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Dear Parents,

At Harvard Academy, we strongly believe in the uniqueness of each child. For this reason, we strive to provide:

Open Communication and Listening – We use language that children can imitate, modeling “I-Messages,” providing children with plenty of time to speak and practice active listening skills.

Affirmation and Support – We assist children in finding their own solutions to problems to the best of their ability, but to never shy away from asking for help when needed. After all, we all need help sometimes.

Sense of Trust – Children learn that feelings are a part of human nature. We practice what we teach and keep our word. To promote trust, we provide a safe daily routine for activities.

Respect for Others – We teach children to celebrate differences, show respect for the property and personal space of others, and follow the class rule: Be Kind to Each Other.

Sense of Humor and Play – School is a fun and exciting place where children can enjoy learning and socialization.

At Harvard Academy, we offer a safe, nurturing environment. Only the best care and the highest quality programs are presented to our students.

Sincerely,

Harvard Team



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## **Registration and Tuition Policies**

Registration Fees are due and payable at the beginning of each school year. Your child's space is reserved when registration is received. This is a non-refundable fee.

Tuition is scheduled on a weekly basis, paid in advance. In order to keep our fees down, please remain current with your payments. If not paid by Wednesday, a late fee of \$25 will be added. If your account is more than one week late on payment, we may ask your family to leave until your account is paid in full. Once payment is received and the account is paid in full, your child may return to school. Being removed from the school does not relieve your financial responsibilities.

Monthly payers – Tuition is due on the first of the month and is late after 5 business days. A \$40.00 late fee is assessed for each late payment. **(PRIVATE SCHOOL ONLY)**

Weekly payers – Tuition is due on Monday and is late if not received by Wednesday. A \$25.00 late fee is assessed Wednesday morning for each late payment.

**\*\*The method of payment can be Cash, check, debit or credit card \*\***

Upon receipt of a dishonored check, a \$25 fee is assessed to your account. On the second returned check, a late fee is also charged to your account. We will no longer accept your checks after the third returned check.

## **Suspension/Expulsion Policy**

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

## **Evacuation Policy**

Should there ever be a reason that we must relocate children due to an evacuation, there are two meeting points depending on the situation. Our first meeting point is on school property and all children and supervisors will be on the outside of the fence, closest to 50<sup>th</sup> street. Our second meeting point should we have to leave the school property would be at West Pine Middle School. All staff will safely remove the children from the building if deemed necessary and calmly walk them to our designated safe space.

## **WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM**

Staff will try to redirect child from negative behavior. Staff will reassess classroom environment, appropriate of activities, supervision. Staff will always use positive methods and language while disciplining children. Staff will praise appropriate behaviors. Staff will consistently apply consequences for rules. Child will be given verbal warnings. Child will be given time to regain control. Child's disruptive behavior will be documented and maintained in confidentiality. Parent/guardian will be notified verbally. Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion. The director, classroom staff and parent/guardian will have a

conference(s) to discuss how to promote positive behaviors. The parent will be given literature or other resources regarding methods of improving behavior. Recommendation of evaluation by professional consultation. Recommendation of evaluation by local school district child study team. If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school. The parent/guardian will be informed regarding the length of the expulsion policy. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

#### PARENTAL ACTIONS FOR CHILD'S EXPULSION

Failure to pay/habitual lateness in payment. Failure to complete required forms including the child's immunization records. Verbal abuse to staff. Parent threatens physical or intimidating actions toward staff members. Failure to follow policy rules.

#### CHILD'S ACTIONS FOR EXPULSION

Failure of child to adjust after a reasonable amount of time. Uncontrollable tantrums/angry outbursts. Ongoing physical abuse to staff or other children. Unable to toilet train in our four year old program.

#### **Weapons Policy**

It is a violation of Florida law to possess a concealed weapon (sword, sword cane, firearm, electric weapon or device, destructive device, or other weapon) on school property (including the parking lot). All cars, bags, or purses located on our premises are subject to be searched. If you see a concealed weapon, contact school staff immediately so the proper action can be taken.

#### **Absence and Credit Policy**

Please notify the office if your child is going to be absent. Any absences over five days in a single trimester will necessitate a conference with the teacher. If your child is enrolled in VPK, you are allowed 3 absences per month. After that you will either need to provide a doctor's note for excused absences or pay Harvard Academy \$25 per day. We strictly adhere to the Early Learning Coalition attendance policies. If you have any questions, please contact the office. For Private school students—in accordance with Broward County policies, any unexcused absences over 10 days during a single academic year may necessitate summer school attendance or tutoring. In extreme cases, students may be asked to repeat a grade. Those children that are FULL TIME will receive 10 credit day (Preschool & aftercare only) per school year (August to June). Once you have used all your credit days you will be financially responsible for any days that the school is closed, or if your child is absent.

#### Withdrawals

If you must withdraw your child(ren) from school for any reason, you are still responsible for tuition until the end of the current period. No refund will be issued. If we receive a 2-week notice of your withdrawal, you will only be charge for the time used.

### Extended Leave of Absence

If you have used all of your credit days and your child will not be attending for a period of two weeks or longer, you will be charged 50% of your current tuition to hold your child's space in the class. Your child's spot will not be held unless the 50% fee is paid in advance. This only applies to preschool infants and up, not after-school or elementary school students. If the 50% fee is not paid, you must re-register at the full fee and no further credit days will be issued for the remainder of the school year.

### Holidays

Harvard is closed for New Year's Day, Independence Day, Thanksgiving and the Friday following, Memorial Day, Labor Day, and Christmas Day. We close at 3PM on Christmas Eve, Veteran's Day, and Martin Luther King Day.

If the holiday falls on a Saturday, it is observed on Friday.

If the holiday falls on a Sunday, it is observed on Monday.

**You are still financially responsible for your tuition during holiday closures.**

### **Medical Information**

Each child enrolled in a preschool program is required to have health records on file. Records include a certificate of immunization and a statement of good health. The forms are obtained from your child's pediatrician and must be kept current, as per Florida regulations.

### Medical Emergencies

In the event that your child appears to be or becomes ill or injured during school hours, you will be notified immediately. The child will be made comfortable and first aid will be administered. If the incident is serious and we cannot reach you or someone listed on your information card, we will call your doctor. Unless otherwise directed, if your doctor is unavailable, or if the situation warrants, we will contact emergency services. Any medical expenses incurred because your child is ill will be your responsibility.

### Illness

Please plan for alternative care when your child is sick. It is unfair to your child, as well as his/her classmates, to attend school with an illness. A parent or guardian is contacted immediately for pickup if any of these symptoms are displayed: fever (over 100<sup>o</sup>), vomiting, excessive coughing, conjunctivitis (pink eye), skin rash, infection, and/or diarrhea (more than one abnormally loose bowel movement). As per Broward County Child Care Licensing Regulations, children must be asymptomatic **without medication** for twenty-four hours or a doctor's note indicating the child is not contagious or infectious before allowed to return to school. Please notify staff immediately of any contagious diseases in order for us to take the necessary steps to alert other parents.

### Medication

Medication may be given to your child by our staff only when the required form is completed. A new form is necessary weekly and medication must be in the original container with the child's name, as prescribed by a physician. We do not administer over-the-counter medications, nor are students/children allowed to administer their own medications (Advil, Tylenol and such). Children with allergies should have medication

available at school with a completed form in the event of symptoms. **Do not leave medication with your child or in a lunchbox – hand it directly to a front office administrator.**

### Birthdays

Birthdays are very important to young children. We are happy to share your child's birthday at school if you would like to bring a special treat for snack or after lunch. To comply with county ordinances, food brought in by parents for the use of sharing with other children must be commercially prepared. In addition, a permission form detailing the items to be eaten must be posted and signed by each parent in order for children to participate. Please ask the teacher to post one the week before your child's special day. We will be happy to distribute invitations for a party being held outside the school, but we cannot release personal information of your child's classmates. We rent out the game room and/or the bounce house on the weekends for parties, please ask for details.

### Arrival and Dismissal

It is your responsibility to provide transportation to and from our school. After-school children are picked up and dropped off at the elementary schools we service. We will not release your child to anyone not listed on your information card. Please notify us of any changes needed on your information card and/or if someone else will be picking up your child. A valid photo identification card must be presented at the time of pickup. All students must be signed in by the person dropping off and signed out by the person picking up.

### Hours of Operation

Harvard is open from 6:30 AM to 6:30 PM. A \$15.00 late charge is charged for every fifteen-minute interval that a child remains beyond the program enrolled. If you know you will be late due to an emergency, please call as soon as possible so we can reassure your child. After 3 late pick-ups your family may be asked to leave the school.

### Clothing and Supplies

All preschool children are required to keep a change of clothing at school. Please label and bag all garments. Parents of diapered children are responsible for keeping a supply of disposable diapers and wipes at school. Pull-ups may be used only for the short period of training. Please do not use this type of diaper if your child is not involved in potty training. Children attending school 2 or 3 days a week should bring an extra change of clothing and a nap blanket in a tote bag. These children may share storage space in a classroom. Please dress children in appropriate, comfortable play clothes. Shoes should be closed-toe or sneakers. Clothing should be appropriate for outdoor activities and exercise. We are not responsible for accidents on equipment if the child is wearing sandals, plastic shoes, or slippery dress shoes.

### Lunches and Snacks

It is your responsibility to provide a nutritious lunch for your child every day. Label lunch boxes and all containers. Refrigeration is available upon request. Leave the labeled lunch box at the front desk as you enter and it will be refrigerated. We will give your child any assistance needed to eat; however, independence is encouraged. We provide a healthy morning and afternoon snack. The county ordinance allows only milk 2% or less to be served in school to children ages 2 and up, unless the child has a prescribed special diet by a physician on file.

### Naps – Preschool

All full-time children are required to rest or sleep. We provide a mat. Parents are required to provide a labeled blanket, crib sheet, or towel to cover the mat. These items must be taken home every Friday to be washed. In the event that a child tears or rips a mat, the parent(s) and/or guardian(s) is required to replace it. Children may bring a special stuffed animal or pillow for sleeping, but pacifiers are not allowed.

### Toys from Home

Please do not allow your child to bring toys from home unless it is for a specific class activity. We cannot be responsible for lost or broken items. Toys that promote violence are not acceptable. Books are always welcomed. A special security object can be brought for naptime.

### No Smoking Policy

Pursuant to Chapter 386, F.S. of the Child Care Standards, smoking is prohibited on our premises, including the parking lot and outdoor areas. If you smoke, please refrain from smoking in the car upon approaching the school. Clean air indoors and outdoors is of the utmost importance for the developing lungs of our students.

### Communication

We consider communication with you to be of the utmost importance. Please talk with us about any questions or concerns you may have. Do not send messages with your children. A note to the teacher should be handed to a staff member. If you wish to have a conference with a teacher, please make an appointment to insure individual attention. We can arrange telephone conferences if schedules conflict. You are welcome to school at any time to observe your child in class.

### Physical Activity Policy

Children ages one and up shall have a minimum of 40 minutes of indoor and outdoor physical activity for every 3 ½ hours of care, excluding naptime. Parents shall dress children in appropriate footwear and attire for outdoor physical activity. All children must participate in these activities unless a written doctor's note is filed. Typical outdoor activities, depending on age-appropriateness, may include using the playground equipment (Swing, slide, glider, bicycle, and other toys), running, jumping, playing basketball, football, dodgeball, kickball, jump rope, skipping, tennis, volleyball, etc... Alternate indoor activities for inclement weather are posted in front of every classroom. Our daily classroom schedules already outline designated outdoor play times, no changes are necessary, except for the physician's note if your child is to be excused from physical activity.

### Screen time / Use of Electronic Media

Electronic media shall be limited to instructional physical activity, except for listening to music during planned activities. Children under the age of 2 are prohibited from any electronic media use. Children ages 2 to 5 are limited to 1-2 hours of screen time per day, and only for the use described above. School age children may only be permitted to use electronic media for 90 minutes per week for educational purposes and 90 minutes per week for instructional physical activity except for school-related assignments and educational e-books. Children ages 2 and up may use electronic media only for instructional physical indoor activity during

inclement weather for up to 2 hours per day. These changes will affect early morning drop-off and late afternoon pick up times. Children will be in the classrooms instead of the TV rooms. After-school children and campers are no longer permitted to bring personal electronic devices for recreational use (ie: Nintendo DS, cell phones, tablets, etc...)

Equal Opportunity

The policy of Harvard Academy is intended to protect the welfare of all students in order to provide the best quality care. Students are enrolled without regard to race, religion, or color. We abide by all state, county, and city licensing requirements for fire and safety precautions, health and sanitation, and ratios.