



**Pinecrest Pre-K
PARENT & STUDENT
HANDBOOK
2019-2020**

**Ana C. Diaz
Principal**

**Amber Pfefferkorn
Assistant Principal**

**14301 S.W. 42 Street
Miami, Florida 33175
Phone: 305-207-1027**

<http://www.pinecrestpreacademy.com>

Dear Parents and Students,

Welcome to the Pinecrest Pre-K. Parents are an integral part of our success and we gladly welcome your input and suggestions throughout the year. Your collaboration is essential in promoting our school's mission as we continue to place an emphasis on the core values of a true Pinecrest Panther.

We are looking forward to a rewarding and exciting new year. On behalf of the administration, faculty and staff we assure you that we are committed to providing an innovative challenging curriculum in a learning environment that promotes individualized instruction for all of our students.

We are honored and thank you for selecting us as your *Pre-K!*

VISION

The vision of Pinecrest Pre-K is to provide every student with a high-quality education that focuses on academic improvement in an environment where everyone grows and shares responsibility for academic success.

MISSION

Our mission is to meet the individual needs of each student using differentiated instruction to support individual student growth in a rigorous and challenging learning environment where students are challenged and succeed.

ELIGIBILITY

Our Pinecrest Pre-Kindergarten Program is designed to prepare our students for a successful transition to kindergarten. Children must be 4 years old prior to September 2nd and fully toilet trained in order to enroll (no pull-ups).

SCHOOL HOURS

7:00 am – 8:15 am --- Before Care & Breakfast

8:15 am – 2:00 pm --- Instructional Day

2:00 pm – 6:00 pm --- After School Care is available through our PPA After-Care program.

To enroll please visit the PPA Pre-K tab of our website at www.pinecrestprepacademy.com.

ARRIVAL PROCEDURES

Parent may choose to drop off their children via our drop off and escort service or may choose to take their children directly to the classroom.

- Students arriving at the school between 7:00 am and 8:15 am will be escorted to the Panther Café for breakfast and picked up by their teacher at 8:15 am
- All vehicles must enter the school through the entrance driveway and drop off students in the designated drop off/pick up areas only.
- Under no circumstances will parents be allowed to park or leave their vehicles unattended in the drop off/pick up areas.

DISMISSAL PROCEDURES

Pre-K hours of supervision are from 7:00 am to 2:00 pm daily. Students can be picked up at any of our scheduled school dismissals; 2:00 pm, 3:00 pm, 3:30 pm or during aftercare hours. Please notify your child's teacher of your dismissal preference.

For students being dismissed during school dismissal times:

- Each student will receive a color-coded car decal.
- All vehicles entering the school driveway must display their car decal(s) on the **right** side of the vehicle dashboard.
- Parking to wait for dismissal on Bird Road is prohibited by both school policy and traffic law.
- Students will be escorted to their vehicles.

The following acts are prohibited and may jeopardize student safety and the continuance of our Charter School contract:

- ◆ **Parking along Bird Road**
- ◆ **Dropping students off along Bird Road**
- ◆ **Blocking the entrance/exit of any residential home or shopping center**
- ◆ **Stopping or standing on eastbound or westbound of Bird Road**

In addition to the issuance of citations from local law enforcement, Pinecrest Preparatory Academy will implement the following consequences for violation of these rules:

- 1. Documented warning**
- 2. Incident report**
- 3. Administrative Meeting for Breach of Contract**

VOLUNTEER REQUIREMENTS AND GUIDELINES

Due to mandates from Miami-Dade County Public Schools, all parents wishing to volunteer must participate in the *School Volunteer Registration Program* and must be cleared through Miami-Dade County Public Schools before permission to volunteer is granted. This mandate includes clearance for volunteers in school events such as book fairs, fundraising activities, etc.

Any parent/guardian who would like to volunteer in the classroom must inform the classroom teacher at least one day prior to volunteering. Parents are not allowed to bring another child to school when volunteering, even if the child is in a stroller. In addition, parents/visitors must sign-in at the main office and obtain a visitor's pass. In order to ensure the safety of all of our students, **NO PARENTS/VISITORS WILL BE ALLOWED BEYOND THE MAIN OFFICE WITHOUT A VISITOR'S PASS. NO EXCEPTIONS.**

UNIFORM

The appearance of the members of the Pinecrest Pre-K family is of paramount importance to us as we believe that pride in our appearance is fundamental to good character development and success. We appreciate your anticipated cooperation with our uniform policy and thank you for your assistance in helping your child comply with our rules.

Official School uniforms must be worn every day. Our uniform policy and dress code guidelines indicate appropriate school dress for normal school days. Pinecrest Pre-K reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians. School uniforms may be purchased at *All Uniform Wear* located at 7346 SW 117th Avenue, Miami, Florida 33183.

Girls: Embroidered navy polo dress with under shorts or embroidered navy, red, or white polo shirt with khaki or navy skort, shorts or pants

Boys: Embroidered navy, red, or white polo shirt khaki or navy shorts or pants

Cold Weather Days:

Jackets and sweaters are acceptable and must be solid navy blue with NO DESIGNER LOGOS. Navy blue sweatshirts, jackets, and sweaters are available at the uniform company. Solid white, red or navy turtlenecks, or long sleeve shirts and solid white or navy stockings underneath the uniform are acceptable.

Shoes: must be solid color (including socks, laces and soles) navy blue, black, brown or white closed toe shoes or sneakers with socks (no decor or logos). No boots, skate sneakers (Heelys), TOMS, slip-on sneakers, or sneakers with "lights", sandals, "ballerinas," open toe, Neon/Fluorescent accents or platform shoes will be permitted.

Hair: Hair must be neat, clean and away from the face. No hats, bandanas or sweatbands may be worn. Boys' haircuts must be above the collar and above the ears. Boys may not wear braids, mohawks, pony tails or color their hair in any way. Hair must not be dyed with unnatural colors, worn unusually, or maintained in an unacceptable condition.

Students may not wear distracting or dangerous jewelry such as large hoops, large necklaces with charms or wristbands. Make-up, tattoos, colored nail polish/acrylic nails, or glitter will not be permitted.

Students should have enough uniform tops and bottoms that laundry issues should not interfere with the uniform policy. Any student not wearing a complete school uniform, or in violation any of the above mentioned infractions, will be issued a uniform violation notice.

School Spirit Shirt (RED Panther T-shirt) will be on sale at the uniform store throughout the school year. Please purchase at least one Panther Shirt since they will be required for Field Trips and special events. Students may also wear their Spirit Shirts with uniforms bottoms on the last day of each week.

UNAUTHORIZED ITEMS

Please note that students are not allowed to bring any toys, electronic devices, or animals to school.

EARLY DISMISSAL

Students who are dismissed earlier than our regularly scheduled dismissal times must be signed out by a parent or guardian in the main office. Students will not be released to individuals whose names do not appear on the emergency contact card kept on file in the main office. A photo ID must be shown in order to release a student from the premises. In the event of an emergency, if a person not listed on the emergency contact card must pick up a student, the parent must email a signed statement with a copy of their driver's license allowing that person to pick up their child on that specific day. Students will not be released to persons whose names do not appear on the emergency contact card kept on file in the main office. **Students will not be dismissed 30 minutes prior to our scheduled dismissal times without a previous notice. THERE ARE NO EXCEPTIONS.**

CONTACT INFORMATION

It is critical that the school office be immediately notified of any change of address and/or telephone number.

VISITORS

FOR THE SAFETY OF ALL OF OUR STUDENTS, **ALL VISITORS** must report to the main office to obtain a visitor's pass. Only persons with pertinent business are permitted on school grounds. Children, including family members, who are not currently enrolled at Pinecrest Pre-K will not be permitted on school grounds during school hours. Instructional time is precious and must not be interrupted by parent visits. Please schedule appointments with your child's teacher to avoid unnecessary interruptions.

PARENT TO SCHOOL COMMUNICATION

A prime factor in our operation is the importance we place upon communication between home and school. The lines of communication must be kept open at all times so that we may be properly tuned into your child's needs.

Please notify us immediately if:

- ✓ Your child has developed a communicable disease
- ✓ You will be out of town
- ✓ Your telephone number (home or work) has changed
- ✓ You wish to change or add to the emergency contact numbers we are to use

IF THERE IS ANY CHANGE IN TRANSPORTATION. We will not allow a child to deviate from their regular departure routine without written or verbal verification. If there is a change in the person who is to pick up your child we require the name of that person and the type of car in writing.

PARENT TO TEACHER COMMUNICATION

Conferences with individual teachers must be arranged by contacting the teacher. Please make appointments for conferences before or after school.

AUTHORIZATION FOR MEDICATION

We will only administer oral medication under doctor's orders. In all cases, we must have an Authorization for Medication form. This form is available in the office must be completed by a pediatrician or a family doctor.

ACCIDENTS/ILLNESSES

Parents will be notified immediately in case of illness or an accident. In the event that a parent cannot be located, the person(s) named on the emergency contact cards will be contacted. **It is your responsibility to make sure that these numbers are current and accurate.** Please notify the office immediately of any accident or injury which occurred during arrival or departure from school.

Children who are ill should remain at home to minimize the risk of passing the illness onto others. Please notify us of any contagious illness your child has so we may alert other parents. In addition, please notify the school of any chronic condition your child may have.

LOST AND FOUND

A lost and found area will be designated by the library. To minimize the quantity of lost and found articles, we ask that you please write *your child's name* on everything he/she brings to school.

FIELD TRIPS

All trips planned by the school are for specific educational purposes. Participation in field trips requires the student to present a field trip form signed by the parent/guardian to his or her teacher in advance. Students going on a field trip must assume the responsibility for any necessary fee. Please keep in mind that once the field trip has been paid, the school will not issue a refund. Parent chaperones must not bring siblings along, as they are not covered by insurance. All parents attending field trips must be cleared through the Volunteer Safety Program.

LUNCH

Lunch may be brought daily or paid monthly (see payment schedule). In order to ensure the safety of your children, staff members are not permitted to heat student lunches in a microwave. Daily snacks are included with tuition.

ENROLLMENT & TUITION

Monthly fees are due according to annual payment schedule listed below.

Withdrawal or discontinuation from the Pinecrest Pre-K requires two weeks notice. Without proper notification, tuition will be assessed and collected for the two-week notification period. There are no credits for absence, illness, holiday, or closings due to natural disasters. The Parent(s) or Guardian(s) will remain liable to pay any outstanding fees.

Pinecrest Pre-K may terminate a student's enrollment from the school if it is in the best interest of the school. Reasons for termination include, but are not limited to, nonpayment of fees, aggressive or disruptive behavior, and damage deemed excessive to school property or materials. It is the responsibility of the parent(s) or guardian(s) to read and be aware of all school policies as delineated in this Parent Handbook.

TUITION FEES

Registration	\$125.00 (non-refundable)
Supply Fee*	\$100.00 (one-time fee)
Annual Tuition	\$ 4,000.00 (payable in 10 installments August – May)
Lunch	\$ 65.00 per month (optional)

PAYMENT SCHEDULE

All tuition and lunch payments must be paid through our online store by the dates listed below.

Installments	Date	Installment	Date
1	08/19/19	6	01/03/20
2	09/06/19	7	02/07/20
3	10/04/19	8	03/06/20
4	11/01/19	9	04/03/20
5	12/06/19	10	05/01/20