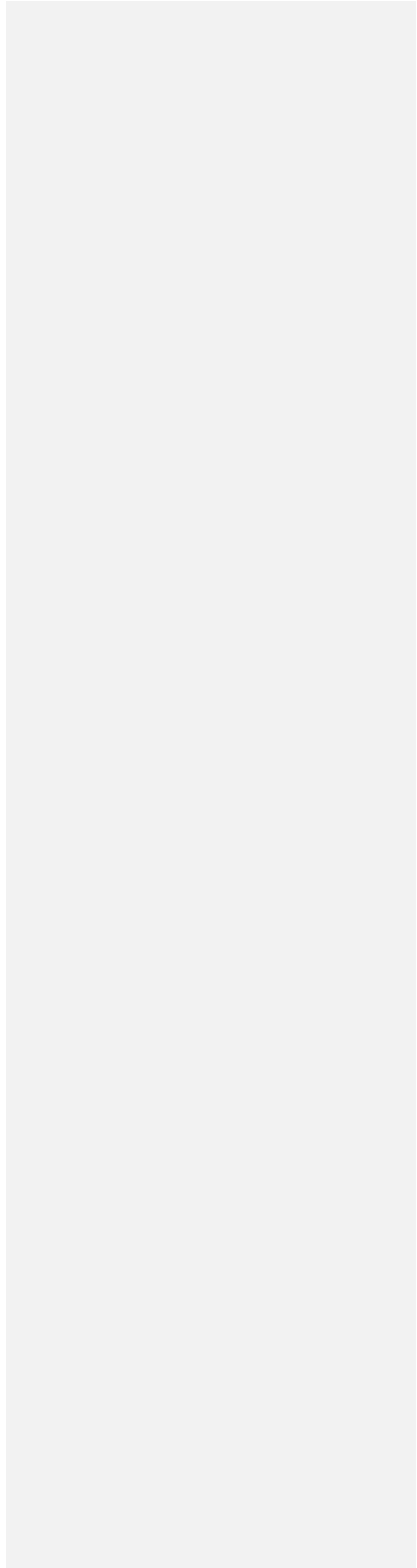


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WELCOME to UM Canterbury Preschool. We look forward to sharing the joy and excitement of early childhood education with you, your child, and your family. This Parent Handbook is provided for you to answer any questions you may have regarding our policies and procedures at Canterbury.

I. HISTORY OF UM/CANTERBURY PRESCHOOL

The Rev. Canon Henry N.F. Minich and Mrs. Jo Ashby (formerly Jo Pisares) of the Episcopal Church Center shared a dream of quality childcare for the University of Miami community. In the early 1970s, their dream became a reality by joining with the University of Miami in a unique partnership. A shared space agreement between the Episcopal Diocese of Southeast Florida and the University of Miami made possible the housing of this new facility in the Canterbury House at the Episcopal Center. UM/Canterbury Child Care Center was opened in 1973 as a model child care facility, governed by a volunteer Board of Directors representing the Episcopal Church Center at UM, University of Miami personnel, and parents. The Center became a model for many of the new child care facilities that were beginning to open in the Miami area. To assist in this effort, the United Way supported the Center for about 10 years. The original dream was rejuvenated in 1991 when the University made a commitment of \$560,000.00 to restore the Center in order to better meet the needs of our University's families. A thoroughly renovated and expanded facility designed to meet the total developmental needs of infants, toddlers, and preschoolers was dedicated on October 15, 1992. The name was changed to UM/Canterbury Preschool to reflect our commitment to excellence in early childhood education. A second preschool for 50 children was dedicated on Monday, August 31, 1998 at the Medical Campus. The University of Miami contributed \$350,000.00 for the renovation of a state of the art facility at the Medical Campus and \$50,000.00 for the renovation of the business office, executive director's office, and the lunchroom on the Coral Gables campus.

II. STATEMENT OF PURPOSE

The University of Miami Canterbury Preschools are nonprofit early childhood education centers supported by the University of Miami, the Episcopal Diocese of Southeast Florida, the Alma Jennings Foundation, United Way Contributor Choice, private contributions, and tuitions. The UM/Canterbury Preschool Board of Directors, with members representing the University of Miami, the Episcopal Diocese of Southeast Florida, and the parents of the preschool, establishes the policies of the school. UM/Canterbury Preschool is licensed by the State of Florida Department of Health and Rehabilitative Services to serve 92 (Coral Gables Campus) and 50 (Medical Campus) children from ages 2 months to 5 years and is accredited by the National Association for the Education of Young Children. UM/Canterbury Preschool is committed to providing high quality care and excellent educational programs for the young children of the University community. The preschool does not discriminate on the basis of race, color, national, and ethnic origin, gender, creed, or disability in the administering of any policies or programs.

III. MISSION AND PHILOSOPHY STATEMENTS

Mission: UM/Canterbury Preschool is a nonprofit campus children's center committed to providing high quality care and excellent early childhood educational programs for young children ages 2 months to 5 years.

Philosophy: UM/Canterbury Preschool believes:

Campus childcare should be an integral part of higher education systems. A campus childcare program should serve as a resource to assist in meeting the educational research and service needs of the university and the community. Childcare and developmentally appropriate practices are inseparable in a quality program for young children. A campus childcare program serves as a model and sets standards for the community regarding quality care for children in an educational setting.

In order to fulfill its mission and philosophy, UM Canterbury Preschool strives to:

1. Serve as a model to the community, to early education specialists, to parents, and to policy makers by being

- Recognized as a Gold Seal Quality Program by the Florida Department of Children and Families
- Accredited by the National Association for the Education of Young Children
- Innovative, setting standards through leadership of best practices in the field
- Attentive to the broad picture of early childhood education as it relates to other disciplines, such as public health, parent education, child nutrition, and teacher training.

2. Be an integral part of the University of Miami by:

- Supporting the University's mission of research, teaching, and community service
- Being an agent to assist in recruitment and retention of students, staff, and faculty by meeting the campus' child care needs.
- Demonstrating a commitment to addressing issues of work and family
- Working with a Board of Directors which represents the University of Miami, the Episcopal Diocese of Southeast Florida and parents of the preschool.
- Providing opportunities to network with academic units within the University
- Being accountable to both child care service and educational concerns and needs
- Providing opportunities for parent involvement through the Board of Directors and the Parents'

Association of Canterbury Canes

- Being responsive to social issues (children's health, family needs, etc.)
- Providing UM students with work study job opportunities

3. Be a responsible and fair employer by:

- Hiring professional staff (knowledgeable, committed and experienced teachers and assistants and committed administrators)
- Training substitute and part time teachers
- Providing employees with livable wages and benefits

4. Be a professional organization by:

- Providing consultation and referrals to appropriate social or educational resources
- Providing observation and training for community and college personnel or students
- Adhering to tested theoretical and practical applications of early childhood education

5. Be a developmentally appropriate program by:

- Providing an environment that is safe, stimulating, secure, and inclusive
- Involving parents in their child's education
- Evaluating children's developmental progress
- providing a multicultural and anti-bias programming

6. Be financially responsible and accountable by:

- employing a certified public accountant to prepare monthly financial statements, quarterly budget analysis, and annual tax preparation
- employing a payroll company
- working to improve employee benefits

7. Be financially supported by:

- University of Miami
- The Episcopal Diocese of Southeast Florida
- Alma Jennings Foundation
- United Way Contributor Choice Program
- private contributions
- fundraising proceeds of the Parents' Association of Canterbury Canes
- tuition

IV. GOALS OF UM/CANTERBURY PRESCHOOL

The goals of UM/Canterbury Preschool are to provide the children with the following:

- A safe and nurturing environment that will meet the physical, emotional, social and cognitive domains of each individual child
- A wide variety of activities that will facilitate the construction of knowledge
- Encouragement to act independently in their explorations of material and performance of activities
- Tasks and activities that are developmentally and age appropriate
- A language-rich environment
- A multicultural environment
- Challenging situations that encourage problem solving and develop critical and creative thinking skills

V. CURRICULUM OF UM/CANTERBURY PRESCHOOL

The preschool years are vitally important in providing a foundation for self esteem; social values of sharing, cooperation, and friendship; respect and understanding for others from different backgrounds; and future academic achievement. Young children develop concepts in the cultural arts, language arts, mathematics, science, and social studies by actively exploring, discovering, and creating through "play". A professional staff strives to provide a nurturing and supportive environment in which each child enjoys challenges and experiences success. The UM/Canterbury Preschool Curriculum is literature-based and developed around themes of interest to young children. Classroom themes are inspired by what is happening in the world around us. Based on children's interests, new skills and activities will be introduced in each learning center. We implement a developmentally appropriate program at UM Canterbury Preschool. For more information about developmentally appropriate practices please visit www.naeyc.org

VI. GENERAL POLICIES FOR UM/CANTERBURY PRESCHOOL

REGISTRATION

All students must have a complete and up-to-date student file before they are allowed to attend. The following items must be completed and given to the school administrator prior to the first day of school:

Emergency Contact / Authorized Persons Who May Pick Up Our Child

Health Examination Certificate (HRS-A form 3040) upon enrollment and every two years thereafter.

Immunization Certificate (HRS form 680) upon enrollment and each time our child receives an immunization.

Signed receipt showing that we have received the HRS Brochure entitled "Know Your Child's Day Care Center" as required in Section 10M-12.008 (2) F.A.C. of the Florida Department of Children and Families Child Care Standards.

Signed form stating that we understand and agree to the discipline policy of UM/Canterbury Preschool as required in Section 10M-12.013 of the Florida Department of Children and Families Child Care Standards:

Signed form showing that we have agreed to the Alternative Nutrition Plan (HRS-CYF Form 5019, May 82)

Signed Parental Responsibility In Case of Child's Illness Form

Signed form stating that we understand and agree to follow the Parent and Class Handbooks

It is the responsibility of the parent to inform the school during the year of any changes in emergency contacts, cell phones, employment and other changes. It is also the parent's responsibility to keep all medical forms and shots up to date. Children will not be allowed to attend if any of the above mentioned medical or personal records are incomplete or expires.

ARRIVAL/DEPARTURE PROCEDURES

All parents are to walk their child in to the classroom and pick up the child from his/her classroom upon dismissal. All Canterbury full time students are eligible to attend school from 7:30 am until 6:00pm. Please see UM Canterbury contract for fees associated with early and late arrival and drop-off and related arrival and dismissal policies.

PARKING

Medical Campus:

Please remember that the fire lane adjacent to the school is for quick 5-minute or less drop-off/pick-up. Dominion Tower and UM will tow away unidentified cars that are parked in the fire lane for any extended period of time. Do not park in front of the entrance door as it is unsafe and obstructs the entrance. Please drive slowly as you are going by the school.

Coral Gables Campus:

Please do not park directly in front of the school entrance under the awning. This becomes unsafe when cars are pulling in/out and families are entering the school. Please use the 5 minute parking designated for Canterbury or the 2 spaces directly next to the building. Remember, those parking spots are only steps away from the entrance.

DO NOT ALLOW YOUR CHILD TO RUN OUT OF THE SCHOOL AND INTO THE DRIVEWAY. PLEASE MAKE SURE YOUR CHILDREN ARE IN THEIR CAR SEATS/SEAT BELTS AT ALL TIMES WHEN DRIVING TO AND FROM SCHOOL.

Behavior Management

The purpose of discipline is to help children learn ways of behaving that are acceptable to themselves and to others. With very young children, this usually means setting limits for their safety, the safety of others and the safety of property. Young children need to be reassured that the people who care for them will guide and protect them. All behavior has a reason and it is part of our behavior management to find out the cause of the behavior before setting a program to help a child deal with those difficult times.

We understand and agree to the following discipline policy of UM/Canterbury Preschool as required in Section 10M-12.013 of the Florida Department of Children and Families Child Care Standards:

No discipline shall be severe, humiliating, or frightening. No discipline shall be associated with food, rest, or toileting. Spanking and any other form of physical punishment is prohibited.

Teachers facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity, and setting clear limits for the benefits and safety of all children.

In the event that the unacceptable behavior is not resolved, a child's teacher will call his/her parent(s). In the event that the unacceptable behavior is not resolved with redirection or parental contact a parent/teacher/director conference will be arranged immediately and enrollment may be terminated at the director's discretion.

BIRTHDAY PARTIES

Birthday parties are a wonderful experience for a child. A child's self-esteem is developed in celebrating that special day. At Canterbury we love to recognize each one of our children on their

special day. Many children are on special dietary requirements or restrictions. Bringing in lunch for the class causes difficulty for those children who cannot participate. Please ask your child's teachers if there are any children with special food restrictions. If any children have dairy allergies or restrictions, Pareve (non- dairy) cakes are available at many local grocery stores.

Please obtain a birthday form in advance from the front office. This form will be used to notify the teachers and administration of what items are being brought as well as when the party will be taking place. All parties must receive approval by the administration before they can take place. The times that parties are allowed are at lunchtime (please supply a snack, i.e. cake or cupcakes, ONLY in order to help observe any dietary restrictions of children in the classroom) or at afternoon snack time. At Canterbury we strive to have a nutritious and healthy eating environment. Please be creative and select healthy snacks when sending in special treats for holidays and other celebrations.

Entertainment may be brought in for the class or school to enjoy. Please arrange this with administration prior to the celebration. Please help us keep this occasion simple but meaningful for your child.

CELEBRATIONS AND HOLIDAYS

We view holidays as a valuable part of our multicultural curriculum. They provide an opportunity to encourage positive values about other cultures. They give our children the knowledge of how other children celebrate special events. We strive to give all holidays equal importance.

CLOTHING CHANGE/LABELING

Our experience with young children tells us that many times accidents happen. Please keep a change of clothing in your child's cubby for those emergency moments. Please be sure to label every item very clearly with your child's name. Please avoid having your child wear expensive clothes to school, as they may get dirty and ruined. Please clearly label all items left in school.

COMMUNICATION

- Daily reports are completed for each Infant and Toddler. Weekly reports, which include daily comments, are completed for Nursery, Preschool and Pre-K children.
- Weekly curriculum announcements are written on a large board and displayed at the entrance of the Preschool.
- Monthly calendar and weekly snack calendars are provided for each family.
- Monthly e-mail school updates are sent to communicate details of the many events at Canterbury. Upon registration, please supply the school with a current e-mail address.
- Parent mailboxes are located in each classroom for your convenience. Our preference is to communicate written notices via e-mail. Please provide an e-mail address for our listserv.

Occasionally we will distribute items in the parent mailboxes or in your child's backpack.

- A monthly parent "Care and Share" meeting will be scheduled to discuss topics of interest to families.
- NAEYC articles will be distributed by e-mail to assist parents to understand the methods, concepts and philosophy of a developmentally appropriate program.

EMERGENCY PROCEDURES

Parents or guardians shall be notified immediately of any illness or injury to their child, and specific instructions regarding action to be taken shall be obtained. In case of an emergency, if the parents cannot be reached, the Head Teacher/Assistant Teacher, the Director, the Executive Director, will contact those individuals designated on the emergency contact form. Please make sure you advise the teacher and school office of any changes in contact information.

HURRICANE PREPAREDNESS

UM/Canterbury Preschool will notify all families in the event of closing during the day. Closing will be determined by the University of Miami's decision. Please listen to news reports on the radio or TV. **If the University of Miami is closed, Canterbury is closed.**

FIRE DRILLS

Everyone must quickly exit the building during a drill and remain at the designated areas until the "All Clear" signal is given. We ask that you do not enter the building while we are conducting a fire drill. You may join your child's class at its designated spot.

GRIEVANCE POLICY/CHAIN OF COMMAND

The effectiveness of our early childhood program is dependent upon excellent communication between UM/Canterbury Preschool staff and parents. Please follow the order below.

1. Discuss problem with staff member involved.
2. Discuss problem with Head Teacher.
3. Discuss problem with the On-Site Administrator.
4. Discuss problem with the Executive Director.
5. Put your concerns in writing to the attention of the President of the Board of Directors. Place letter in the mailbox in the school office.

NUTRITION

Nutrition is a very important factor for the growth and development of a child. We provide a weekly snack menu for your information. Young children are experimenting with food like everything else

around them. Some tips when packing lunches are as follows:

1. Small stomachs, small portions.
2. Cut food in bite sizes.
3. Send nutritional lunches and drinks.
4. Try to select low fat and low sugar foods and drinks. No soda allowed.
5. **Please do not pack children lunch that is frozen.** For insurance purposes we must limit heating food as children can be seriously burned by food heated in the microwave resulting in food that is too hot.

The following is an example of a nutritional lunch for Toddlers and Preschoolers:

Whole Milk, 100% juice: 1/2 cup Low Fat Milk, 100% juice 3/4 cup

Lean meat, fish or poultry: 1 ounce Lean meat, fish or poultry 1-1/2 ounces

Or 1-1/2 ounces cheese

or one egg

or 1/4-3/8 cup cooked beans

or 2-3 tbs. peanut butter

Fruits and vegetables: 1/4 cup Fruit and/or 1/2 cup vegetable

Bread or alternative: 1/2 slice

PARENT CONFERENCES

Conferences are scheduled 3 times during the year. The first conference is a scheduled orientation prior to the child's entrance into a new classroom. It is an opportunity for parents to share information about their child with the teachers. The second conference is mid-year. Each child will receive a developmental observation to be discussed at the scheduled meeting. The last meeting is at the end of the year. This is an optional meeting based on the child's progress and needs.

REST TIME

Young children need a certain amount of "rest time/quiet time" to assure they are not overwhelmed by daily routines. Please provide a cover for the mat and cover for your child. All bedding must be small enough to fit in your child's cubby. A cuddly toy and/ or a pillow for sleeping if your child needs these to sleep may be brought in. **Please label all bedding!** Classroom toys and pillows may not be used for rest/quiet time. Please take home your child's blanket and sheets every Friday for laundering or more frequently when necessary. Rest times for applicable ages as shown below:

- Infants: as needed
- Toddlers and two years old: 2½-3hours
- Preschoolers 3-4 years old: 2 hours
- Pre Kindergarten 4-5 years old: no nap required.

SECURITY

Please use the front door to enter the school when dropping off your child. The access system is for the safety of the children and staff. Only parents and staff members have access into Canterbury. If you do not have a UM I.D. card, please make arrangements in the Business Office to get one. If you do have a card, give your Social Security Number to the Business Manager and she will send a letter to Academic Services to have you accessed into the school. We ask that you do not hold the door for anyone you do not know. They must go to the Business Office if they need access into the school. Infants may use the rear entrance to enter if teacher is available to identify parent entering. Please knock and wait to be identified.

Please make a habit of using your UM card for entry. For insurance and security purposes this is requested. It is difficult for employees to stop working with the children or other parents to open the door. Please be responsible and considerate of others. If you do not have an access card please see an administrator.

If your child is on the playground when you arrive to pick up him/her, you may come into the school, get his/her belongings, and meet him/her on the playground. The teachers will have the sign in/sign out sheet with them on the playground. Please advise anyone that picks up your child to bring identification, as the teacher will check it if the person is unfamiliar to them.

SIGN IN/SIGN OUT

It is extremely important that you sign your child in and out. In case of an emergency, this is the form of attendance that we use to show your child is present. These sign in/out sheets are dated and should not be removed from the clipboard for any reason. If you need a list of the children in the classroom, please ask the teachers for a list. For the safety of the children **DO NOT LEAVE THE CLASSROOM DOOR OPEN** when you sign your child in and out. No child should ever leave the classroom without a parent or teacher.

BATHROOMS

Please do not use the preschool's bathrooms. These bathrooms are for the children only. Adults are asked to use the bathrooms near the Business office. If locked please ask for assistance in the business or school office.

CLASSROOM POLICIES/PARENT CONCERNS

Classroom policies are established as a result of years of experience in working with young children. Teachers will be happy to address questions regarding classroom policies and procedures. Each classroom has an individual classroom policies booklet available for your convenience. For both reasons of confidentiality and staffing, when concerns arise, we request you make an appointment for a conference if you wish to speak directly to the head teacher. This ensures the teacher may give full attention to your questions and concerns without compromising the supervision of the children.

TERMINATION OF CONTRACT

A parent contract may be terminated by Canterbury in the event of:

- a) Unpaid tuition.
- b) The preschool's inability to meet a child's developmental needs.
- c) Unresolved health and safety issues.

For termination of contract by a parent please see your UM Canterbury Preschool Contract.

VII. Illness Policies and Procedures

UM/Canterbury Preschool is a "*well childcare facility.*" This means if your child is not feeling well, for any reason, you must make other arrangements for his/her care until he/she is feeling well and/or is no longer contagious.=]

Under no circumstances will parents be allowed to bring a sick child to Canterbury. Sick children expose other children, parents, staff, and their families to the spread of their illness. Sick children want care from their parents in the comfort of their own homes. **Please read over our exclusion policy** and note that once excluded, your child must be out for **24 hours**, before he/she will be allowed to return to school. **We will not take a doctor's note or have your child return before the 24-hour period.** Your cooperation is extremely important to ensure that we will be able to provide all of our children, families and staff with a happy and healthy preschool.

This policy is derived from our years of experience here at Canterbury. A child who is not feeling well is easily frustrated by other children and may hit, bite, and cry more than usual. It is hard on the other children and staff when a child is sick. A sick child requires extra attention, which takes a teacher away from tending to the needs of the other children, making for a stressful, unsafe environment. Therefore, the following illness policies will be strictly enforced, for the health, well being, and safety of all concerned.

GUIDELINES REGARDING ILLNESS/ SUSPECTED ILLNESS

Certain symptoms in children may suggest the presence of a communicable disease. Children, staff, or parents who have the symptoms listed below WILL BE EXCLUDED from the child care setting for 24 hours and until: 1) a physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at the center or 2) the symptoms have subsided.

Fever

Fever is defined as having a temperature of 100 degrees Fahrenheit or greater. A child needs to be fever-free for **24 hours** before returning to school. That means the child is fever-free without the aid of Tylenol or any other fever reducing substance. Parents will not be allowed to come over and give Tylenol and go back to work. You must take your child home.

As for infants with fevers that pertain to teething, you will need to bring in a note from the doctor stating that these symptoms are due to teething.

For accuracy, all infants will have rectal temperatures taken by one of the teachers in the room. A permission slip, stating that your baby can have his/her temperature taken rectally, must be filled out and given to the teachers in the Infant Room so we can keep it in your baby's file.

Diarrhea

If your child gets diarrhea while in our care he/she will be sent home after **2** loose stools. He/she is not to return to school until a **24-hour** period has passed and he/she has been free of any diarrhea. Likewise, if your child gets diarrhea at home either in the evening or on the weekend, he/she is not to come to school until a **24-hour period** has passed.

Runny nose *Thick yellow or green mucous requiring wiping more than 5 times per hour.

Respiratory Symptoms *Difficult or rapid breathing or severe coughing.

*Child makes high pitched croupy or whooping sound after he/she coughs.

* Child unable to lie comfortably due to continuous cough.

* Coughing that results from or induces vomiting.

* Barking cough

* Any other signs of respiratory distress.

Eye drainage White, yellow or green mucus draining from the eye(s).

The child is excluded until he/she has been on treatment for 24 hours or after 24 hours has a doctor's note stating he/she is no longer contagious.

Strep Throat / Tonsillitis Is diagnosed by a doctor after child is sent home. The child must be out of the center and on medication for **48 hours**.

Vomiting One or more episodes of vomiting while in school or within the previous 24 hours at home. Excluded for **24 hours**. If the vomiting is caused by a child being upset, they will not be excluded.

SKIN RASHES - contagious rashes such as:

Varicella (chicken pox), measles, rubella, roseola infantum, scarlet fever. Any child having such symptoms excluded until all lesions are crusted or one week after onset.

Erythema Infectuosum (5th disease): if your child has a rash & fever he/she will be excluded for **24 hrs**. 5 th disease is no longer contagious after the rash has appeared. Please be advised that Rubella and 5th disease can both have devastating effects when a fetus is infected during maternal infection.

Any suspicious, undiagnosed rash will require a doctor's note for the child to return to school if he/she continues with lesions.

INFECTED SORES - Sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages. A culture will be required if cellulitis or an abscess is diagnosed.

IMPETIGO and RINGWORM

A common contagious skin infection transmitted from child to child. To prevent spreading, an infected child will be excluded until treatment begins AND lesions are **not in the pustular stage**.

LICE

If a student is suspected of having lice, the parent will have to pick up the child immediately from school and proceed with appropriate treatment. A student that has lice may not return to school unless he or she is free of nits (lice eggs). More information and instructions will be provided for parents of children suspected of having lice.

Itching Persistent itching (or scratching) of body or scalp.

Appearance/ Child looks or acts differently: unusually tired, pale, lacking enthusiasm.

Behavior Lack of appetite, confused, irritable, difficult to awaken.

Unusual Color

Eyes or skin – yellow (jaundice)

Stool - gray or white

Urine - dark, tea colored.

These symptoms can be found in Hepatitis A. In cases of diagnosed Hepatitis A, all family members, children and staff exposed at day care center should receive Immune Globulin within 2 weeks of contact. This illness is **transmitted by household contact and feces.**

Your child may not attend school with the following symptoms. You will also be required to pick up your child from school if he/she gets any of these symptoms while in our care.

Unusually sleepy or drowsy

Cranky or fussy for no apparent reason

Rapid breathing, difficulty breathing

Rash, other than diaper or prickly heat

Vomiting

Diarrhea

Severe sore throat with a fever

Pain in stomach with fever

Pain in stomach (constipation) when going to the bathroom/potty

A cut that cannot be covered and is running pus or blood

Fever of 100 degrees Fahrenheit

*Severe allergic reactions

Fainting spells or dizziness

Headaches

A child who shows symptoms of ear infection such as crying, tugging at the ear, fever, irritability and wants to be picked up constantly.

*If your child is allergic to any foods, such as milk products, peanuts or peanut products, or he/she is allergic to any insect bites, we need to have this information in his/her file so we can post it in the classroom. We also need to have a bottle of Benadryl or an epi-pen prescribed only by your doctor in your child's classroom. All medicine will be kept in a container away from the children.

You are required to pick up your child within **30 minutes** of notification. If you cannot be reached, then your emergency contact will be called. We need to have all current phone numbers where you or your designated emergency contact can be reached.

MEDICATIONS

Canterbury requires that a medication form be filled out for any prescription or non-prescription medication that needs administration. For any medication that needs to be taken multiple times per day, please administer the a.m. dose at home prior to school and the p.m. dose after school. Please check with your doctor about flexibility in administration times as **All students will be given medication after lunch.**

Labeling and Containers

Please make sure that any medications that are to be given to your child comply with the following criteria:

- Any Prescription Medication must be in the original childproof container, clearly labeled with the child's name, physician's name and number, instructions on administration and expiration date.
- If your doctor gives you samples of any drugs to give your child, we need to have a note from the doctor stating that your child is being treated with this medicine. The note must state the name of the medicine, how long the treatment will last and when it needs to be given to the child.
- No oral over-the-counter medicines, (ex., Robitussin, Dimetap, Tylenol, Benadryl, etc.) will be given to the children unless we have a prescription from the doctor stating that he/she has prescribed the medicine to treat your child. If you do not have a prescription from the doctor, it may be faxed to the school (Coral Gables: 305-284-1543; Medical: 305-243-2999). Please have it faxed directly to the preschool. If we have not heard from the doctor within **30 minutes of the time the medication is to be given,** we will contact you.
- Topical ointment may be applied if it is in the original tube, clearly labeled with the child's

name and the parent fills out the medication form.

Please do not put any medications in a bottle of formula, milk or juice sent from home. Please do not put any medications in your child's cubby, lunch box or cups. This could endanger any child as accidental ingestion may occur.

NEBULIZERS

- If your child's doctor prescribes nebulizer treatments, please be sure to supply the preschool with appropriate written documentation. It is important to note that the staff will administer treatments only for the time period stated on the original prescription. If the period of treatment is extended, please provide an updated prescription.
- Preschool staff will administer up to two nebulizer treatments per day. If your child requires more than two treatments while at the preschool, limited staff resources require parents to administer additional treatments. The teachers will be happy to work with you on a treatment schedule, as well as assist in finding an appropriate and comfortable area for administration of treatment

VIII. UM/CANTERBURY PRESCHOOL STAFF

The Florida Department of Children and Families and the National Association of Education for Young Children require the following of the Executive Director, Assistant Director/Staffing Coordinator, Business Manager, Secretary, Teachers and Student Teachers:

- ☐* Abuse registry clearance within 30 days of employment
- ☐* Completion of local, state, and federal criminal records check within 30 days of employment
- ☐* Notarized statement of good moral character
 - * Tuberculin Testing resulting in negative within 10 days of employment.
 - * Thereafter, Tuberculin testing every 2 years.
- ☐* Enrollment in HRS 40 hour training course or documentation for exemption within 90 days of employment
 - * Completion of 10 hours approved in-service training annually
- ☐* Staff Health Appraisal (Appendix A) by licensed physician upon employment.
 - * Physical every two years with certification from doctor on file.
 - * Daystar Center will screen UM/Canterbury employees for a discounted fee.

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* All teaching staff must have a Child Development Associate Credential or equivalency in accordance with state law.

* The executive director and assistant director must have an Administrator Credential as mandated by the State of Florida.

* Employees must submit a valid driver's license and current insurance card.

A primary component in preventing child abuse is scrutiny in hiring practices. It is crucial that an in-depth pre-employment screening of all potential employees working directly with children in the Preschool be performed. These procedures are to be implemented to prevent the placement of individuals who should not be working with children.

1. All applicants for employment must complete or submit a background check through Dade County and a FDLE criminal history check through the State of Florida upon employment
2. All references listed on the application will be fully checked to determine the individual's character and credibility. Pertinent notes will be taken pertaining to the position being sought. A character reference will be verified and documented prior to employment.
3. Specific questions pertaining to the applicant's performance or prior history will be asked of all applicants.
4. After the application and interview process, any applicant who is deemed questionable by the Preschool administration with regards to child abuse or sexual misconduct shall not be considered for the job. Any applicant who is not accepted because of concerns related to child abuse or sexual misconduct shall have this information maintained in a file for five years.

IX. PARENT ASSOCIATION OF CANTERBURYCANES (PACC)

Every parent is a member of PACC. You do not have to join PACC, you are PACC. We hope that all parents will in some way, whether big or small, participate and be involved in PACC and its activities. This is your opportunity to make suggestions and support your child's early education.

WAYS YOU CAN CONTRIBUTE:

- Designate your annual United Way contribution to UM/Canterbury Preschool
- Support on-going activities and fundraisers as applicable.
- Attend school functions and monthly parent meetings.
- Contribute your Security Deposit to the Legacy Fund when your child leaves UM/Canterbury.

GOALS OF PACC

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- Support parent involvement through activities and participation in PACC.
- Provide staff recognition and teacher appreciation
- Fund travel and registration costs for Canterbury teachers to attend educational conferences and seminars.
- Financial support for special educational items and programs for school program

ROOM PARENTS

Room parents help PACC and head teachers communicate information regarding classroom and school-wide events to other parents, coordinate special activities and attend monthly PACC meetings. All parents are welcome to volunteer as room parents. To do so, please contact your child's head teacher.

PACC-SPONSORED FUNCTIONS

In addition to its monthly meetings, and in order to further the goals of PACC as listed above, PACC sponsors a number of seasonal functions and fund-raising events during the year. All parents are encouraged to attend these functions and events and to participate in their planning and preparation.

X. UM/CANTERBURY PRESCHOOL BOARD OF DIRECTORS

UM/Canterbury Preschool is governed by a 15-member Board of Directors, comprised of an equal number of representatives from the University of Miami, the Episcopal Church Center and the parents of enrolled children. In addition, the chaplain of the Episcopal Church Center and the executive director of the Preschool serve as *ex-officio* members of the Board. The volunteer Board primarily provides advice, direction and assistance to the executive director, and, as appropriate, program oversight, particularly in planning and budgeting.

I have read and agree to comply with all of the policies and procedures of UM/Canterbury Preschool as set forth in the Parent Handbook.

Signature

Date

Signature

Date

