



WELCOME FROM THE OWNER

Dear Parents,

I had the pleasure of visiting most of my schools today and welcoming all the NEW HAPPY FACES to Home Away From Home. As the owner of these amazing schools, I welcome your family to ours and I am excited to see what this new school year has in store for us. I know that there are many preschools & childcare centers to choose from and I appreciate that you chose HAFH. A good education begins when a child has a good and positive experience and we strive to do just that. I also believe in parent involvement. It's no secret that it takes the home and school working TOGETHER to raise a child.

I believe that if your child likes school, has success at school, and is involved in learning activities he/she will have a rewarding, positive, and successful school year. My staff and I pledge to provide a safe and secure environment for all children attending our school. I would like to also remind parents just how very important it is for your child to be at school all day, every day and on time.

Although I am very hands on and extremely involved in the growth and wellbeing of my schools, I also have an amazing group of staff members that are more than qualified and can help with any questions or concerns you may have. The following is the suggested chain of command:

- 1st Your school Director
- 2nd Your school Assistant Director or administration team
- If you feel your concerns haven't been addressed properly, please reach out to our Regional Manager, Jessica Staelens at jessicahafhpb@gmail.com
- Corporate Assistant - Mrs. Berkys Ortiz at bortizhafh@gmail.com

If at any time our staff is not meeting your expectations, I can always be reached via email at larissasilva@bellsouth.net.

SOME QUICK REMINDERS

Arrival & Departures: Our center is open from 7:00 am to 6:00 pm, Monday thru Friday. Please have your child in his or her classroom according to their planned program time. Repetitive tardiness will not be accepted. If your child is attending HAFH's full time VPK program, they must arrive at school by 8:30 am and no later than 9:00 am, unless excused in advance. Please call to inform us if you will be late. If your child is excused, we ask that you allow us to escort your child back to his/her classroom at your arrival to avoid any disruptions to the daily lessons. **If you arrive past 9 am, without prior notice, your child may not be allowed to stay.** As a courtesy, HAFH allows you two tardy excuses (you must still call or advise admin) and on the third tardy, we will not allow the child to be left at school. Excessive tardiness can result in dismissal from school and/or disenrollment.

AM & PM Meeting Classrooms: Only for ages 2 and Older. If your child arrives before 8:00 am, or stays past 5:30 pm, chances are your child will have what we call a "Meeting Classroom." This is simply a classroom where we combine all the early dropped off children until 8:00 am, then their assigned teachers will come to escort them back to their assigned classrooms. The children will have their breakfast or am snack during this time and will be allowed open center play time. This is the same for any children that stay at school after 5:30 pm. All classroom doors will have an assigned meeting/closing classroom. You may drop off your child's belongings at his or her assigned classroom and then proceed to the meeting/closing classroom.

VPK (Voluntary PreK Program) Homework: Our goal for homework is to support and encourage parents as partners in their child's education. It's our responsibility as the educators to teach the required skills, but it is the parent's job to help support us and our daily efforts. In other words, "It takes a village...". Please make sure you are reading with your children daily and that all the weekly homework packets are done on time. I promise you that this bonding time will not go unnoticed and your children will proudly show you just how much their little minds are learning and growing.

Social Media: HAFH uses Social Media a lot. We encourage you to follow us on Facebook HAFHROCKS <<https://www.facebook.com/HAFHROCKS/>>
Instagram HomeAwayFromHomePreschools
<https://www.instagram.com/homeawayfromhomepreschools/>
Twitter HAFH Preschools <<https://twitter.com/HAFHPreschools>>
YouTube Home Away From Home Preschools
<https://www.youtube.com/channel/UCI0lcJDgdjwyhAcS7IDVwg>
Google+ Home Away From Home Preschools
<https://plus.google.com/105422278743626718403>

I promise you will be thrilled with all the daily pictures of our school events and classroom fun. Don't miss any special moment and please share it with your families and friends.

Safety Checking Your Child In/Out Procedures: Parents are responsible for signing/checking in their child at arrival and signing/checking them out at pickup at the front desk. This must be done before you go to the classrooms. Children must be escorted to their classrooms each day. PLEASE REMEMBER THAT IT IS NOT SAFE TO LEAVE YOUR CHILD ALONE IN THE CENTER HALLWAYS OR WHEN EXITING TO OUR PARKING LOT. IT IS YOUR RESPONSIBILITY TO HOLD YOUR CHILD'S HAND AFTER THEY LEAVE THEIR CLASSROOMS AND AT NO TIME SHOULD THEY BE ALLOWED TO WANDER THE HALLWAYS WITH OUT AN ADULT 18 YEARS OR OLDER. Please notify us in writing or by telephone beforehand if any other person, other than the people authorized on your enrollment agreement, will be picking up your child. They must be 18 or older. Without authorization, your child will not be released. Picture Identification will be requested from any person picking up your child.

Sick Children: HAFH takes our sick policy very seriously. If a child becomes sick during the day, she/he will be isolated from the other children and a parent will be notified to pick up the child immediately or within 1 hour. It is the parent's responsibility to have alternative arrangements available if they cannot pick up their child immediately.

No Returning to School Within 24 Hour Policy (1 Full Day): If your child has been absent/sent home due to a contagious disease, a doctor's note must be brought back to school to ensure that your child is healthy (SYMPTOM FREE) to be admitted back to school. Even in cases that a doctor authorizes your child to return to school before a 24-hour period, it is our center policy that your child may not return to school the day after being sent home. Please note, if your child isn't feeling good, it should be your responsibility to keep them comfortable at home. We understand that sometimes this can be an inconvenience to parents, but we trust that you will understand the necessity for such a policy. Your child must be totally symptom free. If we feel the child is still showing any signs of feeling sick you will be called to pick up again.

Classroom and School Communication: Our school has several methods of communication, one being social media, another is our monthly newsletter, which includes a brief description of what is going on in the classrooms, special events and more which will be e-blasted to all parents at the end of every month. The newsletter will also be placed on each parent board located in the front office and in each classroom. Parent Information Boards are located in each classroom, these boards contain both general and specific information such as Meal Menus, Lesson Plans, Daily Schedules and more. Please make it a point to check the information on the boards daily. Important information will also be posted on center doors and more. All menus, monthly lesson plans, and calendars will be posted on our website under each specific location.

Please make sure all your contact information is always Up To Date. This is very important in case of any emergencies,

We are so secure with our environment that we welcome you to visit our webcam services, where you can watch us via live web streaming, taking care of your child, from anywhere, at any time, all day long.

Once again, welcome to Home Away From Home Learning Centers! Let's see to it that your children's future begins with small, but steady steps! Thank you once again for choosing us.

Sincerely yours,

Larissa Silva,
Owner of Home Away From Home Preschools

****Please remember to follow all our rules and regulations, review our Parent Manual as this is essential to a productive school year!**