



*Hallandale House of Learning*  
Montessori Preschool

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# **PARENT HANDBOOK**

## **2020-2021**

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Revised 06/01/2020

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## WELCOME

The Director, Ms. Isabel Luque, and the staff of *Hallandale House of Learning Montessori School* welcome you and your family to the school year **2020-2021**. This handbook is intended to clarify our goals and principles and to describe our school procedures that are necessary to provide our students with a safe, healthy, and happy environment where your child can grow and learn. Please, keep this handbook as a reference throughout the school year.

## SCHOOL PHILOSOPHY

*Hallandale House of Learning Montessori* is dedicated to the philosophy of Dr. Maria Montessori in the belief that her teachings provide a scientifically based system, which not only helps the child during early development but throughout life. We adopted the Montessori philosophy, which is based on love for the child, respect for the child's dignity as a person, and a strong desire to help the child realize his or her fullest potential in society. We respect our children's progress at their own pace and provide them with the support needed for their physical, emotional, social, and intellectual normal development. At *Hallandale House of Learning*, we strive to meet the needs of all of the children and families in our school.

Our primary goals are to provide a clean, safe, comfortable, loving, home-like environment where all children can learn and be respected, regardless of their differences. Respect towards self, others, and the environment will be emphasized. We believe in the value of both structured and flexible schedules. We will do many "messy" activities, and we will do our best to maintain cleanliness and order, but fun and the well-being of the children will always take precedence over cleaning. We will achieve this in the following ways:

- In the classroom, the teachers will provide a safe, comfortable, stimulating, and educational setting where all children will be exposed to culture, diversity, music, art, and literature.
- We believe that every child can learn to have good manners and respect others.

- We know that children need, expect, and deserve to be guided in ways that will help them be safe, happy, and well adjusted.
- We believe that every area of development (physical, emotional, intellectual, spiritual) must be acknowledged and provided to the child.
- We will help to develop your child's self-esteem through a mixture of guided and undirected creative play where children participate, voice their opinions and feelings, and to discover what makes them "wonderful me."

## **STAFF**

***Hallandale House of Learning*** is successful because of its cohesive team of dedicated staff members. Each classroom is led by a certified Montessori teacher and an assistant teacher. Our staff is committed to assisting your child in the process of developing naturally and learning at their own pace.

***Hallandale House of Learning*** counts with the following staff:

Director: Ms. Isabel Luque

Office Manager: Ms. Marcela Govea

### ***Yellow Room 18 Month 36-Month Old***

Lead Teacher: Ms. Maria Elena Castillo

Assistant Teacher: Ms. Sonia Fernandez

### ***Green Room 3 & 4 Years Old***

Lead Teacher: Ms. Patricia Sanley

Teacher: Ms. Marina Watson

### ***Blue Room 3 & 4 Years Old***

Lead Teacher: Ms. Isabel Luque

Teacher: Ms. Camila Regueiro

### ***Red Room VPK***

Lead Teacher: Ms. Maricel Peña

Assistant Teachers: Ms. Elsa Ojeda and TBA

## SCHOOL HOURS

Our school is opened from Monday through Friday from 7:45 am to 5:30 pm.

School begins at 8:00 am and ends at 3:30 pm. Please be respectful of our teachers' prep time before and after class and be prompt in picking up and dropping off your children for school.

Aftercare begins at 3:15 pm and ends at 5:15 pm. *Hallandale House of Learning* requires at least ten children enrolled in aftercare to provide aftercare services.

**Dismissal Schedules:** To assure a safe, smooth dismissal procedure for all, we have made the following dismissal schedules:

VPK Morning Class - Arrival time: 7:45 am, and dismissal time: 10:45 am

VPK Afternoon Class - Arrival time: 11:45 am, and dismissal time: 2:45 pm

VPK Wraparound Class - Arrival time: 7:45 am, and dismissal time: 2:45 pm

3 Years Old Class (Full Time) - Arrival time: 8:30 am, and dismissal time: 3:30 pm

2 Years Old Class (Full Time) - Arrival time: 8:30 am, and dismissal time: 3:30 pm

18 Months Old Class (Full Time): Arrival time: 8:30 am, and dismissal time: 3:30 pm

Half-day students release time: 12:30 pm

We remain an open-door policy for parents during school hours. The parents/guardians are always welcome to call or drop in to see their children during contracted hours.

Thank you very much in advance for your cooperation in making our dismissal run smoothly. If you have any questions, please contact the office.

## LATE PICK-UP POLICY

Parents will be given a 15-minute grace period after the contracted hours to pick up their children. If your child is not picked up within 15 minutes after the contracted hours, a late pick-up fee of \$1.00 per minute will be charged. It is expected to be paid before returning to school the next day. In case your child is not picked up by 5:45 pm, The Department of Children and Families will be notified that the child has been left at hour school after operating hours. Every time that your child is picked up late, you will be required by the office to fill out and sign a late pick-up notice. If you continue to be late picking up

your child, a meeting to discuss a plan to resolve the issue will be scheduled. Repeated late pick-ups may result in termination of childcare services.

Do not pick-up late your child without prior approval, except in cases of emergency. If your child is not picked up by 15 minutes past the agreed-upon time, and we have not been notified of a late pick-up, the school will begin calling emergency backup people to arrange alternate transportation. In the event that someone other than a parent or guardian will be picking up your child, the parents or guardian must provide this information in writing.

## AFTERCARE SERVICES

Our center provides the aftercare service called **“A HOME AWAY FROM HOME”** for working parents, where children can relax, settle down and do homework. The aftercare program includes 30 to 45 minutes of “free play,” quiet homework time according to the grade level, storytime. You are required to provide your child with a healthy snack.

Our aftercare program is available for all students from 3:15 pm to 5:15 pm. Parents will be given a 15-minute grace period. If your child is not picked up at 5:30 pm, a late pick-up fee of \$1.00 per minute will be charged to your account, and it is expected to be paid before returning to school the next day. Parents must fill out an application for enrollment and pay a \$35.00 registration fee. Payments must be kept up to date, or children may be asked to withdraw from this program. If your child is not picked up by 5:45 pm, we will contact The Department of Children and Families.

**IMPORTANT NOTE:** There will be No Aftercare Services on spring, winter breaks, Winter Celebration, & Graduation/End of Year Ceremony. *Hallandale House of Learning* requires at least ten students enrolled in the aftercare program to provide aftercare services. The school reserves the right to cancel this program at any time if we don’t have enough students enrolled in aftercare. Parents will be notified a week in advance of any changes. In the same way, during spring and winter breaks, aftercare services will be provided if at least ten students are enrolled in aftercare, and parents are required to pay for these services one week in advance. There will be no refunds or adjustments made for days missed due to illness, holidays, or days off.

## SCHOOL CALENDAR 2020-2021

*Hallandale House of Learning* begins classes on August 19, 2020, and ends as follow:

VPK Program: June 9, 2021

18 month-old, 2, 3, and 4 years old: June 11, 2021

**The school will be closed for the following holidays:**

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Good Friday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

*NOTE: Please be advised that the VPK program follows the 2020-2021 School Calendar of Broward County Public Schools. VPK calendar will provide you with additional non-school days, spring, and winter recesses. Our school year calendar is available at our website [www.hallandalehouseoflearning.com](http://www.hallandalehouseoflearning.com).*

## **ATTENDANCE**

Regular and punctual attendance is necessary for your child to receive the full benefit of this program.

**Excused Absences:** Notification of the child's absence or late arrival should be made as soon as possible. When a child returns to school after recovering from an illness or had a medical appointment, please make sure to bring school a doctor's note.

**Important note:** There will be no refunds or adjustments made for days missed due to illness, holidays, or days off. A place has been reserved for each child that cannot be filled on a short-term basis.

## **SIGN IN-SIGN OUT/ IDENTIFICATION**

**Hallandale House of Learning** counts with a Touch Screen - Biometric ID (fingerprint) Pad, which allows parents to record children's attendance.

Every day parents/guardians are required to sign in and out for pick up and drop off times each day. The system gives us a writing record of the child attendance, hours, the person who picked them up for the day, and the state of Florida may use the recordings for verification of enrollment and attendance.

For a child to be checked in or out, parents/guardian or authorized person must have registered in our computerized system.



Any unregistered person trying to pick-up your child must be listed as an alternate pick-up person. The school will verify the name of that person with your child file's information and request a picture ID to prove that person is whom you stated.

We will not release any child without identification and if the lack of an ID or written permission from parents or guardians. As a result, you will be responsible for any late fee charges.

## VACATION

Vacation time is granted only to 18 month-old, 2, 3 & 4 years old students (No VPK students). A vacation week is considered as five unattended consecutive school days. A flat amount corresponding to one week vacation will be credited according to your payment frequency. Please contact the office for the 2020-2021 credit amounts. A notice must be given at least one month before the date you are planning your vacation. If you do not provide one month's notice, you will be billed as if your child is attending to the center. The non-payment will generate late fees until the vacation week is fully paid. No refunds will be granted.

Families are required to fill out a "Vacation Request" notification and submit that form to the school office.

## DROP-OFF AND DISMISSALS

Children should arrive at school at 8:30 am. However, only VPK students may arrive between 7:45 am to 8:00 am. VPK classes begin promptly at 8:00 am. Parents are asked not to make a habit of going to the classroom with their children in the morning. This interrupts the teachers from greeting the children and beginning the daily routine.

## DRIVING AND PARKING PROCEDURES

*Hallandale House of Learning* is located at 124 NE 1st Ave. Hallandale Beach, FL 33009. Parking is available in front of property or city public spaces. Do not park in neighbors' properties. Please, be considerate of other families and park your vehicle only in areas striped for parking.

The safety of our children is critical to us. Please **HOLD** your child's hand firmly while walking from your car into the school. Finally, never leave your child alone in the car, even for a minute.

## PAYMENT PROCEDURES

**Registration:** An annual, non-refundable registration fee of \$300.00 per student is required to hold a space in the school for new and returning students.

**Tuition & Fees:** *Hallandale House of Learning* requires all families to enroll in a recurring billing system to process tuition and fee payments. A one-time payment authorization form, a void check, and a copy of a picture ID from the parent's account holder are needed at the time of registration to authorize our bank to process your payments from your bank account.

Tuition and fees are based on a full school year, paid in one yearly sum, in twenty (20), or ten (10) equal installments, and they do not reflect the number of days attended in a given month.

Holidays, no-VPK- instructional days, VPK spring, and winter breaks have been taken into consideration when tuition and fees were calculated. Consequently, no credits or refunds will be granted for those non-attended days.

In addition, there will be no credits or refunds for sick days or vacation time, with the exception of one (1) week vacation credit for 18 month- old, 2, 3 & 4-year-old students (no VPK students).

**Payment Schedules:** Parents/guardians are required to select the frequency of the tuition's payment—all first tuition and fee payments for the school year due August 1. For families who pay in equal installments, the last installment is due May 1 or May 15.

- **Tuition & Fees may be paid in one yearly sum:** The payment due August 1.
- **Twenty (20) equal installments:** The first installment due August 1, the second installment due August 15, and thereafter through May 15.
- **Ten (10) equal installments:** The first installment due August 1, and thereafter through May 1.
- **Insufficient Funds:** A \$35.00 assessment fee is charged for returned payments or insufficient funds.

If the payment is not received by the due date, a late fee of \$35.00 will be charged. **Children will not be able to attend school until their accounts are brought current.**

After 14 days of non-payment, *Hallandale House of Learning* will terminate this contract, assess 2% monthly late charge, and proceed with legal and collection action, all fees of which will be assumed by the parent.

Tuition and other fees must be paid promptly. It is the parent's responsibility to contact the school office to resolve any questions and make arrangements for immediate payment.

In the event that parents have to make an authorized payment in cash, they must make sure to receive from the office a cash receipt as confirmation of payment. Cash discrepancies will be reviewed only with the appropriate receipt.

## **MONTESSORI CURRICULUM AGES FROM 18 MONTH-OLD TO 5 YEARS OLD**

### **EXERCISES OF PRACTICAL LIFE**

These are exercises that control and coordinate children's fine motor skills, developing independence and concentration. These are familiar with day-to-day activities that they see performed by adults (e.g., pouring water from a jug, dusting and sweeping, etc.) as they take care of themselves, each other and their environment. Children have a natural desire to imitate and are therefore, eager to perform these activities.

### **SENSORIAL MATERIALS**

These materials provide specific opportunities for learning and exploration through the senses. Children can clarify and classify all the physical properties in the environment. These materials prepare them for Mathematics, Language, and Cultural Activities.

### **LANGUAGE MATERIALS**

We provide materials that introduce children to phonetics and enable them to read, write, and understand at an early age. Children are guided by tracing sounds, listening to the sounds of a word, writing, and finally by reading and understanding.

### **MATHEMATICAL MATERIALS**

The materials introduce them to quantities and figures, the decimal system, addition, subtraction, multiplication, and division in the concrete form. The apparatus varies in a progression from concrete to abstract, thereby ensuring that the child will understand the mathematical concepts.

### **CULTURAL SUBJECTS**

History, Geography, Science, Botany, and Zoology encourage the children to take an interest in their environment and thereby increasing their general knowledge of the world.

## CREATIVE MOVEMENT/MUSIC

We teach children music so they can become better learners. We believe music is a conductor for learning.

## DISCIPLINE POLICY

All discipline shall be positive and focused on behavioral redirection or guidance, with the primary goal being safety, education, the establishment of self-discipline, and character development of and for the child. Furthermore, constructive, positive discipline serves to collectively benefit both the individual classroom and the entire school in that it maintains a structured and peaceful environment. We will follow the discipline rules from the Florida Statutes 402.305 (8), which states, "Children shall not be subjected to discipline which is severe, humiliating, or frightening. It also states discipline shall not be associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited." We expect teachers to implement positive discipline in the following manner:

1. Talk to the child explaining what has happened and why he/she should not behave in that manner.
2. If the child's behavior does not improve, the child is placed away from the group for a short period to think about what he/she has done.
3. If a child's behavior requires an exceptional amount of discipline, a "Parent-Director" discussion takes place.
4. If the child's behavior involves injury to another person on a continuous basis, the parent may be asked to withdraw the child from the facility.
5. Teachers are not permitted to spank or strike a child under any circumstances. Immediate dismissal from the school is mandatory.

### **The following basic rules are explained to the children:**

1. Talk Softly
2. Walk Slowly
3. Respect the work of other students
4. Use a rug for floor work, and walk around them
5. Sit down to work
6. Replace all materials as you found them
7. At group time, wait your turn to talk

8. Listen to the speaker
9. Always be polite

## UNIFORM POLICY

At *Hallandale House of Learning*, students are required to be in proper uniform. Students must wear appropriate and safe footwear. All shoes must be black, enclosed, and fastened/tied correctly. Backless footwear such as flip-flops and sandals are inappropriate for school.

**The following is our uniform dress code:**

- **Boys** are required to wear green polo school logo shirts, and khaki s or shorts.
- **Girls** are required to wear green polo school logo shirts, and khaki skirts, pants or shorts.

Uniform items can be purchased from **Aventura Kids**.

- **Aventura Kids** is located in 19090 West Dixie HWY. Aventura, FL 33180. Phone: (305) 405-6100.

## HOME/SCHOOL COMMUNICATION

Parents and guardians are a vital part of our school. We're committed to keeping them involved and informed. An orientation evening meeting will be held at the beginning of the school year to provide families with detailed school information and procedures. Monthly school activities are communicated in our monthly calendar. All events and relevant news are posted at the school office, sent via e-mail, and or displayed on our Facebook.

The school e-mail address is [info@hallandalehouseoflearning.com](mailto:info@hallandalehouseoflearning.com).

You may contact the office directly at the above addresses. If you have provided the school with your e-mail address, you will receive updates from the school.

**Our Phone number is (954) 454-5494, and our fax number is (954) 455-2895**

## SCHOOL ACTIVITIES

The school plan different events during the school year. The main events are as follow:

- Open House
- Parent's Orientation Day

- Picture Day
- Field Trip Day (VPK Students)
- Fall Festival
- Visitation Day
- Parent-Teacher Conferences
- Graduation and End of the School Year Celebration

Afterschool Activities may be provided by independent instructors. Please inquire for more information at the school office.

## **SCHOOL SUPPLIES**

Students are required to provide all the necessary supplies at the beginning of the school year. School supplies are described on our website: [www.hallandalehouseoflearning.com](http://www.hallandalehouseoflearning.com).

Full-time students will have nap time. A school napping package “ONLY” from our school vendor, **My Children’s Treasures**” is required. Order forms are available at the office.

## **PERSONAL BELONGINGS**

All your child’s personal belongings must be appropriately named. Please have your child’s name on all personal property such as jackets, sweaters, backpacks, and lunch boxes.

Change of clothes and bedding items must be brought to the center in a Ziploc bag adequately named as well.

## **TOYS FROM HOME**

We request that children not bring toys from home; keeping toys at home will prevent hurt feelings and broken toys. Even toys left in backpacks can be distracting to students. The school is not responsible for any lost toys.

## BIRTHDAY OBSERVATIONS

Birthdays are unique to children! We will make your child's birthday or special day by singing "Happy Birthday." Please speak with your child's teacher at the beginning of the school year if your family does not celebrate birthdays. At *Hallandale House of Learning*, we strive to be respectful of all families and their beliefs. If your child is planning on having a birthday party, we ask that invitations be mailed from home rather than passed out in school unless every child in the class is invited to prevent hurt feelings.

*Hallandale House of Learning* welcomes parents to celebrate their children's birthday at school. If parents wish to bring food, they must coordinate and approve the event with their teachers. The party may be held as follow:

VPK morning class: 10:30 am to 11:00 am

VPK afternoon class: 2:00 pm to 2:30 pm

Part-time students who are dismissed at 12:30 pm: 12:00 am to 12:30 pm

Full-time students and VPK wraparound classes: 2:00 pm to 2:30 pm

We recommend bringing cupcakes, juice/water, napkins, and plates.

## MEALS

Parents must provide lunch and snacks. Full-time students are required to bring their lunch from home.

**Lunch Boxed:** Parents are required to pack lunch inside a lunchbox. The school does not heat up any food. Hot food items must be on thermos (food containers), and an ice pack must accompany cold food items. **Snacks:** Healthy snacks are to be provided only by parents.

**Optional Lunch:** Please request information about the lunch school vendor.

## PIZZA DAY

We offer Pizza on Fridays - \$5.00 per pizza day. To participate, payment should be made monthly. VPK students are welcome to join. Pizza will be served at 11:30 am.

VPK Morning Class: Dismissal will be at 11:30 am

VPK Afternoon Class: Drop off will be at 11:30 am

## CONSENT APPROVAL LETTER

Parents and guardians are requested to optionally give their consent to the staff of *Hallandale House of Learning* to take and use photographs of their children for the following purposes: School projects, activities, advertisements, websites, social networks (Facebook), and all food-related learning activities (Practical Life.)

Also, parents/guardians are required to sign a physical activity statement which acknowledges that *Hallandale House of Learning* will provide their children with indoor and outdoor physical activity combined: 40 minutes, two times a day.

## E-MAIL AUTHORIZATION

If you would like to receive e-mails from *Hallandale House of Learning*, such as calendars, events, and reminders, please provide your e-mail authorization.

## PASSWORD

The password is used for the protection of your child. Circumstances may occur when you need someone not listed on the enrollment form to take your child from this facility. When these circumstances arise, you will need to call and inform us of your instruction.

You will be asked for your password. Informing us of your password will enable us to carry out your instructions. If you do not provide or remember your password, we may not be able to carry out your instructions from over the telephone.

The password for your child should not be given to any other individual. The password provides a code between staff and parents only to enable us to follow your instructions from over the phone.

## CHANGES OF CONTACT INFORMATION

Families frequently have changes – new homes, new jobs, and new telephone numbers.



It is crucial that we have current contact information. Accurate information is critical for the efficient, professional handling of emergencies.

## **IMMUNIZATIONS AND ANNUAL PHYSICAL EXAMS**

Immunizations are required to be updated annually (blue medical form). Physical examination records (yellow form) must be on file with the registration of your child before attending the school. Parents/guardians are responsible for keeping these records updated.

## **MEDICATION**

Parents are required to sign an authorization for medication form that allows the school's designee to administer or dispense a non-prescription or prescription medicine to your child. A doctor's authorization must be on file for all prescription medication. All medication will be kept in the school office.

## **HEALTH**

If your child is not feeling well or shows illness, please keep your child at home. A child must be fever-free for 24 hours without medication before returning to school.

In the event that a child gets sick at school, we will contact the child's parent or guardian, and we expect the child to be picked up promptly.

Parents/guardians are required to have their phone numbers and emergency contacts updated.

## **INCIDENT/ ACCIDENT REPORT**

Incidents or accidents occurred at school are reported to parents the same day of the event.

Parents will receive from their children teachers a written report and a detailed explanation of the incident or accident.

## **AUTHORIZATION FOR EMERGENCY TREATMENT**

Parents or guardians are required to fill out and sign an authorization for emergency treatment form, which gives the school instructions and permission to treat your child in the event of a medical emergency.

## **EMERGENCY DRILLS**

Emergency drills will be held monthly to acquaint the children with evacuation procedures. The first time a drill is held may make a quite impression on your child, but your child will soon become accustomed to it and know just what to do in the event of an emergency.

## **FIELD TRIP**

Field Trips are planned to provide children with new learning experiences outside the classroom.

- Parents or guardians are required to sign a permission slip before a student is permitted to go on a trip.
- Students without permission will be assigned to a different activity during that period.
- We welcome parents or guardians of students who want to chaperone field trips.

## **VISITATION AND CONFERENCES**

**Visitation Day** is a day scheduled by the school which is designed to provide parents with the opportunity to see first-hand how and what their children are learning in class. Parents spend about an hour in the classroom with their child and are encouraged to participate in activities that form part of their child's daily routine.

**Parent-Teacher Conferences** are a crucial opportunity where parents or guardians can sit down and discuss your child's progress in school. Conferences are scheduled during the school year. However, you're entitled to request a Parent-Teacher conference at any time you have concerns about your child's education.

## **PORTFOLIOS/FOLDERS**

- Portfolios of your child's work will be sent home at the end of the school year.
- Folders with your child's work will go home at the end of the month.

- Homework will be sent to VPK students only. Children will take a workbook home that must be returned on Friday.

## **SAFETY PROCEDURES**

The safety of children and staff is our priority. In case of an emergency during school hours, we are required to evacuate the school. Please be informed that we will be relocated to next door at **Sunshine Day Care 24 NE 1<sup>ST</sup> Avenue, Hallandale Beach, FL 33009. Phone: (954) 589-5552.** You will be able to pick up your child at that location.

## **WEATHER RELATED EMERGENCIES**

“The District’s Emergency Management Unit monitors the progress of any major weather system that may affect Broward County Public Schools and works directly with the Broward County Emergency Management Center during the hurricane season. Please continue to check this (below) website and the local media for any storm updates.”

In the event of any weather-related emergency, *Hallandale House of Learning* will follow the instructions from Broward School District. Therefore, when Broward Public Schools are closed due to weather emergencies, *Hallandale House of Learning* will close as well. Please access the following link to keep informed. <http://www.browardschools.com/Web/Storm-Resource-Center>. You may contact Broward Storm Resource Center Hotline at (754) 321-0321.

## **TERMINATION OF SERVICES**

A written notice of termination is required by either of the parties, as stated in Section IX of the contract between *Hallandale House of Learning* and the child’s parent/guardian. This notice must be received two weeks before the last date of service. Fees will be due for the two weeks if no written notice is given and services canceled. Tuition and fees not paid before the last date of service will continue to have late fees added until they are paid in full, as stated in Section IV of the *Hallandale House of Learning* contract.

## **BROWARD COUNTY’S VPK PROGRAM**

Florida VPK is a state-funded program. In addition to the items described in this Parent Handbook, there are rules and regulations set by the state that both the provider and parents/guardians must follow.

## VPK SIGN IN ATTENDANCE VERIFICATION

**DAILY:** Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and/or picks up. This is a requirement of the VPK program.

**MONTHLY:** At the end of each month, you will be required to sign a “Student Attendance and Parental Choice Certificate” that confirms that your child has been in the program during the month and that you wish your child to continue in the program at this school.

It is a State requirement that parents comply with the school’s attendance policy as well as any of its other policies and procedures. For more information, please visit [www.vpkhelp.org](http://www.vpkhelp.org).

## VPK ATTENDANCE REQUIREMENTS

### VPK ARRIVAL TIME

We recommend all children enrolled in **VPK morning and wraparound classes** arrive at school at 7:45 am so that we can begin instruction on time. Your child must arrive in the VPK classroom no later than 5 minutes before the beginning of the class at 7:45 am. **VPK afternoon class:** arrive at school at 11:45 am so that we can begin instruction on time. Your child must arrive in the VPK classroom no later than 5 minutes before the beginning of the class at 11:45 am.

### VPK DAILY ABSENCES

The program at *Hallandale House of Learning* will run for 540 hours during the school year and follows the Broward County Public School’s Calendar. Students are encouraged to attend each day VPK is scheduled. If the parent is planning a vacation or the child will be out of school for extended days. The parent must notify the school as soon as possible of the child’s anticipated absences.

## HOLIDAYS, NO-VPK INSTRUCTIONAL DAYS, VPK SPRING & WINTER BREAKS

Holidays, No-VPK- instructional days, VPK spring, and winter breaks have been taken into consideration when VPK Wraparound tuition and fees were calculated. **Consequently, no credits or refunds will be granted for those non-attended days.**

As a benefit of being enrolled to VPK wraparound program, and if the school is open, your child will be able to attend school 4 hours/day from 8:00 am to 12:00 pm during the VPK non-instructional days, VPK spring break and VPK winter break at no additional cost to you.

VPK Schedules:

VPK Morning: Monday through Friday from 7:45 am to 10:45 am

VPK Afternoon: Monday through Friday from 11:45 am to 2:45 pm

VPK Wraparound: Monday through Friday from 7:45 am to 2:45 pm

If your child is not picked up within 15 (fifteen) minutes after the contracted hours, a Late Pick-Up Fee of \$1.00 per minute will be charged. No exceptions.

## **VPK ATTENDANCE POLICY**

See Annex 1

## **VPK TERMINATION**

Should you decide at any time after the start of the VPK program that you wish to re-enroll your child with another provider, it is the parent's responsibility to notify *Hallandale House of Learning* and ELC of Broward.

## **PROTOCOLS DUE TO COVID-19**

See Annex 2

## **PARENT HANDBOOK ACCESS & ACKNOWLEDGE FORM**

- You can access the school Parent Handbook at [www.hallandalehouseoflearning.com](http://www.hallandalehouseoflearning.com).
- Parents/Guardians are responsible for reading carefully and understanding the school parent handbook. Please refer any questions you may have to our Director.
- After you have read this handbook, please complete the acknowledgment and return it to the office.



## **PARENT HANDBOOK**

### **ACKNOWLEDGMENT OF RECEIPT**

Please read this handbook carefully and refer any questions you may have to your Director.

After you have this handbook, please complete this acknowledgment and return it to your Director.

My signature indicates that I have read and fully understand the guidelines and procedures set forth in the parent handbook. I have a copy of this handbook for my personal reference.

PARENT OR GUARDIAN FULL NAME

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CHILD NAME (S)

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PARENT GUARDIAN SIGNATURE

DATE

---

## ANNEX 1

### **VOLUNTARY PREKINDERGARTEN ATTENDANCE POLICY**

#### **PARENTS/GUARDIANS OF CHILDREN ENROLLED IN A VPK CLASS MUST COMPLY WITH THE VPK ATTENDANCE POLICY**

To the parent/guardian of: \_\_\_\_\_ (Child's full name)

\_\_\_ VPK School Year Program: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ (Dates) or

\_\_\_ VPK Summer Program: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ (Dates)

Your child is enrolled in the **Voluntary Prekindergarten Program**. Students enrolled in additional programs were given that information at the time of enrollment. Because this is a state-funded program, there are rules and regulations set by the state that both the provider and the parents/guardians must follow. **PLEASE READ THE INFORMATION BELOW CAREFULLY!** You will be asked to sign a confirmation that you have received this document.

This agreement contains the following information:

1. SIGN IN / ATTENDANCE VERIFICATION
2. ATTENDANCE & ABSENCE
3. TRANSFER/DISMISSAL
4. LATE PICK-UP

#### **1. SIGN IN/ATTENDANCE VERIFICATION**

**Daily:** Arrival and dismissal time must be recorded at the time the child enters/exits the classroom. Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and picks-up. **Hallandale House of Learning** counts with a [digital touch screen - biometric ID \(fingerprint pad\)](#), which allows parents to record children's attendance, and it gives us a writing record of the child attendance, hours, and the person who picked them up for the day. The state of Florida may use the recordings for verification of enrollment and attendance.

**Monthly:** The **Hallandale House of Learning** office staff will ask you to stop by the office **at the end of each month**. You will be given a form called **"Student Attendance and Parental Choice Certificate"** to review and sign it to confirm your child's recorded attendance for the month. Your signature on this form will not only verify the attendance but also will allow the Early Learning Coalition of Broward to direct payment for the month's VPK program for your child to **Hallandale House of Learning** and that you continue to choose **Hallandale House of Learning** to provide your child's VPK program for the

upcoming month. Students are encouraged to attend each day VPK is scheduled. Regular attendance is required in this program. It is important that your child attends every day to receive the maximum benefit of this program so that your child is prepared to succeed in Kindergarten.

## **2. ATTENDANCE / ABSENCE**

The VPK regular program at **Hallandale House of Learning** will run for a total of 180 days or 540 hours during the school year. The VPK Summer program will run for a total of 300 hours during the summer. The VPK follows the Broward County public school's calendar. All enrolled families have received a calendar showing the scheduled days off during the operational period. Parents can also access the school year calendar at <https://www.browardschools.com>.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is **Hallandale House of Learning** funding linked to attendance, but also the child's success upon entrance into Kindergarten.

You will be required to sign and comply with the following policy on attendance to remain in the VPK program.

**Absence:** Daily attendance in the VPK program is necessary for optimal learning. However, you will be allowed three (3) absences per month. Any absences require [a written note from the parent, preferably via e-mail, or a doctor excuse note if applying for one of the following reasons](#): Illness or injury of the child or the child's family member which requires hospitalization or bed rest; physician or dentist appointment; infectious disease or parasitic infestation; funeral service, memorial service, or bereavement upon the death of the child's family member; compliance with a court order (e.g., visitation, a subpoena); special education or related services for the child's disability; observance of a religious holiday or service.

**Extended absences:** It is the parent's responsibility to ensure the child's participation in the program and to communicate with the school regarding extended absences. **Medical absences:** If a child will miss four (4) consecutive days, it is required that the parent notify the school/teacher in advance of the absence. [A child may not miss more than 20% of the program or four \(4\) days per month](#) without written documentation from a physician. **Exceeding the permitted number of absences may result in the child's dismissal from the program.**

**Emergency:** In the case of a family emergency, **Hallandale House of Learning** may allow only **one** documented (5)-day consecutive absence to a student during the 180-day instructional period. Documentation must be submitted a month in advance, explaining the reason for the 5-day absence, and be dated and signed by the child's legal custodial adult. The administration reserves the right for absence's approval.

**Please note:** [Absences of five \(5\) consecutive instructional days will be considered a withdrawal from the VPK program at Hallandale House of Learning, and the child will be dismissed from the program.](#) Withdrawals from the VPK program could be eligible for re-enrollment. The parent is responsible for the re-enrollment process with the ELC VPK Broward. **Hallandale House of Learning cannot guarantee that the seat of the student will be available on the child's return.** It is a state requirement that parents/guardians comply with the center's attendance policy as well as any of its other policies and procedures. The state VPK program allows **Hallandale House of Learning** to dismiss a child who does not follow these rules.



### 3. TRANSFER/DISMISSAL

Should you decide at any time after the start of the VPK program that you wish to re-enroll or transfer your child with another provider, it is the parent's responsibility to notify **Hallandale House of Learning and the Early Learning Coalition (ELC) of Broward County**. Parents/guardians may contact the Early Learning Coalition of Broward at 954-377-2188 for all questions concerning transfer, re-enrollment, and dismissal of the VPK program.

### 4. DROP-OFF & LATE PICK-UP

Children enrolled in the VPK program is expected to arrive on time. A child who is enrolled in the VPK program but is not registered for any other wraparound services must be picked up by the end of their scheduled program. Parents are responsible for picking up their children promptly. Please review the **Hallandale House of Learning Parent Handbook** for late pick-up procedures and fees.

Thank you for taking the time to review these policies. The Florida Office of Early Learning may modify its policies. If such a situation arises, you will be notified of any changes in writing. As part of our registration packet, you received our **Parent Handbook** that will give you further information on the **Hallandale House of Learning** operational policies. Please refer to this handbook, which is also available at our website [www.hallandalehouseoflearning.com](http://www.hallandalehouseoflearning.com) for additional information on any practice that is not directly affected by the VPK program. We look forward to a successful school year. Thank you for choosing **Hallandale House of Learning** as your VPK provider.

To participate in the VPK Program at **Hallandale House of Learning**, I agree to comply with the terms of this **VPK Attendance Policy**. My signature below is the acknowledgment of my review and acceptance of the terms of this policy.

Parent's/Guardian's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_

**Isabel Luque**

**Director**

124 NE 1<sup>st</sup> Avenue, Hallandale Beach, FL 33009

Phone: (954) 454 – 5494 Fax: (954) 455 – 2895

E-mail: [info@hallandalehouseoflearning.com](mailto:info@hallandalehouseoflearning.com)

[www.hallandalehouseoflearning.com](http://www.hallandalehouseoflearning.com)

Revised 3/1/2020R- For 2020-2021-

## ANNEX 2

### **COVID-19 PUBLIC HEALTH EMERGENCY SPECIAL PROGRAM ATTENDANCE ACKNOWLEDGMENT AND DISCLOSURE**

Dear Parents,

**Please read and initial each statement below. This document should be initialed and signed by BOTH parents.**

1. \_\_\_\_\_ I understand that during this COVID-19 Public Health Emergency I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.
2. \_\_\_\_\_ I understand that IF there is an emergency requiring me to enter the facility beyond the designated drop-off and pick-up area I MUST wash my hands before entering, remove my shoes and wear a mask. While in the facility I must practice social distancing and remain 6ft from all other people, except for my own child.
3. \_\_\_\_\_ I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the people in the center. I will be contacted, and my child MUST be pick-ed up from the facility within 30 minutes of being notified.

Symptoms include,

- fever of 100.4 degrees Fahrenheit or higher
- dry cough
- Shortness of Breath
- Chills
- Loss of taste or smell
- Sore Throat
- Muscle aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 72 hours before returning to the facility.

4. \_\_\_\_\_ I understand that my child's temperature will be taken every 2 hours throughout the day while on facility premises.
5. \_\_\_\_\_ I understand that my child must wear a mask at all times while in the facility and on facility premises. Children under age 2 should NOT wear a mask.

6. \_\_\_\_\_ I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
7. \_\_\_\_\_ I understand that I must bring my child a pair of shoes to the facility that will ONLY be worn inside this facility and will be left here each evening. I MUST remove my child's shoes at the entrance of the facility. Staff will have the child put on their "center only shoes" once the child washes their hands and goes into the classroom. At pick up, staff will remove the child's "center only shoes" and the child will be brought to the entrance where I will put on my child's outside shoes prior to leaving the facility. The children's "center only shoes" will be sanitized by staff each night.
8. \_\_\_\_\_ I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all state, county or local stay-at-home orders, will limit my child's contact outside of care to persons living in my household. I will not take my child out to stores unless it is absolutely necessary and then only to shop for essential items like food, medicines and toiletries and will follow any recommendations from the CDC that limits my child's risk for exposure including wearing a mask in all public areas and remaining 6ft from all other people.
9. \_\_\_\_\_ My child and I WILL NOT gather with anyone that does not live in our household. I will only have contact with persons at my place of employment, and there I will practice all recommended social distancing, exposure limiting practices recommended by the CDC. My child and I WILL NOT go to any gym, movie theater, nail or hair salon, park, beach, or other community location that is not for the purpose of getting food, medicines, toiletries or other life sustaining necessities until such time as it is determined by state and local health officials that the COVID-19 Public Health Emergency is over. I understand that **Hallandale House of Learning** will be monitoring and updating the safety protocols and any statement on this document according to the CDC guidelines and Broward Childcare Licensing.
10. \_\_\_\_\_ I will immediately notify **Hallandale House of Learning** management if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in Number 1 above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19. Further, I will immediately notify **Hallandale House of Learning** management if anyone from my place of employment is presumed positive or tests positive for COVID-19 whether or not I have had direct contact with that person.
11. \_\_\_\_\_ I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I, \_\_\_\_\_ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by **Hallandale House of Learning** will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Parent's Name: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Team Witness

\_\_\_\_\_  
Date

Revised 6.6.20

## PROCEDURES FOR DROP-OFF AND PICK-UP

**Hallandale House of Learning** wants to ensure that everyone is safe at school during our school year. The following protocols will be implemented during drop-off and pick-up. Parents or any other visitors are not allowed to enter the school, including the lobby or the front desk office. If an emergency arises, the adult must wear a mask or a face covering inside the school.

### Drop-off



1- At arrival, parents are required to wear a mask or a face covering and keep the **social distance with other families: 6 feet**. Please wait your turn to drop-off your child. It is optional for children to wear face coverings inside the first day of school.



2- Children will go through daily safe health screenings upon arrival and throughout the day. A teacher will be at the door receiving the children. A teacher will take the children's temperature and screen them quickly and respectfully following all CDC guidelines. Parents are asked to keep their children at home if they are sick or show any signs of illness.



3- Parents will find chairs at the school's door and will assist their children in changing "**street shoes**" for "**indoor shoes**." Please disinfect "**school shoes**" at home. "**Street shoes**" must be placed in a labeled Ziploc bag.



4- The teacher will make sure that the children are wearing "**school shoes**" inside. She will receive from parents the "**street shoes**" in a bag with the child's name, lunch, snacks, nap package if required, and extra clothes for an emergency in a Ziploc labeled.



5- The teacher will bring your child to the classroom.



**Recommended school shoes. Please access link**

<https://www.google.com/shopping/product/9267416408792975779?q=antufilas+for+school&prds=epd:4068241393031294017,oid:4068241393031294017,prmr:1&sa=X&ved=0ahUKewjorYzmqOnpAhULZc0KHYcUBzwQ2sgCCFU>

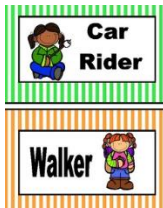
## Pick-up



1- Teachers will be assisting with the dismissal that will begin at 11:45 am for part-time campers and at 2:30 pm for full-time campers. In case you need to pick up your child at a different time, please notify the office in advance by calling 954.454.5494.



2- Please park and always remain in your vehicle. If there is no space, please be patient and wait until there is a space available.



3- The school will provide with children's dismissal cards with the name of your child, the first or second day of the school to be displayed on the car front window. Please make sure to bring a picture ID.



4- Parents are required to wear a face-covering on during pick-up before the teacher is approaching your vehicle.



5- The teacher will approach your vehicle to verify your identity. If you are a walking parent, please notify the office on the first day of school.

6- The  
your



teacher will come back inside the school and will bring your child to vehicle. It is the parents' responsibility to ensure that the child is appropriately secured in the car seat.

### Notes:

Please be advised that parents will be notified immediately if their children get sick. After 10:00 am, drop-off will not be permitted, unless there is an emergency or special situation. Please inform the office in advance.

We appreciate your cooperation and patience for an efficient and safe drop-off and pick up.

If you have any questions, please feel free to contact the office at 954.454.5494.

Thank you for your support,

**Hallandale House of Learning**

HHOL 7.13.20

## **SAFETY PROTOCOLS DUE TO COVID-19**

### **Update as 6.1.20**

Dear Parents,

Hallandale House of Learning has updated its protocols to reduce the risk of COVID-19, and ensure the safety of our students, families, and teachers by following the CDC guidelines and Broward Childcare Licensing.

### **Screening**

- Daily health screening for COVID-19 symptoms. Screening includes taking the temperature of all persons upon arrival each day and during the day.
- Children with symptoms such as fever, sneezing, and cough will not be allowed to attend school. Children must be 48 hours symptom-free to resume school.
- The school will ask the parents a few questions to make sure there is no one at home with Covid-19 symptoms. Also, the school will ask parents about contact with others and travel questions.

### **Social Distancing**

The school has implemented social distancing strategies.

### **Drop-off/Dismissal**

- Parents must wait in their cars upon arrival. A teacher will let the parent know when it is safe to bring the child to the door.
- Parents or any other visitors are not allowed to enter the school, including the lobby or the front desk office. If an emergency arises, the adult must wear a mask or a face covering inside the school.
- Parents or family members authorized to drop off or pick up a child must wear a mask or face covering at all times.

- The teachers will sign-in/out the child in the Procure system.
- During dismissal, a teacher will dismiss the child individually to parents or authorized family members.

#### **At the Class**

- Our Classes are limited to a maximum of 9 children per class following the CDC guidelines.
- The school will try its best to ensure that the same children remain in the same group each day during indoor and outdoor activities.
- Nap mats will be placed at least three feet apart for nap time.
- Children will keep the distance at lunchtime.

#### **Sanitizing:**

- Teachers are required to wear masks or face covering and gloves at all times.
- The school has increased the frequency in which we clean and disinfect our facilities and materials.
- Children and staff will need to wash hands frequently, including when entering the school, before/after each activity, before/after meals.

#### **Children are required to bring a pair of shoes to school.**

- The parents will assist their children in removing their **“street-shoes”** upon entering the school. The child will wear the **“center only-shoes”** designated to use inside the school. Teachers will use gloves while cleaning and change them once they finish it.
- Hand sanitizer will be available to children and teachers.

#### **Safety Measures**

- We ask for your assistance by keeping your sick child at home and notifying our office by sending an e-mail to [info@hallandalehouseoflearning.com](mailto:info@hallandalehouseoflearning.com).
- Follow the CDC guidelines for self-quarantining.
- Alert the school if you travel.
- If your child or anyone in your family is diagnosed with Covid-19, please notify our office immediately.



- The health and safety of our students, staff, and school-community is our main priority. We are committed to your child welfare and education.

We will be monitoring and updating our safety protocols according to the CDC guidelines and Broward Childcare Licensing.

Please feel free to contact the office for any questions or concerns about our safety protocols at (954) 454.54.94, or by sending an e-mail to [info@hallandalehouseoflearning.com](mailto:info@hallandalehouseoflearning.com).

Thank you for your support,

Hallandale House of Learning