



Parent Handbook

2026-2027 School Year





Mia Mia Preschool Parent Handbook 2026-2027

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PURPOSE OF THIS HANDBOOK

This handbook will provide information about our philosophy, operation, and guidelines. Additionally, we encourage open communication with our Mia Mia Preschool administration, teachers, and staff. This handbook is for the 2026-2027 school year.

1.1 Policy Changes

Mia Mia Preschool reserves the right to make changes to this Family Handbook at any time and without notice to comply with governmental requirements or for any other reason necessary. In the event of a policy change, parents may be notified in writing. If you have any questions or concerns about the policies and procedures implemented at Mia Mia Preschool, please email our director. We will listen to any concern a parent may have. Our director can offer a meeting with you to discuss any concerns you may have,

LICENSING STANDARDS

Mia Mia Preschool is licensed by the Texas Health and Human Services Commission, Child Care Licensing. We will comply with applicable State Minimum Standards. A copy of the Minimum Standards is available at the school for parents to review or you can visit the website: <https://hhs.texas.gov/>

The most recent licensing inspection report is posted on site at our school's bulletin board. The local licensing office can be contacted at 512-834-3426 or you can visit the Texas Health and Human Services Commission website at <https://hhs.texas.gov/>

3. PHILOSOPHY, CURRICULUM AND PROGRAMS

“For the preservation of the wonder of childhood, we offer a journey of discoveries in an environment that sparks connection and curiosity.”

3.1 Mia Mia

Mia Mia Preschool is the place where we all belong.



Mia-mia ('mi:a 'mi:a) noun: a transient shelter crafted from bark, branches, leaves, and grass, offering a safe haven on the journey through new territories.

We foster a safe and nurturing environment for children to experience the world, their community, and themselves with a meaningful connection to nature and relationships.

Our unique approach to early learning focuses on building strong community relationships, prioritizing children's wellbeing and education. Catered to the needs of new generations, where a sense of community, connection to nature, and self-awareness are more relevant than ever before. Mia Mia is immersed in a natural environment, providing a learning experience like no other.

Our Vision

To embody the essence of a “Mia-Mia” in our daily practices by offering a safe, nature-immersed homelike environment. We nurture a sense of belonging, respect for each child's unique being, and foster curiosity and a lifelong love of learning.

Our Mission

To provide early education and care that exceeds traditional standards. We pride ourselves on doing things differently, understanding that service excellence is where it all begins.

Our Story: From one family to another

Mia Mia is a family-owned preschool, and our team is composed of passionate and professionally equipped teachers committed to giving thoughtful attention to every relationship and task.

We focus on engaging children in meaningful experiences that promote their desire for learning and spark their curiosity, nurturing their sense of belonging, being, and becoming.

Mia Mia Preschool Embodies:

Connection & Presence

- o With our natural world, valuing an understanding of the cycle of life
- o With one another and active involvement in the community
- o With ourselves, practicing mindful self-exploration and development

Openness

- o Embracing alternative theories and approaches
- o Holistic awareness: physical, mental, emotional, social, and spiritual

Kindness & Respect

- o An open heart, empathy, and warmth
- o An approach toward children as complete beings worthy of respect
- o Practicing clean and clear communication

Innovation & Vision

- o The courage to pave their own path in life
- o Interest in the latest educational science

Health & Wellbeing

- o Valuing health and wellness
- o Passionate about spending time in nature and the outdoor

3.2 Our Curriculum – Nurturing each child's unique development

Mia Mia draws inspiration from the Australian Early Years Learning Framework and Reggio Emilia approach, which is grounded in conclusive international evidence highlighting the crucial period of early childhood for learning and development. Our teachers implement this framework to craft our daily program and activities, providing high-quality, play-based educational experiences and foundational skills for everyday life. Central to our educational curriculum is the principle of 'belonging, being, and becoming,' that underpins our commitment to delivering best practices.

Belonging

This principle emphasizes the importance of creating a community where every child feels valued, respected, and connected.

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. Children belong to diverse families, neighborhoods, local and global communities. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. Belonging is central to being and becoming in that it shapes who children are and who they can become.

Being

This principle encourages us to honor and embrace children as individuals with their own identities, ideas, and capabilities.

Childhood is a time to be, to seek, and to make meaning of the world. Being recognizes the significance of the present, as well as the past, in children's lives. It is about children knowing themselves, developing their identity, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life.

Becoming

This principle recognizes that children are active participants in constructing their understanding of the world.

Children's identities, knowledge, understandings, dispositions, capabilities, skills and relationships change during childhood. They are shaped by different events and circumstances. Becoming reflects this process of rapid and significant change that occurs in the early years as children learn and grow.

3.3 Mia Mia Learning Outcomes

- o Children have a strong sense of identity
- o Children are connected with and contribute to their world
- o Children have a strong sense of wellbeing
- o Children are confident and involved learners
- o Children are effective communicators

3.4 Mia Mia Early Years Quality Framework

o Quality Area 1 – Educational program and practice

Educational programs and practices of educators are child-centered, stimulating and maximize opportunities for enhancing and extending each child's learning and development.

o Quality Area 2 – Children's health and safety

Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety and wellbeing.

o Quality Area 3 – Physical environment

The physical environment is safe, suitable and provides a rich and diverse range of experiences that promote children's learning and development.

- o **Quality Area 4 – Staffing arrangements**

Experienced teachers, who develop warm, respectful relationships with children, create predictable environments and encourage children's active engagement in the learning program.

- o **Quality Area 5 – Relationships with children**

Relationships with children are responsive, respectful and promote children's sense of security and belonging.

- o **Quality Area 6 – Collaborative partnerships with families and communities**

Collaborative relationships with families are fundamental to achieving quality outcomes for children, and community partnerships based on active communication, consultation and collaboration are essential.

- o **Quality Area 7 – Governance and leadership**

Effective leadership and governance of the service contributes to quality environments for children's learning and development. Effective leaders establish shared values for the service and set clear direction for the service's continuous improvement.

3.5 Pedagogy Foundation

3.5.1 Whole Child Scope

The foundation considers the whole child, according to their unique developmental level. Our Whole Child Scope is implemented school wide. The Whole Child Scope encompasses four key areas of development: cognitive, social-emotional, creative, and physical. Each of the four categories is then expanded upon further into subcategories with specific objectives relevant to each age.

Cognitive

- o Literacy
- o Mathematics
- o Culture/Language
- o Science
- o Technology

Social/Emotional

- o Interpersonal Skills
- o Intrapersonal Skills
- o Sense of Community

Creative

- o Visual Arts
- o Music
- o Performance

Physical

- o Sensory/Body Awareness
- o Gross Motor Skills
- o Fine Motor Skills

3.5.2 Enriched environment

In the preschool years, the teacher is the single most important influence in the learning environment. Teachers engage in meaningful conversations with children and model curiosity and kindness. Students are given time and space to develop their ideas and experiment with open-ended materials such as blocks, sand, water, clay, and paint. The classroom is arranged aesthetically and free of commercial material. Children also have outdoor time to cultivate their curiosity and sense of wonder in nature, learning about the world around them and recognizing that they are part of it. Our program includes literacy, S.T.E.M., arts, movement, and character development.

3.5.3 Family partnership

Parents and teachers work as partners to encourage the wellbeing of the child. Mia Mia creates opportunities for family participation and involvement. We also offer parent education sessions that will support families to learn about children's development.

3.5.4 Bilingual setting – Spanish Immersion Preschool

Research shows that early exposure to a second language offers numerous cognitive, academic, and social benefits for children. Our Spanish immersion programs go beyond traditional language learning by integrating Spanish into every aspect of the curriculum. From circle time to storybooks, children are immersed in a rich linguistic environment that fosters fluency and cultural understanding.

Immerse Your Child in a World of Spanish offering an environment where Spanish is the key language of instruction and communication. This immersive approach allows children to:

- o Develop natural fluency: By hearing and speaking Spanish daily, children begin to instinctively understand and express themselves in the language.
- o Sharpen cognitive skills: Studies show that learning a second language enhances memory, problem-solving abilities, and critical thinking skills.
- o Embrace cultural awareness: Children are exposed to the rich tapestry of Hispanic culture through songs, stories, games, and traditions.
- o Gain a competitive edge: Early exposure to a second language provides a significant advantage in academic and professional opportunities later in life.

At Mia Mia, we are committed to fostering bilingualism and cultural enrichment. To support this mission, we ensure that each classroom has a bilingual teacher.

For children who are new to Spanish learning, we implement a gradual immersion approach:

- We start with 50/50 exposure (English/Spanish).
- Progress to 80/20 (Spanish being the primary language).
- Ultimately, transition to full Spanish immersion.

Our top priority is your child's comfort and sense of safety in their learning environment. Once they feel secure and confident, we focus on enhancing their language skills and ensuring a seamless transition to full Spanish immersion.

Bilingual Setting for School Readiness: Our 4–6-year-old program (PREK 4- Kinder Bridge) is offered in a bilingual setting, with experienced teachers guiding children through both Spanish and English. We maintain Spanish while gradually introducing English literacy and math concepts, preparing children for English immersion in school.

We are excited to embark on this language-learning journey with your child and look forward to seeing their growth! If you have any questions about this process, please don't hesitate to reach out.

3.5.5 Image of the Child

Every child is seen as resilient, confident, and competent. We believe that children are capable of expressing their own ideas, making independent choices, and playing and working well with others. In this concept resides our focus on your child's autonomy and the importance we give to our children's opinions and choices. During the morning group time, we listen to our children's ideas and respect their decisions. Teachers and students begin their

investigations with open-ended questions, co-building knowledge together. At Mia Mia, we consider all our children equally important. We embrace every child in their uniqueness, respecting your child's right to be welcomed as a whole person.

3.5.6 The 100 Languages – The Reggio Approach

Our teachers and students work together on projects based on the interests of the class group. At Mia Mia, we offer our children the opportunity to express themselves using the "100 Languages". This refers to interdisciplinary knowledge in accordance with the multiple intelligence theory, where a wide variety of tools, subjects, and modalities are offered for our children to explore, dive into, and blossom through (e.g., drama, song, sculpting, engineering). Working on long-term projects allows your child and their teacher to explore and investigate a topic together.

This promotes the development of creative intelligence, divergent thinking, and strengthens problem-solving skills. We consider it essential to teach our children to delve deeply into topics, considering and exploring different potential answers to the same question. Our teachers begin investigating a topic by asking a question. We then focus on the thought process rather than the final result or performance achievement. Students and teachers embark on a journey of discovery together, building the path as they go.

3.5.7 Our Campus - A natural environment full of life

Step into our vibrant world and discover what makes Mia Mia truly special.

From our 5-acre outdoor space designed to spark imagination and foster a love for nature, to our thoughtfully furnished classrooms, our art atelier, community garden, music and movement room, and a cozy library, Mia Mia offers purposefully designed spaces to enhance every aspect of your child's learning and growth journey.

Playtime Paradise: We have several amazing playgrounds! These big, fun spaces are thoughtfully designed for different age groups, giving babies, toddlers, and preschoolers the perfect place to explore, imagine, and play together. Each playground supports age-appropriate adventures, movement, and creativity.

Outdoor Classroom: Our outdoor classrooms serve as a third teacher, thoughtfully designed to spark curiosity and inspire exploration. As an extension of the indoor classroom, they create a harmonious balance between inside and outside learning environments. Through open-ended play and hands-on experiences in nature, children develop creativity, independence, and a deeper connection to their environment—learning naturally through discovery in alignment with the Reggio Emilia approach.

Art and Wonder Atelier: A space where children's curiosity, creativity, and ideas guide their exploration. Through open-ended experiences with a wide variety of materials—painting, sculpting, building, and experimenting with color, texture, and tools—children express their thinking and emotions while engaging in meaningful, hands-on processes, turning their imagination into masterpieces. The focus is on exploration and discovery rather than the final product, nurturing imagination, problem-solving, collaboration, and confidence, while honoring each child's individuality and fostering a lifelong sense of wonder and love for learning.

Our Library: Featuring a wide selection of books for children, teachers, and parents, our library nurtures a lifelong love for reading and literacy. The journey to the library begins with a walk outside the classroom, creating a gentle transition that invites calm and focus. Along the way, children practice turn-taking, self-regulation, and mindful movement. Once in the library, shared moments with the teacher support storytelling, listening, and meaningful conversations. Children are guided in selecting books, caring for shared materials, building respect for the space and for one another. These experiences foster early literacy skills while reinforcing social awareness, independence, and a deep appreciation for books.

Our Wonder Wood Stage: Where music, movement, and storytelling come alive. Children perform and celebrate their creativity through festivals, presentations, and special events, building confidence, self-expression, and a love of the arts.

Mia Mia Little Farm: Living learning space where children connect with nature through daily, hands-on experiences with a variety of animals. Through caring, observing, and interacting with the farm, children develop empathy, responsibility, and respect for all living beings, while deepening their understanding of where food comes from and how we care for our environment.

Our Community Garden: Featuring vegetable gardens and a greenhouse, children actively plant, water, and harvest their own vegetables. Through these hands-on experiences, they learn about nature, responsibility, and the life cycle of plants, developing a connection to the environment and a sense of accomplishment with every seed they nurture.

Our Pavilion: A meeting place designed for events, recreational experiences, and cultural gatherings. This space serves as the central point that connects all of our outdoor learning stations—a place where paths meet, relationships grow, and our community comes together. It invites collaboration, shared celebrations, and meaningful moments that

strengthen connection among children, teachers, and families.

Multifunctional sports lawn: A dynamic outdoor space designed for soccer and a wide range of movement-based activities. This area invites children to run, climb, jump, and move freely, supporting gross motor development, coordination, balance, and body awareness. Through both active play and guided games, children build confidence, practice teamwork, and develop healthy movement habits while enjoying the outdoors and the joy of physical exploration.

Little Grove: Specially designed for our littlest ones, this space features soft artificial turf and a shaded area, creating a safe and inviting haven for our tiniest tots. Thoughtfully curated with soft materials and sensory-rich elements, it encourages crawling, early walking, touching, and exploring at each child's own pace. This environment supports sensory development, coordination, and confidence, while offering a calm, nurturing space for open-ended play and early discovery.

Sand Pit: A sensory play haven where children dig, build, and create endless adventures. Through hands-on exploration, they develop fine motor skills, creativity, problem-solving, and collaborative play, all while letting their imaginations run free.

Music Outdoor Classroom: The space where rhythm comes alive! Children explore a wide variety of musical instruments from around the world, experiment with different sounds and rhythms, and freely express themselves through movement and dance. As they clap, tap, shake, and sway, children develop coordination, listening skills, and a natural sense of rhythm—immersing themselves in the joy of music, creativity, and self-expression.

Each of these spaces is carefully thought to provide enriching experiences that support holistic development and create lasting memories for your child at Mia Mia Preschool.

3.6 Calendar

The school Calendar will be sent with this Family Handbook. You may wish to print out the year-at-a-glance calendar to have a copy at home.

As part of our 12-month program, we transition into an exciting summer camp during June and July, all set in the heart of our nature-based campus! Each month, we focus on a unique curriculum theme, which is shared with families through our monthly newsletter. Our project-based and hands-on learning approach ensures children remain engaged and excited about their educational journey.

Enrolled Families:

- Summer camp is included as part of the regular tuition (year-round tuition – 12 months)
- Children will enjoy non-stop fun and thrilling outdoor

adventures in an immersive, nature-rich environment. External

Families:

- We also open our summer camp to external families; however, space is limited. (3-8 years old)
- Weekly rates for external families are higher than the regular tuition for enrolled families.

We look forward to an exciting and enriching year ahead!

3.7 Daily Routine

A consistent daily rhythm helps children feel safe, connected, and ready to engage in their learning. Teachers thoughtfully design each day based on the children's interests, developmental stage, and the evolving needs of the group. While the flow may naturally shift to honor each classroom community, every classroom shares core experiences that provide continuity — including open exploration and *Círculo Mágico*, guided learning invitations, daily outdoor connection, shared meals, caregiving routines, and dedicated rest or quiet time. Together, these moments nurture a sense of belonging, curiosity, and overall well-being while supporting children's connection with their environment, peers, and learning.

Opening Centers and *Circulo Magico*

Children begin the day in various self-guided centers as the class arrives (between 8:30am-9:00am). These activities will allow the children to ease into the classroom environment as they prepare to begin the day. At 9:00AM, the daily welcome begins, and children move into circle time with the teacher. Circle time includes a welcome song and an introduction to the day

Outdoor Time

Children will have time outside to enjoy outdoor activities, explore nature, and engage in free play with their friends using our different campus stations (farm, library, sand pit, outdoor classrooms, etc.) throughout the day .

Guided Explorations:

These classes occur on a weekly basis as part of each class' core schedule (8:30am-2:30pm). They also add value to the children's curriculum and routines since they are held by a designated teacher/instructor. We have a Sports coach, Music teacher, and a gardening and art teacher.

Lunch and Outdoor Time

Children eat lunch and then head outside, weather permitting. During days where temperature or precipitation does not allow for afternoon outside time, we have indoor play, which will encourage gross motor activity (between 11:30am-1:00pm.)

Nap Time/ Quiet Time:

Rest is an important part of learning. Based on their age group, children participate in nap time or quiet time (Preschool 4+), giving them a calm moment to relax, recharge, and support their overall well-being.

3.8 Age level curriculum overview

3.8.1 Nursery + Pre-Toddlers (3 months -2 years old)

Intentional teaching practices provide for respectful interactions, time for uninterrupted play and creating safe, challenging and predictable environments. The curriculum is based on showing trust in babies as capable and competent learners and respect for infants as unique individuals. Our qualified Educators help to build secure and reciprocal relationships, providing space for babies to explore, learn and develop. Children will be able to play both indoors and outdoors in a planned environment that will expose them to diverse materials that promote sensory exploration. Among the activities they will participate in include blocks, sand, water, clay, and paint.

Babies grow and develop at incredible speed, achieving many significant milestones along the way. We offer a calm, safe, nurturing space where babies develop their relationships, build trust and have all their daily care needs met. The first 2 years of life are a pivotal time for development and growth, where every moment matters.

An individual development plan for every child: We see every baby as an individual who deserves their own ongoing learning and development plan to ensure they reach their full potential. We set individual learning goals and provide 6 monthly check-ins on your baby's development.

Stimulating Environment: Our nursery rooms are carefully designed to offer babies a calm and relaxed environment with lots of different experiences to explore, age-appropriate toys, calming neutral colors and natural materials. We aim to make Mia Mia feel like a welcoming home away from home. In addition, our adjoining Music and Movement and Art Atelier room offers a variety of stimulating experiences for our babies to explore their senses, develop motor skills, and enhance social interactions.

Parental Involvement: Regular communication and involvement in your

child's learning journey. Parent-child activities and events to strengthen the home-school connection. We believe that by actively participating in our program, you will witness the incredible growth and development of your child in a supportive and stimulating environment.

Exploration and Sensory Activities: Tactile experiences with sand, water, and various textures. Nature area for hands-on exploration with leaves, pinecones, rocks, and sticks..

Music and Movement: Incorporation of music and movement into daily routines. Exploration of a variety of musical instruments.

Literacy and Storytelling: Reading area with a diverse selection of age-appropriate books. Storytelling and puppet play to enhance language development.

Art and Creativity: Open-ended art activities using non-toxic paints, crayons, clay and playdough.

3.8.2 Toddlers (2-3 years old)

Toddlerhood is an incredible time of exploration and discovery. As toddlers gain an increasing sense of self and understanding of the world around them, they are full of curiosity and eager to develop their independence.

Your child is experiencing a world of change, grasping new emotions, learning new words and phrases, and discovering independence. Our teachers encourage your child to explore their surroundings and engage in daily activities that promote their cognitive, social, and emotional development.

Rhythm of the Day: Routines play a vital role in toddler development, offering key learning opportunities. Our toddler curriculum features a daily rhythmic routine that helps toddlers transition between activities throughout the day. We incorporate life skills into our daily routine to enhance their development, fostering independence and practical knowledge.

Stimulating Environment: Our vibrant and challenging learning spaces are designed to engage your toddler's sense of curiosity and discovery. We create learning environments that inspire and invite children to learn, play, and interact with their surroundings and each other, all while building their confidence and independence. Developing confident and capable children with all the tools they need to take their next big steps in school and life.

Literacy and Language Development: Engaging story corners filled with a diverse selection of age-appropriate books. Storytelling, puppetry, and language-rich experiences to enhance communication skills.

Math and Science Exploration: Math concepts introduced through hands-on activities, life skills, immersive experiences and games. Science experiments encourage curiosity and critical thinking.

Collaborative Learning: Emphasis on teamwork and social skills through group projects and activities. Problem-solving and decision-making integrated into daily interactions.

Parental Involvement: Regular communication to keep you informed about your child's experiences. Parent participation in special events, workshops, and collaborative projects.

3.8.3 Preschool and PreK 3-5 years old

Our goal is to foster these children's curiosity and interest in learning. During this stage, play in an intentional environment is a key element that allows the children to explore their world with a variety of materials. In this program, children will be exposed to some developmentally appropriate, teacher-led activities as well as to other activities initiated by the children. The learning areas include art, pretend play, manipulatives, language arts, music, fine and gross motor skills, Spanish and gardening.

Foundations for School Transition: Our PreK 4-Kinder Bridge program (ages 4–6) provides a stable, nurturing environment where children feel confident exploring and understanding their world while building the social and emotional foundations needed for a successful transition to school. Offered in a bilingual setting, experienced teachers support children in both Spanish and English — maintaining Spanish as a strong foundation while gradually introducing English literacy and early math concepts to prepare children for English-immersion school environments.

A dedicated 2-Year School Transition Program: Designed to offer curious Preschoolers a well-rounded learning experience, our program is supported by qualified and experienced teachers. Children learn key skills such as creative thinking and problem-solving, develop social and emotional skills, and build early literacy and language skills—laying the groundwork for success later in life.

Child-Centered Learning: At the heart of our program is a deep respect for each child's unique potentials, skills, abilities and curiosity. The children are the protagonist of their learning that unfolds through project-based education. Children are conceived as researchers; we

do provide them several tools and languages of expression to do researchers and projects on topics of interest.

Emphasis on Communication: Children learn to debate, discuss together about topics and express their points of view and perspective in a group of peers. They learn to negotiate and solve conflicts and express their needs and emotions through sharing and exchange.

Experienced Educators: Our team of dedicated and experienced educators is passionate about facilitating a love for learning and supporting children's growth. We value the role of educators as co-learners and partners in your child's educational journey.

Strong Community: Our Reggio-inspired environment values the involvement of families in the learning process. We see parents as essential partners in understanding and nurturing their child's potential. You will be part of the journey and involved in the project your child will work on.

3.8.4 Program descriptions

All our programs are offered in three modalities: 5 days, 3 days, or 2 days. The options are:

- o Five days/week - Monday, Tuesday, Wednesday, Thursday, and Friday
- o Three days/week - Monday, Wednesday, and Friday
- o Two days/week - Tuesday and Thursday

3.9 Class ratios

We strive to keep a class ratio below the one set for the minimum standards to ensure a more personalized learning experience for our students.

Texas Classroom Ratios

Age Group	Ratio	Maximum Group Size
0-11 months	4:1	10:2
12-17 months	5:1	13:2
18-23 months	9:1	18:2
2 years	11:1	22:2
3 years	15:1	30:2
4 years	18:1	35:2
5 years	22:1	35:2
6-12 years	26:1	35:2

3.10 Teacher and Staff qualifications

All the teachers and staff working with your children at Mia Mia Preschool meet the State licensing requirements. These requirements include but are not limited to, passing a background check, and having at least 24 hours of annual training relevant to the age they will be teaching. They will also be trained in CPR and First Aid.

3.11 Summer Camp

As part of our 12-month program, we transition into an exciting summer camp during June and July, all set in the heart of our nature-based campus! Experience a summer of wonder and discovery at Mia Mia Summer Camp, where children explore mindfulness, creativity and outdoor adventures. With activities like yoga, water games, farm visits, cooking and art crafts every day is filled with fun and learning!

Enrolled Families:

- Summer camp is included as part of the regular tuition.
- Children will enjoy non-stop fun and thrilling outdoor

adventures in an immersive, nature-rich environment. External

Families & Siblings (3 years – 8 years):

- We also open our summer camp to external families; however, space is limited.
- During this period we extend the age group for external families from 3 years to 8 years old.
- Weekly rates for external families are higher than the regular tuition for enrolled families.

Summer Camp Schedules:

- 8:30am – 2:30pm (Full Day)
- 8:30am – 5:00pm (Extended Day)
- Early Care schedule service (7:30am start) will continue to be offered

for existing enrolled families with that program. We look forward to an exciting and enriching year ahead!

3.12 Food Service

At Mia Mia, families may either send meals and snacks from home or enroll in our catering meal program. We partner with Crave It, a catering company that prepares and delivers nutritious lunches and snacks fresh and warm each morning before lunchtime—making mealtimes easy, healthy, and enjoyable for the children.

If you'd like to join the meal program or review the menu, please ask the Admissions and Office Manager for additional information including the full terms and conditions of that service.

4. OPERATION POLICIES

4.1 Operating schedule

Mia Mia Preschool operates on a twelve-month school calendar. The school calendar can be found on the last page.

As part of our 12-month program, we transform into a dynamic summer camp in June and July, all set in the heart of our nature-based campus! While maintaining regular tuition, get ready for non-stop fun and thrilling outdoor adventures in an exciting, hands-on environment surrounded by nature!

4.2 Hours of operation

We offer an Extended Day Program from Monday through Friday 7:30 to 5:00 pm. Children cannot be dropped off earlier than 8:30 am unless they are enrolled in the before school care program. In case a parent does not show up to pick up a child on time, a phone call will be made to parents and/or emergency contacts. The child may be released only to those listed as emergency contacts or authorized to pick up.

Our office is open Monday through Friday from 8:00AM to 5:00PM. We are glad to help you during that schedule. Please note that during arrival and dismissal, we are unlikely to answer the phone as our attention is dedicated to getting everyone safely to their classroom or to their parents.

The school reserves the right to apply a late pick up fee to those parents who pick up their child late, including the possibility of de-enrolling the child if the situation is chronic and raises child safety concerns. The late pick-up fee will be applied as follows:

- From 1 to 5 minutes - \$10
- From 5 to 15 minutes - \$1 per minute
- More than 15 minutes – \$5 per minute



Before School Care: 7:30 AM – 8:30 AM (Drop-off anytime during this hour)

Core Hours - Drop-off: 8:30 AM – 9:00 AM

Gates Close at 9:00 AM for safety and to maintain our morning routine.

If a child arrives after 9:00 AM three consecutive times within a month, a written reminder will be sent to the family. If late arrivals continue, parents will be asked to meet with the Director to collaborate on a plan that supports consistent routines in the classroom and minimizes disruptions..

Core Hours: 9:00 AM – 2:15 PM

Pick-Up Time: 2:15 PM – 2:30 PM

We kindly ask all families to arrive by 2:15 PM to allow for a smooth pick-up, provide 15 mins to speak with teachers, and transition children comfortably.

At 2:30 PM, we begin our Afterschool Program, and some of our teachers finish their shifts while others transition to the afternoon care classrooms. For the safety of the children staying for aftercare, we will need to close our gate by 2:30 PM. If you are running late or would like your child to stay for Afterschool Care, please let us know as soon as possible. We offer drop-in care, which you can request during the day.

Afterschool Care: 2:30 PM – 5:00 PM

We kindly ask that all children be picked up by 5pm. While we understand how lovely it is to enjoy our outdoor space, we appreciate your support in ensuring that all families finish their visit by 5:00 PM so we can properly close the school for the day. For us, caring for our staff is a priority, and we want to ensure they have a healthy work-life balance. It is important that our teachers are able to finish their day at 5:00 PM so they can rest, recharge, and continue providing the best care and learning experience for your children.

4.3 Open door policy

We welcome our families to visit our building at any time. However, we recommend planning visits in advance and considering your child's well-being when visiting the preschool. For security purposes, our campus is locked from 9:00 AM to 2:15 PM and again from

2:30 PM to 4:30 PM. If you plan to visit, please ring the buzzer, and we will grant you access. Upon entry, you will need to sign in and wear a visitor's badge.

4.4 Bad weather policy

We will consider canceling school if the School Districts around us cancel classes due to bad weather. Factors that are taken into consideration include flooding, major roads impassable due to high water, patches of ice on major roadways and bridges, weather predictions for later in the day, among others. Mia Mia Preschool will send the decision to cancel classes on the school Brightwheel app. Teachers and Staff will be working remotely. In case the school needs to be closed after the school day has begun because of an unsafe condition, parents will be contacted immediately by the administrative staff or by their child's teacher so that they can pick up their child. School days canceled due to bad weather will not be made up and tuition will not be refunded.

4.5 Discipline policy

In these early developmental stages, children are learning about their emotions and how to develop self-control. Therefore, our caring teachers will provide positive guidance that will help them understand the behavior that is acceptable at school. They will help children express their feelings, cooperate with their peers, and solve conflicts. By providing clear limits, children will begin to shape their behavior to gain control of their actions. Through positive discipline, our students will start to develop self-esteem, self-control, and self-direction. We acknowledge that young children sometimes do not know how to manage their emotions and control their reactions. When a child needs boundaries, they will be clearly defined and consistently maintained.

Some of the ways we will encourage positive discipline include:

- Focusing on good behavior instead of the unacceptable behavior
- Having clear and positive guidelines that the children can follow
- Redirecting their behavior through positive statements

If a child is showing unacceptable behavior and needs some private time to regain self-control, they will be allowed some supervised time outside of their group appropriate to the child's age and development. The child will be accompanied by a caring adult who will help him/her be ready to rejoin their class. Teachers have the authority to set a boundary if needed for the wellbeing of the child and the class. There will be no form of harsh, cruel, or unusual treatment of any child at Mia Mia Preschool.

4.6 Suspension and expulsion

We will do everything that is in our hands to work with the child and family to prevent suspension or expulsion from our school. This can include creating an individualized interventional plan, meeting on a regular basis with parents or consulting outside resources (at parents' expense). Mia Mia has the right to

determine if we have the resources to contribute to the optimal development of the student. If the school considers that having the student stay will not contribute towards the wellbeing of either the student or his/her classmates, then the school has the right to decide, in its sole discretion, if suspension or expulsion of the child is necessary.

Circumstances that can result in a child /family's dismissal

from the school, include, but are not limited to: o

Behavior aspects of a child:

- Any child who is not yet ready for the group experience or whose needs cannot be met in a group setting (i.e.- cannot get along with other children, unable to follow class rules and teacher instructions, requires one-on-one attention from the teacher for most of the day).
- A child who continually places the safety of him/herself, other children, or staff members at risk.
- A child with behavior problems so severe that they cannot be accommodated within the scope of the regular program and regular staff-child ratio, or lack a written plan or instructions from a psychiatrist, psychologist, counselor, or therapist specializing in young children.

o Parental disregard for Center policy:

- Tuition is 30 days overdue and there is not a written pay-back plan.
- Failure to pay the tuition according to the written pay-back plan.
- Consistent disregard for the hours of operation.
- Failure to treat the Mia Mia Preschool staff and children with respect.

Mia Mia Preschool reserves the right to dismiss any child at any time if the Director deems it necessary. Although families can be dismissed immediately, when possible, the school will generally maintain the following procedure:

- o Parents will be notified of the issue by teacher or office staff as soon as possible.
- o Parents and teachers or office staff will set up a conference for discussion of problems within 48 hours.
- o A follow-up conference will be scheduled 2 weeks later.
- o If significant improvement is not observed, parents will be asked to seek outside assistance to aid in a solution.
- o After a reasonable time, if a solution cannot be reached, the Director may communicate dismissal.

Any past due balances must be paid at the time of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in



the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection.

5. ENROLLMENT AND TUITION GUIDELINES

5.1 Enrollment

Families must complete the admission process before they attend our program. No children will be accepted in school unless we have all the required files and forms. These forms include but are not limited to immunizations record, medical health statement, and allergy plan (in case is necessary).

Pre-enrollment Requirements

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. Per licensing regulations, all children are required to have a complete up to date immunization record on file at Mia Mia Preschool. Parents are required to update all health and immunization related information at least quarterly, or as needed. Information is kept confidential and is only shared on a "need to know" basis. All children are required to have a Health Care Statement filled out by a licensed medical professional, in order to attend Mia Mia Preschool. The Health Care Statement, indicating the child's ability to attend Mia Mia Preschool, must be completed by a licensed healthcare professional and returned to the Center prior to the first day of enrollment.

5.2 Age

To enroll at Mia Mia Preschool, children must be 3 months old. For our 1-2Y,2-3Y,3-4Y and 4-5Y groups, students will be placed in the corresponding class based on the age they have by September 1 of the current school year. Children will remain in their assigned classes during the whole school year, from August to July. Emotional, cognitive, and physical maturity may be considered when placing a child in a group. We open registration to the public in the middle of the school year. Our enrolled families have registration priority. If an enrolled student has not been registered by March, his/her spot will be offered to a new family. Parents must select the modality in which they wish to enroll their child.

Options are:

- o Five days/week - Monday, Tuesday, Wednesday, Thursday, and Friday
- o Three days/week - Monday, Wednesday, and Friday
- o Two days/week - Tuesday and Thursday

Children will stay in the modality chosen throughout the school year. If parents want to change modality, they must notify the school, and change will be



provided only if a spot is available. If a family is planning to reduce days, we require a 30 day notice. Parents must fill out the "Schedule Change Request Form" and wait for approval from the Office Manager.

5.3 Drop-In Attendance: Add-On Day or Hours

Drop-in care is available only if space permits in your child's class. Attending on a day outside your child's regular schedule must be approved, ideally with at least 24 hours' notice. Shorter notice requests may be considered but will depend on availability.

To request drop-in care, please send a message through the Admin chat on Brightwheel or contact admin@miamiapreschool.com. Teachers are not authorized to grant approval for drop-in care. This service is charged at a daily rate and applies to the following time options:

- Full Day: 8:30 AM – 2:30 PM
- Extended Day: 7:30 AM – 5:00 PM
- Early Care 7:30AM – 8:30AM
- Afternoon Enrichment program: 2:30PM – 5:00PM

5.4 Class Placements

Much consideration goes into the class placement of each student. Administration and teachers collaborate to consider individual personalities, group dynamics, developmental levels, and a balance of gender when making class assignments. We ask that parents supply any information in their enrollment paperwork that could be helpful for placing your child. Individual requests and preferences will be considered, but we cannot guarantee that they will always be accommodated. Mia Mia Preschool reserves the right to place children according to age and appropriate developmental level.

5.5 Non-discrimination policy

Mia Mia preschool admits students of any gender, race, creed, color, political belief and nationality or ethnic origin without discrimination.

5.6 Children with special needs

Mia Mia values The Americans with Disabilities Act and may enroll children with special needs. We will provide a child with special care needs with the accommodation recommended by a health-care professional; or a qualified professional affiliated with the local school district or early childhood intervention program. Some of the guidelines provided by the Minimum standards are:

- o Utilize as recommended any adaptive equipment that has been provided to the

center for a child's use.

- o Ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at your operation, with parental request and approval.
- o Ensure that activities integrate children with and without special care needs; and ensure that caregivers adapt equipment and procedures and vary methods as necessary to ensure that you care for a child with special needs in a natural environment. Mia Mia is not responsible for the expenses that having extra equipment or extra personnel may incur. If there is a known disability, parents will be requested to provide the recommendations given by the health professional. In our enrollment forms, we ask parents to communicate any known special needs. If a child becomes diagnosed once enrolled, Mia Mia requests to have the professional plan designed and shared with us by the professionals.

5.7 Fees

5.7.1 Non-refundable application fee (for new students)

A non-refundable application fee of \$100 is required to apply to our program.

5.7.2 Non-refundable enrollment fee

A non-refundable annual enrollment fee of \$500 is required for each student that enrolls in our preschool.

5.7.3 Supply Fee

A semester supply fee of \$250 is required for each student that enrolls in our preschool. This fee is paid in conjunction with the Tuition in the months of September and February.

5.7.4 Full Day Program fee

We offer a Full Day program from 8:30AM-2:30PM.

5.7.5 Extended Day Program fee

We offer an Extended Day program from 7:30AM-5:00PM

5.7.6 PTA Community Contribution Fee

At the beginning of each school year, the Parent Teacher Association (PTA) organizes a one-time community contribution to support teacher appreciation and community-building initiatives. This contribution is managed directly by the PTA — typically collected through their Venmo account — and the amount is determined by the PTA each year. Please note that these funds are not managed by Mia Mia Preschool. They are generally used for gestures such as teachers' birthdays, holiday gifts, Teacher Appreciation Week, and other staff appreciation efforts.

5.8 Preschool tuition and payment

Mia Mia Preschool is open year-round from 7:30am-5:00pm, Monday through Friday, except for specified holidays. Tuition is calculated on an annual amount that is divided into twelve equal payments, with the first payment due on August 1st each school year. Subsequent payments are due the first of each month, August through July. Tuition statements are sent monthly prior to billing. No portion of any paid or unpaid tuition or fees will be credited or reimbursed in the event of an absence, holiday, withdrawal, or an emergency school closing.. Tuition rates for the school year are announced each spring during registration.

5.8.1 Payment methods

Mia Mia Preschool uses Brightwheel for all tuition and fee payments to streamline billing and make it convenient for families to pay online. Brightwheel allows families to add several payment methods, including credit and debit cards, electronic bank transfers (ACH), and FSA/HSA cards within the app or web portal.sp.

5.9 Discounts

5.9.1 Tuition pre-payment discount

A 3% discount will be applied when paying for the entire year in advance.

5.10 Penalties

Payments received after the 5th of the month will incur a \$50 late fee. Additional late fees apply every 5 days while the balance remains unpaid.

5.11 Withdrawal

Withdrawal from Mia Mia Preschool implies permanent removal from our program. Mia Mia Preschool requires written withdrawal notices to be submitted on the first (1st) day of the month to ensure the full 30-day notice period is met and that tuition for that month is properly applied. To comply with our current billing schedule, Mia Mia Preschool does not offer prorated tuition.

In this case, the corresponding monthly payment, the enrollment application, and supply fees are not refunded. If you pre-paid the tuition for the whole school year, you may be refunded the payment for the months that your child will not attend.

To complete the withdrawal process parents must complete the Withdrawal Notice Form.

The parents and child, following their last day of enrollment, are not permitted to re-enter Mia Mia property during operational hours without prior permission from the Center Director. If a withdrawn child or family wishes to return to Mia Mia property, they are required to request an appointment with the Center Director in advance. Appointments are scheduled at the discretion of the Center Director and are not guaranteed. However, families are welcome to attend school events that are designated as open to the community.

5.12 Waitlist

Classrooms at Mia Mia Preschool typically remain full throughout the year. To manage enrollment, Mia Mia maintains waitlists organized by age group, with available spaces offered based on the date the waitlist application is submitted. This process helps ensure a fair and transparent placement system for all families. Families may join the list at any time during the year by completing the waitlist application and paying the application fee.

Once an enrollment offer is extended, families have 24 hours to accept the spot. Upon acceptance, a one-month tuition deposit and a \$500 new student registration fee are required to secure enrollment at Mia Mia Preschool.

If a family declines the offer or does not respond within the allotted time frame, the spot will be offered to the next family on the waitlist and the child will be removed from the list. Families who wish to be added again must submit a new application along with the required waitlist fee.

Priority consideration is given only to families with children currently enrolled at Mia Mia Preschool. The waitlist fee is nonrefundable and nontransferable and is required for a child to be placed on the Mia Mia Preschool waitlist.

Children are considered for admission based on the following priorities:

- 1st - Current students
- 2nd - Siblings of current Mia Mia students
- 3rd - By date of application

5.13 Internal Waitlist/Change of Schedule

An Internal Waitlist is kept for current students who wish to switch programs (i.e. changing from Tuesday/Thursday to Monday/Wednesday/Friday). Requests for program changes in the school must be submitted via email to our admin team and will be granted on a first come, first serve basis. The Internal Waitlist will remain valid for as long as your child is an enrolled student at Mia Mia Preschool. Changes will only occur if there is availability in the program



requested for the upcoming school year. If there is no availability regarding the change requested, the child would be re-enrolled in his/her current program.

5.15 Confidentiality

Within Mia Mia Preschool, confidential and sensitive information will only be shared with employees of Mia Mia, your child's physician(s), therapist(s), and/or student interns who have a "need to know" in order to care for your child most appropriately and safely. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Mia Mia strives to protect everyone's right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Mia Mia. Outside of Mia Mia, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Mia Mia, persons with whom the information will be shared, and the reason(s) for sharing the information. You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Mia Mia are strictly prohibited from discussing anything about another child with you. Parents are NOT allowed to discuss any child or employee through private email, social media, or group forums. This type of conversation will NOT be tolerated and could result in the family's dismissal from the school. Our confidentiality policy protects every child's and employee's privacy. If a parent or family member has a concern regarding another child or employee, they should contact a Director directly to discuss those concerns.

6 PARENT COMMUNICATION AND INVOLVEMENT

6.1 Communication Channels



CONTACT US

School Landline
(877) 864 2642

Managing Director

mariana@miamiapreschool.com

(737) 262-8780

Campus Director

director@miamiapreschool.com

(512) 994 8420

Office & Admissions Manager

admin@miamiapreschool.com

(737) 412 9660

Coordinator

Office Chat - Brightwheel App

coordinator@miamiapreschool.com

Educational Mentor

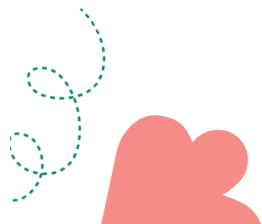
Office Chat - Brightwheel App

curriculum@miamiapreschool.com

Mia Mia Teachers

Classroom Chat - Brightwheel App

we are always here to support you!





Brightwheel App Office chat (Messages between parents and admin team):

Use this channel to:

- Drop-in care (before, after, or full-day)
- Late arrivals due to medical appointments
- Planned absences (holidays, travel)
- Drop-off or pick-up by someone other than primary caregivers (include full name and relationship)
- Coordinate students birthday celebration

Brightwheel App Office chat Classroom Chat (Messages between parents and classroom teachers):

Use this channel to:

- Report your child's absence by 9:00 AM, including the reason
- Share changes in your child's routine or morning
- Check in on how your child is doing during the day

Email(admin@miamiapreschool.com):

Use this channel to:

- Billing or account questions
- Extracurricular activity sign-ups
- Catering program (Crave It) inquiries
- Updated immunization records
- New enrollments or waitlist updates
- General enrollment questions
- Providing updates on your child's allergies

Email(director@miamiapreschool.com):



Use this channel to:

- Feedback or concerns about your child's experience
- Scheduling a 1:1 session with your child's teacher or the Director
- Classroom transitions or dynamics
- Support with behavior at school or at home
- Curriculum, learning goals, or developmental milestones
- Any other aspect of your child's learning or well-being
- Health & Illness Updates:
 - If your child is sick, please send a message with their symptoms and the doctor's diagnosis. This helps us monitor the health and safety of all children in the class.
 - Coordinating medication administration at school

Group Me:

Each family is invited to join GroupMe to help create a sense of belonging.

Teachers are not in the group—only admin and parents. It's a space for families in each classroom to organize playdates, coordinate events, plan weekend gatherings, share birthday invites, and more.

There is also a separate Mia Mia Community group, which includes all parents across the school.

6.2 Front Desk

We are happy to assist you at our reception desk, which will be open from Monday to Friday from 8:30 a.m. to 5:00 p.m. The administrator can give you information you need about the school, or enrollment or solve any doubts you may have. If you need to get a message to a teacher, you can call the reception desk, and our administrator will make sure to pass it along to the corresponding teacher.

6.3 Teacher to parent communication

We believe that having good communication between teachers and parents is crucial for your child, so we will work as a team having the wellbeing of your child as a priority. As authorized in writing by the parents, teachers will share

pictures and important information with parents through brightwheel. Teachers may also contact parents by brightwheel to communicate any other information if necessary.

o Meet the Teacher

Each August, we have a Meet the Teacher event during the week prior to the first day of school. If enrolling after the start of the current school year, we will set up a meet the teacher session so your child can become familiar with the environment and teachers prior to starting school.

o Family/Teacher Conference

Family/Teacher Conferences occur once during the fall semester and once during the spring semester. At each conference, teachers provide an overview of the child's Key Developmental Milestones and discuss the child's progress overall.

6.4 Parent to teacher communication

If there is a change at home or something that you consider might affect your child, please let the teacher know by message on the Brightwheel app. This way, the teacher will be attentive to your child's needs and feelings. During the year, you will have three conferences with your child's teacher. If you need to schedule another conference with the teacher or director, we will be glad to schedule it. Please maintain a professional relationship with your child's teacher.

6.5 Parent to parent communication

Parents will be invited to join the Mia Mia Group Me App. You are invited to join two groups:

1. Mia Mia Community: Where all the Mia Mia families are joined
2. Your child's classroom

You can use this platform to plan school and social activities. It's a great way to get to know the parents in your child's classroom, organize playdates, ask questions about the class, etc. No teachers are in this group, so any communication with teachers and the director should be conducted via Pro Care

6.6 Monthly Newsletter

A Mia Mia newsletter will be sent monthly to provide parents with important information regarding school activities for that month. Our monthly newsletter serves as a vital communication tool between Mia Mia and our families, offering several key benefits:

- **Enhanced Parent Engagement:** By providing insights into classroom activities, upcoming events, and educational themes, the newsletter fosters a stronger connection between home and school. This transparency encourages parents to actively participate in their child's learning journey.
- **Consistent Information Sharing:** Regular updates ensure that parents are well-informed about school events, curriculum changes, and important dates.
- **Encouragement of Parental Involvement:** Newsletters can highlight volunteer opportunities, classroom needs, and ways parents can contribute, thereby enhancing community involvement and support for the school's initiatives.
- **Support for Home Learning:** Sharing songs, art techniques, and curriculum themes enables parents to extend learning at home, reinforcing classroom experiences and fostering a collaborative educational environment.

By maintaining open and consistent communication through the newsletter, we aim to create a supportive and informed community that actively contributes to the growth and development of our students.

6.7 The Mia Mia Weekly

A Mia Mia weekly newsletter is shared with families every Friday to provide a preview of what's happening in the upcoming week. This includes information about school events — both internal and those open to families — as well as important reminders to help everyone stay informed and prepared.

Our weekly newsletter supports:

- **Advance Communication:** Families receive updates about upcoming events, activities, and school highlights for the following week.
- **Important Reminders:** Key information such as deadlines, schedule notes, special activities, and logistics are shared to support smooth daily routines.
- **Family Engagement:** When applicable, families are informed about opportunities to participate in school events, celebrations, or community gatherings.
- **Stronger School Connection:** Regular communication helps families stay connected to the



rhythm of school life and supports collaboration between home and school.

Through consistent weekly communication, we aim to maintain a well-informed, connected, and supportive school community.

6.8 Website

You can find detailed information regarding our preschool at www.miamiapreschool.com. If you need any more information, please visit our reception desk, or call us.

6.8 Social media (Facebook, and Instagram)

We have set up Mia Mia's Facebook and Instagram pages to post school related information. We encourage parents to like/follow our pages. Children's photos will be posted if the parent has given a written statement authorizing the school to do so.

6.8 Photo Policy

Mia Mia takes photos of the children during their daily activities. These photos are used for student portfolios, Brightwheel communication, classroom and hallway displays, and to provide families with an end-of-year portfolio.

Some photos may also be used for school communications and social media platforms such as Instagram and Facebook. As part of the enrollment process, families will receive a Media Release Form where they can indicate their preferences regarding the use of their child's images for these purposes. Participation in social media or marketing photos is optional.

Please note that photos used for Brightwheel communication and student portfolios are considered part of our educational documentation and classroom communication practices.

6.9 Parent participation

6.9.1 Classroom visits

Parents are invited and encouraged to visit your child's classroom. This can happen during special events such as birthday celebrations, volunteer programs, or holidays. Your teacher may offer visiting opportunities.

6.9.2 Parent volunteers

Parents are invited and encouraged to be involved in their child's school activities. Parents can participate and volunteer at our campus in many

different ways. Parents may volunteer to read in the classroom, assist teachers, and/or coordinate special events.

Another important way to contribute is to be a room parent. Room parents play a huge role in coordinating classroom events. Room parents can also encourage other parents to get involved by recruiting help or helping the teacher plan for parent story reading, helping plan for pet care during our holiday break, and making sure the teacher has help with special projects the children are working on. Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Examples of volunteer opportunities include:

- Teacher Appreciation Week
- Set up and coordinate our annual Family Mia Mia Market and Mia Mia Children's Fest
- Professional Week
- Thanksgiving Feast
- Grandparents' Morning Day
- Altar de Día de Muertos
- Spring Parade
- And many more...

By participating in these events, you contribute to creating a vibrant and supportive environment for our children. Your involvement not only enriches our community but also strengthens the partnership between home and school, fostering a nurturing space for our children's growth and development.

6.9.3 Nursing mothers

Any mother on our campus during program hours has a right to nurse or bottle feed her infant child.

6.10 Parent Code of Conduct

Mia Mia always requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Mia Mia is

to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Mia Mia but is the responsibility of every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on Mia Mia property thereafter.

7. SPECIAL EVENTS

7.1 Family activities

Throughout the year, families will be invited to participate in special activities alongside their children. Upcoming events will be communicated through Annual calendar, Brightwheel updates, and the Friday Mia Mia Weekly newsletter.

Please feel free to message your child's teacher through Brightwheel or connect with your room parent; they will be happy to share event details and explain how you can participate.

7.2 Birthdays

At Mia Mia Preschool, birthdays are a meaningful opportunity to foster a sense of belonging and celebrate each child as a valued member of our community. To ensure a memorable and safe experience for all, please consider the following guidelines:

Celebration Planning:

- Birthday celebrations must be coordinated with the school in advance. Families are required to complete a Birthday Celebration Form at least one week prior to the planned celebration date.
- Celebrations take place during lunch or snack time only, in order to maintain consistency in the daily classroom routine.
- Parents are warmly welcome to attend their child's celebration. If attending, please arrive 10 minutes early and check in at the front office.

Food & Treats:

- Families may provide food or treats to share with the class. All items must take into consideration the classroom's allergy needs and restrictions to ensure the safety of all children, and must be store-bought in their original packaging or include a complete ingredient list if homemade.
- We encourage celebrations that support children's well-being. Families are asked to provide a healthy option (such as fruit, vegetables, or yogurt) in addition to any special treat.

Parental Consent:

- Before bringing or providing any food items, please confirm with all parents through the GroupMe app to ensure they are comfortable with their children receiving the treats.
- Additionally, a Brightwheel message will be sent to families to confirm permission for children to participate and enjoy the food items.

Additional Guidelines:

- Avoid Certain Items: Please abstain from bringing toys, candy, excessive sugar, and red dye.
- Decorations and Participation: Parents are welcome to bring decorations for the birthday celebration and are also invited to join if they wish.

By adhering to these guidelines, we can create a safe and enjoyable birthday celebration for your child and their classmates.

7.3 Pets and plants

We will have pets living permanently at Mia Mia Preschool. In our outdoor area we have our designated "Farm" area. To comply with the Minimum Standards, children must not have direct contact with chickens, ducks, and reptiles, such as snakes, turtles, lizards, iguanas, and amphibians, such as frogs and toads. The corresponding vaccination record and pet care will be provided and recorded. Classrooms will have non-poisonous plants inside.

Mia Mia Preschool will have chickens as part of our learning environment! While children will not have direct access to them, the chickens will live in a secure coop, allowing them to be part of the whole experience of the egg cycle, including egg collection. In addition to chickens, we will also have sheep at Mia Mia. They will have a dedicated shelter to keep them safe and comfortable, providing children with the opportunity to observe and learn about their care as part of our nature-based approach.

To ensure compliance with regulations, we will carefully design the chicken environment so that the chickens remain contained and inaccessible to children while they are inside the coop. If we can establish a setup that meets these requirements, children may be able to participate in gathering eggs, putting out feed, and engaging in other supervised activities related to their care. We will follow the guidelines outlined in Subchapter S, Division 3: Animals at the Child-Care Center to ensure the highest standards of safety and hygiene are met.

7.4 Water and sand activities

Children will have the opportunity to play with water and sand tables, allowing them to explore and experiment with different properties. If a child gets wet, their teacher will change their clothing. It is important to always keep a complete change of clothes in the backpack.

During the summer months, water activities such as sprinklers, splash tables, spray bottles, and other creative ways to stay cool will be allowed. However, wading pools that immerse children are not permitted. At the start of each summer, teachers will announce their class water day schedules through monthly classroom newsletters or additional memos in children's folders.

7.5 Classroom visitors

Classroom visitors play a vital role in enriching our educational environment. To ensure a safe and organized experience for all, please adhere to the following procedures:

- Sign-In Requirement: All visitors must sign in at the reception area upon arrival and wear a visitor's badge throughout their visit.
- Types of Visitors: Visitors may include:
 - o Parents of students who are visiting.
 - o Grandparents of students who are visiting.
 - o Prospective parents touring our school.
 - o A "shadow" or helper for a child with special needs.
 - o A specialist observing a child or a classroom, such as a speech therapist.
 - o School staff observing classroom activities.

By following these guidelines, we can maintain a secure and welcoming environment for all students and visitors.

8. DAILY LIFE WITH MIA MIA CHILDREN

8.1 What to bring each day.

The following items need to be brought each day, clearly labeled with your child's name. Please make sure your child's backpack is large enough to fit all the items they bring each day. Wheeled backpacks are prohibited for the safety of all our students and staff. Backpacks should have shoulder straps, and an easy loop carry handle. Children should walk into school dressed appropriately, according to the weather and comfortably. Students are encouraged to finish their breakfast before arriving at school.

8.1.1 3 months to – 1 year

- o Backpack
- o Extra change of clothing, including socks and shoes
- o Diapers
- o Sippy cup or bottle
- o breastmilk or Milk constrictainers (if needed)
- o Milk bottles (if needed)
- o Healthy snack
- o Healthy lunch in a sealed container
- o Comfort items such as blanket and pacifier (if needed)

1 year – 2 year

- o Backpack
- o Extra change of clothing, including socks and shoes
- o Diapers
- o Sippy cup or bottle
- o breastmilk or Milk constrictainers (if needed)
- o Milk bottles (if needed)
- o Healthy snack
- o Healthy lunch in a sealed container (If not part of the catering program)
- o Comfort items such as blanket and pacifier (if needed)

2 years – 3 years

- o Backpack
- o Extra change of clothing, including socks and shoes
- o Diapers (if needed)
- o Water bottle or Sippy cup
- o Healthy snack
- o Healthy lunch in a sealed container (If not part of the catering program)
- o Comfort items such as a blanket or pacifier (if needed)

3 years – 4 years

- o Backpack
- o Extra change of clothing, including socks and shoes
- o Water bottle
- o Healthy snack
- o Healthy lunch in a sealed container (If not part of the catering program)

4 years – 5 years

- o Backpack
- o Extra change of clothing, including socks
- o Water bottle
- o Healthy snack
- o Healthy lunch in a sealed container (If not part of the catering program)

8.2 What not to bring

We ask that you do not send these items to school:

- o Party invitations or favors
- o Toys from home
- o Medicines, hand sanitizer, and cough drops
- o Presents or objects to be delivered to another student
- o Promotional materials
- o Any items that can be dangerous such as paper clips, scissors, etc.

8.3 Clothing

Children will be active during their school day and will participate in activities that might get their clothes dirty, such as playing outside, using paint and markers, or working with clay, among others. Since our students will not wear a uniform to school, please dress your child in clothing that is comfortable and durable. Mia Mia Preschool is not responsible for any damaged clothing during the school day.

Please make sure that any removable clothing is marked with your child's name.

8.4 Footwear

Outdoor shoes: All children must wear athletic shoes that have tongues and are fastened with Velcro or shoelaces. The shoe must completely cover the toes, heel and sides of the foot for your child's safety. Athletic shoes will give your child the best protection and help them move around comfortably.

Indoor shoes (2-6Y): We will leave our indoor shoes permanently in our indoor shoe rack. These can be slippers, Crocs, or any comfortable, easy-to-change footwear for indoor use.

Indoor Socks (1-2Y): Children in this age group will remove their outdoor shoes upon arrival. Please provide non-slip socks for indoor use to support comfort, safety, and independence as they begin practicing taking off their own shoes. These socks will remain at school for daily indoor use.

8.5 Lost and found

Please clearly label everything that your child brings to school with their name, including their backpack, lunch container, snack container, and removable clothing. This will make it easier to return a lost item. In case something gets lost, please contact the front office as soon as possible.

8.6 Nutrition

8.6.1 Food Policy

If your child has any food allergies, they must be clearly noted on their Enrollment form so that teachers and staff are aware. If there are any changes in food allergies during the school year, please notify the office and your child's teachers.

There are special events throughout the year where homemade items such as cupcakes, cookies, or other snacks may be brought in. If your child cannot eat these due to allergies, you must provide an alternative snack for these events.

All meals are enjoyed family style, with children and teachers sitting at tables to promote good manners, eating habits, and socialization skills. Below are guidelines to assist you in planning a healthy lunch for your child. These guidelines are from the USDA Child and Adult Care Food Program. You may access the complete USDA CACFP meal pattern packet online at www.fns.usda.gov/tn/Resources/blocks2.pdf.

All Age Groups

All food items must be clearly labeled with your child's name (labeling only the lunchbox is not sufficient). Mia Mia Preschool does not permit children to share or exchange food.

For your child's safety, parents must provide written notification of any allergies or dietary restrictions (e.g., vegetarian, gluten-free, lactose intolerance), along with treatment instructions when applicable. Please refer to the Health and Safety Policies for additional information.

We are committed to fostering healthy eating habits as part of early childhood development. Families are asked to provide balanced lunches that include a main entrée along with nutritious sides such as fruits and vegetables. Please limit sweets and avoid sending candy bars, soda, or highly processed treats.

All uneaten food will be returned in the lunchbox so families can monitor what



their child has eaten. Providing a reasonable amount of food (not too many options) helps children stay focused during mealtime and reduces food waste.

For safety reasons:

- Glass containers and aluminum cans are not permitted.
- Foods requiring refrigeration should include an ice pack.
- Meals should be ready to eat; staff cannot prepare or reheat food.

To reduce choking risks, especially for children under 4 years old, certain foods must be modified appropriately (e.g., grapes, grape tomatoes, carrots, celery, hot dogs, or string cheese should be cut into small pieces). Items considered choking hazards may be returned uneaten if not prepared safely.

Infant Classrooms

Children in infants through approximately 18-month classrooms must have all food prepared and labeled daily. This includes bottles, breast milk/formula, baby food, snacks, utensils, and containers.

- Bottles must be labeled with the child's name, date, and time expressed (for breast milk).
- Bottles are refrigerated and warmed using a water bath only — never microwaved.
- Please provide one extra bottle each day.
- Previously opened baby food will not be reused, and leftover food after feeding will be discarded.
- Feeding schedules must be updated monthly or whenever changes occur.
- Teachers document daily feeding information for families.

Breastfeeding parents are always welcome on campus; please coordinate with your child's teacher for arrangements. Solid foods or juice will not be introduced before six months unless recommended by a healthcare provider and approved by the family.

Toddler & Preschool Classrooms

Lunch is typically scheduled around 11:00–11:30 AM, followed by a snack after rest time and another afternoon snack around 4:00 PM during aftercare. Mia Mia does not provide daily lunches or snacks unless families enroll in the optional catering program.

8.6.2 Lunch Guidelines

To support children's health, focus, and well-being:

- Provide balanced meals including fruits, vegetables, protein, and whole grains.
- Clearly label all food containers and snacks.
- Place labeled snacks in the designated snack basket each morning.
- Choose low-sugar, wholesome options whenever possible.
- Use ice packs or thermos containers when needed.
- Food should be unwrapped and ready to eat.

Optional Catering Program

Mia Mia partners with **Crave It Nutrition**, an external catering company that prepares and delivers nutritious lunches and snacks fresh each morning. Families interested in enrolling or reviewing menus should contact the Admissions & Office Manager for full details and service terms. This service is managed independently from Mia Mia.

Allergy & Food Safety Considerations

When severe allergies are present, certain foods may be restricted on a classroom-by-classroom basis. Families will be notified if restrictions apply.

To minimize choking risks, foods such as nuts, whole grapes, grape tomatoes, popcorn, seeds, hard candies, marshmallows, whole hot dogs, string cheese, raw carrots, celery, peas, pretzels, chips, or spoonfuls of peanut butter must be prepared appropriately. Items not cut safely may be returned uneaten at the teacher's discretion.

8.6.3 Water Bottles

Children need to have water readily available to drink throughout the day. A hydrated body and brain provide an ample foundation for learning. Please send a clean, sanitized, and filled water bottle to school with your child every day. This will go home each day to be cleaned and sent again full the following day. If your child doesn't have a water bottle, we will provide a new one and send it home that day for you to keep. A fee of \$5 for each water bottle will be automatically charged to your card on file.

8.6.4 Toys and Personal Belongings

Personal belongings and toys tend to get lost and are distractions to active

learning, thus we ask that students refrain from bringing them unless needed for security or as requested by the teacher for show and tell or special events. Please leave electronic devices at home. We are not responsible for lost or misplaced items.

8.7 Health and medical information

8.7.1 Immunization and medical records

Protecting the health and safety of all the children in our care is of great importance. Therefore, a health statement, completed by your physician who has examined your child in the last year, must be provided every year. This will indicate that your child is able to take part in our program. You must also provide a copy of your child's completed immunization record by the date of admission, which must have the signature or stamp of the health-care professional who administered the vaccine. We will keep both documents on file in accordance with the state licensing requirements. Children should be immunized as stated in the "Recommended Immunization Schedules for Persons Aged 0 Through 18 Years – United States" developed by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP). Students whose immunizations are not up-to-date or have not been administered according to the recommended schedule should receive the required immunizations, unless contraindicated or for legal exemptions. An updated immunization schedule is published annually in the AAP's Pediatrics and in the CDC's MMWR and should be consulted for current information. The current immunization schedules are posted on the websites of the CDC at <http://www.cdc.gov/vaccines> and <http://www.aap.org/immunization/> for the AAP.

You can waive immunizations. However, exemptions for immunization requirements must meet the criteria specified by the Texas Department of State Health Services. You can find more information about immunizations at <http://www.dshs.state.tx.us/immunize>. You must provide a state-required form indicating the reasons for the waiver. Teachers are encouraged, but not required, to receive any vaccinations before being employed at Mia Mia Preschool.

8.7.2 Vision and hearing screening

All children that are enrolled at our school and are four years old by September 1st need to be screened annually for vision and hearing.. Please obtain a copy of these screenings from your physician. Parents must submit the report from this screening to Mia Mia Preschool within one week of the child's start date, or the child will not be admitted to school. For children that will turn 4 after their initial start date, it is the parent's responsibility to make sure this screening is completed, and that Mia Mia Preschool has a report on file within one week of

the child's 4th birthday. Teachers may, at parent's cost, recommend additional screening in speech, language, vision and/or hearing for students that are four years old or younger. This will help detect any speech, hearing, language, and vision problem that may affect your child. The sooner we can identify it, the sooner we can start working on it.

8.7.3 Medication

The staff at Mia Mia Preschool does not administer any medications to its students, except those medications required for life threatening emergencies or chronic health conditions. Medications are stored in a locked area and will only be given by the administrative staff in case it is necessary. Only the administrator or director can administer medication.

A written order from the child's physician is needed for the medication to be dispensed. The medication needs to be in the original, unopened container and must be labeled with the child's full name, date of birth, physician's name, and instructions. Medication can only be administered in amounts according to the physician's instructions. Parents must sign the Medical Log Form to Administer Medication and the Medication Authorization forms, which will be kept in file. All medication provided to Mia Mia Preschool must be accompanied by the medical plan signed by the doctor and by the parent. For EpiPens they must have an Allergy Action Plan. If a child needs long term medicine for allergies, it is recommended that a parent provides the medicine at home. Mia Mia needs to have a medical plan and medications if requested by a physician.

If a child has a chronic health condition that requires the use of medicine such as insulin shot, Mia Mia requests a medical plan and proper training for the teacher in charge of supervising the child.

8.8 Sunscreen, insect repellent and diaper cream

Parents must apply sunscreen and insect repellent prior to arriving at school if needed. If a child requires diaper cream application while in our care, a parent must provide the cream and fill out the medical form.

If a child requires Mia Mia to re-apply sunscreen and insect repellent at midday while in our care, a parent must provide both (labeled with Child's name) and fill out the enrollment form tab.

8.9 Potty training

At Mia Mia Preschool we recognize that leaving the diaper and starting potty training is an important step in a child's life, especially in their development, towards independence and autonomy. We have the child's needs as our priority, and we will work with him/her to achieve this. It is important to work as a team (parents and school), as we will be assisting the efforts made at home.

In classes with children ages 3 by Sep the 1st of the current school year and in classes older than 3, each child must be ready to use the bathroom independently upon entering school. Here are some important points to help understand "Potty Independence":

- o The child comes to school in underpants and wears them while at school.
- o He or she can communicate the need to use the potty and rarely has potty accidents but can communicate if they've had one.
- o The child can pull clothing down to use the potty.
- o The child can wipe themselves.
- o If an accident occurs, the teacher will encourage the child to remove clothing, place it in a bag and put new clothing on, with assistance.

School Potty Support:

- o Teachers set designated potty times and reminders, as well as have an awareness for each child showing signs that they need to use the bathroom.
- o Teachers will also verbally guide children on how to wipe their bottom, flush the toilet, and wash hands afterwards, in order to create good hygiene habits

o If frequent accidents occur, Mia Mia will notify the parent or guardian so we can all together find a strategy to help the child to be successful in this step in his/her development.

8.9.1 Potty Policy

We understand that there is an adjustment period with starting something new. In our experience, this period is generally 2 weeks for most children. Beginning the third week of potty training, if a child has 3 accidents or more per day, we will ask the child's family or caregiver to keep the child at home for a set period of time to focus on achieving potty independence as is defined above. We may also partner with the child's family to implement other strategies in order to help the child achieve success with potty independence.

It is a requirement for the classrooms 3-4 years old to be fully potty trained. Children in these classrooms are expected to follow a more structured schedule including potty time and we have to take into consideration that these classrooms are not equipped with diaper changer.

8.10 Change of Clothing

Children may have toileting accidents or become messy when participating in various activities. Please send at least three sets of seasonally appropriate change of clothes (shirt, pants/shorts, underwear, shoes and socks) while they are in potty training and one if they are fully potty trained. in your child's backpack when he or she starts school. Please put the clothes in a sealed Ziploc bag, labeled with your child's name. These items will be kept in the backpack for easy accessibility.

It is very important to put your child's name on any personal items like outerwear, water bottles, and backpacks that your child brings to school to avoid mix ups.

For safety during outside play, we recommend that children wear closed-toed shoes with an enclosed heel, to help prevent injury from tripping or getting rocks, twigs, or dirt in shoes. Flip-flops can make it difficult to run and climb safely. Sneakers allow children to fully experience the playground in a safe manner. We ask that children wear shoes that they can put on independently, such as sneakers with Velcro. Children wearing lace-up shoes should be able to tie by themselves.

The children play actively every day, and it is important that they are comfortable, and safe as they play. Since independence is a goal for every

child at Mia Mia, parents are to choose clothing that their children can manage by themselves. We discourage complicated belts, straps, snaps or ties which children cannot manipulate for themselves. Play clothes that are comfortable and do not bind and are also suitable for messy activities in class and outdoor play should be chosen. We recommend shorts/bicycle shorts be worn underneath dresses and skirts. Children should wear closed-toe shoes for safety. Long hair should be pulled back for safety.

8.11 Hats

All children must wear a hat to play outside for sun safety reasons. Upon starting school, children must bring a hat with their name permanently affixed, which they will keep in their classroom at Mia Mia to ensure they always have a hat to wear outside. If this hat is taken home or misplaced, parents will be asked to supply a new one. If a child does not have a hat, we can provide a Mia Mia hat with the cost charged to your card on file (\$25 per hat).

If you would like to purchase a Mia Mia hat, please notify our admin team. We offer a variety of colors and designs.

We will actively encourage all children to wear hats when going outside—especially during the summer months of May, June, July, and August—as part of our ongoing commitment to sun safety. Teachers will also wear hats while outdoors to model and reinforce this routine for children.

8.12 Rest time

Our children from the Infants and Toddler room take a nap during the school day. Our 3's to 4-years-old and up children will be encouraged to take naps as a routine; they may have a rest time. We will offer rest time if needed.

Parents are responsible for providing all children with cloth nap rollers / sleeping bags that should be brought to school by the first day. Cloth nap rollers / Sleeping bags will be sent home every Friday to be washed and returned on Monday.

Children in the Kinder Bridge program will not have a nap; instead, they will have a designated rest time. This approach helps support their developmental needs while gently preparing them for the expectations of the following school year in kindergarten.

Rest time will be a calm period for children to relax, recharge, and engage in quiet activities, supporting a smooth and thoughtful transition to kindergarten routines.

8.13 Illness

We understand that in the early years, children may become ill as they build their immune systems. To keep our community as healthy as possible, we require everyone's cooperation. If your child is not feeling well, please do not send them to school. Children who have a fever, diarrhea, vomiting, a rash with fever, lethargy, abnormal breathing, or other signs of severe illness will not be admitted or will be sent home.

It is also required that families email **director@miamiapreschool.com** with their child's diagnosis (if available) and symptoms when an illness occurs, so we can follow health protocols, support proper communication, and help prevent the spread of illness within the school community.

Mia Mia Preschool follows all health and communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual.

Parents are required to pick up an ill child within 30 minutes of being notified by phone. If a parent is reached but cannot pick up their child within 30 minutes, it is their responsibility to arrange for an alternate pickup with someone listed on the child's emergency contact form. The staff will not continue calling emergency contacts once a parent has been reached. If a parent cannot be reached, the staff will begin contacting individuals listed on the emergency contact form until arrangements can be made for the child's pickup.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They may not return until they are no longer contagious. Guidelines for determining the contagious period of a specific illness are based on recommendations from the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and may return to the program. Mia Mia Preschool reserves the right to refuse a child's return if the Director or designee believes the child is still too ill to participate.

If your child will be absent due to illness, we ask that you notify the school. This allows our faculty to track illnesses that may occur within our community. If your child has a communicable disease, we request that you share the diagnosis with the center director so that we can notify other families of the presence of a communicable disease in the school. Only the nature of the illness will be

disclosed—Mia Mia Preschool will take all necessary measures to protect your child's confidentiality. You are not required by law to disclose this information, and your child's continued enrollment will not be affected by your decision to share or withhold the reason for their absence.

Please keep your child at home if one or more of the following conditions exist:

- The illness prevents your child from comfortably participating in activities, including outdoor play.
- The illness requires more care than staff can provide without compromising the health, safety, and supervision of other students.
- The child exhibits symptoms of a possible severe illness, such as lethargy, green nasal discharge, sore throat, eye drainage, abnormal breathing, diarrhea, vomiting, rash, fever, mouth sores with drooling, or behavior changes.
- The child has a fever accompanied by behavioral changes or other symptoms.

If a child becomes ill while in our care, the school will contact the parents or emergency contacts for pickup. The child will be cared for separately from other children while waiting to be picked up to prevent contagion.

When can a child return to school after an illness?

- A child may return when they have been symptom-free for 24 hours or when a health care professional provides written confirmation that they are no longer contagious.
- If a child has vomited, they must wait 24 hours without vomiting before returning to school.
- If a child has had a fever, they must be fever-free for 24 hours without the use of fever-reducing medication before returning.

Vaccine-Preventable Diseases

If a vaccine-preventable disease is present in the school or if there is an outbreak in the community as declared by local health authorities, any students exempt from some or all immunizations will be excluded from school for their safety and protection. Our administrative staff will inform parents/guardians when this exclusion is necessary and when it is safe for their child to return after the risk has passed.

Daily Health Checks

All teachers, children, and household members should conduct a daily health check before coming to Mia Mia Preschool. If your child has any of the following symptoms, please keep them at home and notify us:

- Fever of 100°F or higher
- Cough
- Sore throat
- Muscle aches

- Difficulty breathing
- Headache
- Diarrhea

Health and Wellness Reference Chart		
Symptoms/Diagnosis	When Child Will Be Sent Home	When Child Can Return
Covid-19 <ul style="list-style-type: none"> o Fever=\geq100 o Cough o Runny Nose o Sore Throat o Vomiting/Diarrhea o Headache/Body Aches o Shortness of Breath o Unusual o Fatigue/Malaise 	Immediately	The child who has tested positive must quarantine for 5 days after the start of symptoms/positive test. The child who has tested positive can return to normal activity on day 6 as long as all symptoms (with the exception of loss of taste / smell) have been resolved for 24 hours without medication.

Allergy /Cold <ul style="list-style-type: none"> o Runny Nose o Stuffy Nose o Sneezing o Watery Eyes o Cough o Unusual fatigue/Malaise 	Accompanied by a fever = or > 100	Symptoms and fever are resolved for 24 hours without medication.
Constipation	The child is in enough discomfort to not be able to participate in daily activities or laxative has	The child is able to participate and after 24 hours have passed since administering a laxative.

	been administered within 24 hours.	
Diarrhea	More than 1 occurrence within a 4-hour period at school or 2 or more times within a 24-hour period.	Symptoms are resolved for 24 hours without medication.
Diaper Rash	Sores are oozing.	Symptoms are resolved.
Hand, Foot and Mouth	immediately when lesions are present.	With a doctor's note stating the child is no longer contagious, fever is resolved for 24 hours without medication and lesions are gone.
Head Lice	Nits or eggs are present.	With doctor's note stating the child is nit and egg free and can return
Influenza <ul style="list-style-type: none"> o Fever=\geq100 o Cough o Runny Nose o Sore Throat o Vomiting/Diarrhea o Headache/Body Aches o Unusual Fatigue/Malaise 	Accompanied by a fever = or > 100	With doctor's note stating the child is no longer contagious and child's fever is resolved for 24 hours without medication.
Irritability	Prevents child from engaging or presents significant distraction to others and the child cannot be redirected.	The child can be consistently redirected.
Itching	With evidence of any of the following: Scabies, Impetigo, Ringworm	With doctor's note stating the child is not contagious
Lethargy	Prevents participation or requires greater attention or supervision than can	Children are able to participate.

	be provided without compromising ratios or curriculum.	
Mouth Sores	Sores cause drooling - see also Hand, Foot and Mouth	Resolved with a doctor's note stating the child is not contagious.
Pink Eye / Conjunctivitis	Discharge from the eye is noticed and/or eyes are pink/swollen and/or irritated.	Resolved with no visible signs of infection and with a doctor's note stating the child is not contagious.

Rash	Rash is accompanied by: <ul style="list-style-type: none"> o Behavior change o Fever of 100 or higher o Oozing or open wound o Child is unable to participate 	Resolved with a doctor's note stating the child is not contagious.
Respiratory Syncytial Virus (RSV)	Respiratory symptoms are accompanied by a fever = or > 100	Fever free for 24 hours without medication, respiratory symptoms have resolved, and a doctor's note stating the child is not contagious.
Streptococcal Infection (throat, skin, etc.)	Child tests positive for strep	At least 24 hours of being fever free without medication and 24 hours of antibiotic medication.
Vomiting	One occurrence at school	Vomiting has stopped for 24 hours without medication. If vomiting occurred at school, the child may not return the following day.

8.14 Minor accidents

Minor accidents, such as scrapes, bumps, and bites sometimes occur. In case this happens at school, a notification will be given to you with a copy of the Minor Incident Form. This will notify what happened and what action was taken. The original form will be sent home, and a copy will be kept on file.

8.15 Incident/Accident Reports

If your child is involved in an incident or accident during the school day, a staff member will complete an Incident/Accident Report. This report will be handed to you at the reception area, where a team member will be available to answer any immediate questions.

Parents/carers are required to sign any Incident/Accident Reports at the front office during pick up. The classroom teacher can provide a brief summary at that time. However, if you would like a more in-depth discussion, we kindly ask that you schedule a separate meeting with your child's teacher and Director.

Since teachers are responsible for supervising the remaining children in the classroom, it is not always possible to have an extended discussion at pick-up. If needed, a telephone conference can be scheduled for later in the day or during nap/rest time the following day.

If someone other than the parent/carer picks up the child, the Incident/Accident Report must be signed and returned by the parent/carer within 24 hours.

8.16 Reporting potentially dangerous situations

Following the updated March 2023 Minimum Standards, Mia Mia will notify Licensing and parents if his/her child has been involved in any non-routine situation that placed, or may have placed, the child at risk for injury or harm. For example, we saw a snake on the playground.

8.17 Emergency medical procedure

If an accident requires medical attention, emergency medical services will be contacted. The child will be given first-aid treatment or CPR if needed. In case it is necessary, the child will be taken to the nearest emergency room. The child's parents will be contacted. A detailed Incident/Illness report will be given to the parent/guardian and will require their signature.

8.18 Allergies

If your child has a specific allergy, please indicate it on the Enrollment Form and Health Statement. If an allergy develops or changes during the school year, parents are responsible for notifying the school by emailing admin@miamiapreschool.com. Upon notification, we will keep our rosters and Allergy Action Plans up to date.

If the allergy is life-threatening and requires specific protocols, parents must complete an Allergy Action Plan. This form must be accompanied by the physician's orders and a Medication Authorization Form to allow school staff to administer the required medication.

For safety reasons, the names of children with allergies may be posted in visible areas throughout the school. If an allergy is identified within a classroom, the specific ingredient will be restricted for that age group to help prevent allergic reactions. Parents will be notified at the beginning of the school year of any restricted ingredients so they can avoid including them in their child's lunch.

8.19 Washing hands

To keep our preschool as sanitized as possible, we have found the most effective way of preventing the spread of germs is through good hand washing by teachers and children. Teachers follow the state guidelines to know when and how to wash their hands. Children must wash their hands with soap and running water:

- o Before eating
- o Before playing in a water table
- o After going to the toilet or having a diaper change
- o After outdoor activities or playing in the sand

8.20 Abuse and neglect

Child abuse and neglect are serious problems that can have long-lasting hurtful effects on its victims. Abuse can be prevented if a child is part of a safe, stable, and nurturing environment where he/she forms positive relationships.

Texas Law requires reports under any suspicion that a child is being abused or neglected. In this case, reports will be made to the Texas Health and Human Services, which can be reached at 1-800-458-9858. The report will be confidential.

Assistance will be received from this organization. Due to state requirements, school personnel must report to the 24-hour, toll-free abuse hotline at 1-800-252-5400 Texas abuse and neglect hotline any situation in which there is suspicion that a child is being neglected or abused. Our teachers and staff must also have an annual training course on Child Abuse and Neglect. Important information for child safety can be accessed at the United States Consumer Product Safety Commission web site at www.cpsc.gov or at the THHS website at <https://hhs.texas.gov/>. Also, both parents and staff members will be provided with written information to increase awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim and factors indicating a child is at risk for abuse or neglect. The information will also include prevention techniques for child abuse and neglect. If a case of child abuse or neglect arises, we will offer our help to coordinate with community organizations that offer services to support abused and neglected children.

9. SAFETY

9.1 Access doors

Mia Mia Preschool has two entrances, one for each building. There is one main access door per building through which all teachers, students, and parents will walk in. The second entrance is just for emergency evacuations. This allows us to control who gets inside our school. During the arrival of our students every morning the door that leads to the children's area will remain open. Our doors will be locked during school hours and can only be opened by our staff. Visitors will have to stop by the reception desk before being allowed to access the classroom area.

9.2 Sign in and sign out

Upon arrival at Mia Mia Preschool, the parents or the adult dropping the child off MUST sign the child into school on the electronic tablet in the reception area. Children are required to be accompanied by their parents or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in school. Parents are required to help children put away their personal belongings and get settled for the day.

9.3 Authorization to pick up a child

Your child is only authorized to be picked up by a parent/guardian or another

adult stated as an emergency contact or authorized to release contact by the Parent. You will need to provide at least two contacts that have your permission to pick up your child. Emergency contacts are considered as authorized to release contacts. If you need to notify that someone will be picking up your child, you must call or send an email before 1:30 p.m. (email to: director@miamiapreschool.com)

9.4 Emergency contacts

You will need to provide at least two contacts that have your permission to be called in case of an emergency when the parent/guardian cannot be reached. Parents/guardians will always be called first, but if we cannot reach them, the emergency contacts will be called. The emergency contacts need to live within 30 minutes of the school and should be able to pick up your child if the situation requires them to do so.

9.5 Building safety

Inside the facility, all children, including siblings not enrolled in our school, must always be under adult care. Please make sure your child is never left unattended and that you are always watching them when they are under your care. To comply with Texas law, we must notify parents that Mia Mia Preschool is a gang-free zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone. Mia Mia Preschool is a Gun-Free, Tobacco-Free, and Drug-Free Zone.

9.6 Security

To ensure the safety of all children and staff, all exterior doors remain locked outside of designated arrival and departure times. If you are inside the school while doors are locked, please do not open the door for others, including individuals who may appear to be another child's parent or caregiver. All visitors must follow the designated check-in process.

We have two staff members responsible for security and maintenance, as well as a Facilities Manager, who actively monitor who enters and exits the preschool throughout the day. Any visitor to Mia Mia Preschool must report to the reception area to sign in and is required to wear a visitor badge for the duration of their visit.

Our campus is equipped with security cameras throughout all indoor and outdoor areas, with continuous recording in place. We also utilize a professional



video monitoring, camera, and access control system to support active surveillance and secure entry management.

Each classroom is equipped with a panic button system. In the event of an emergency, activation of this system immediately alerts emergency responders. Police and firefighters are able to respond within approximately 1–2 minutes. Due to our close proximity to the fire station located on the same road as Mia Mia, emergency personnel may arrive even sooner.

Additionally, our parking lot is equipped with specialized security cameras that are monitored and connected to local authorities. During non-operating hours, if movement is detected on campus, police are automatically alerted and dispatched as needed.

These measures reflect our strong commitment to maintaining a safe, secure, and protected environment for our children, families, and staff.

9.7 On-site emergency

The safety of children in our care is our top priority. We have an emergency plan that considers fires, severe weather, medical emergencies, intruders, release of children and playground safety. Drills are conducted regularly by employees and children. A copy of the Emergency Preparedness Plan is available for review at the front office.

In the unlikely event that children must be evacuated from the school building for any reason, Shepherd of the Hills Presbyterian Church or Austin Fire Station 27 will be the places of relocation. Parents will be called to pick up children from there, and staff will remain with the children until all are picked up.

9.8 Arrival and departure

For our regular preschool hours, the classroom doors will open at 8:30 a.m. Students who are enrolled in the extended day program can arrive at 7:30 a.m.

Arrival Procedures

Refer to "Sign in Sign out 9.2". Upon arrival at Mia Mia Preschool, the parents or the adult dropping the child off must sign the child into school on the electronic tablet in the reception area. Children are required to be accompanied by their parents or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in school. Parents are required to help children put away their personal belongings and get settled for the day.

Parents are also required to not leave a sibling or other child in the car unattended while they drop off their child.

Mia Mia discourages parents from sneaking out of the building in an attempt to avoid separation issues with their child. Some children exhibit separation anxiety when it is time for their parents to leave. Mia Mia believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug, and say goodbye to the child. This will prepare the child for their departure. The teacher present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. Our professional employees/teachers of Mia Mia are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Upon arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Director. These special instructions include but are not limited to: early pick up, alternative pick up person, health issues over the previous night which need to be observed and/or any general issues of concern which the teachers should be aware of to best meet the needs of your child throughout the day.

9.9 Notification of Absence

Parents are encouraged to inform the school by 9:30am if a child will not be attending or will arrive late on a scheduled day. If your child is ill, we request that you notify the office not only of the absence, but also of the nature of the illness. Message sent directly to our director (director@miamiapreschool.com) This enables our administrators to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the office, so that the parents of the children in the school may be notified that a communicable disease is present.

Only the communicable disease information will be shared. Mia Mia will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by Law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

9.10 Center's Right to Refuse Admission

Mia Mia reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic situations that present a safety risk to the child, staff or other children enrolled at Mia Mia if the child were to be present at the center.
5. Parent's failure to maintain accurate, up to date vaccination records.
6. Parents' failure to complete and return required documentation in a timely fashion.
7. Parents' failure to follow the tuition policy as outlined in this handbook.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

9.11 Mid-day departure

If you need to pick up your child during the school day, please let our administrator know that morning either by calling or emailing the school or by stopping by our reception desk. Once you arrive to pick them up, please let the administrator know your child's name and the class they are in. Please wait in the reception area while one of our staff members accompanies your child and brings him/her to you.

9.12 Pick-up procedures

Parents or other Approved Pickup are required to sign their child out of care on the electronic tablet located in the reception area. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on the Mia Mia premises. The parent may not allow a child to wander through the hallways, bathrooms, pavilion area, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to exit the campus once they have signed their child out of care. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

9.13 Acknowledgment of late pick up

All children enrolled for the 2:30pm pick up must be picked up punctually between 2:15pm to 2:30 pm. A daily late fee will be applied to your family's account and will be billed monthly if your child is picked up late.

If your child is enrolled in the extended day program, they must be picked up at 5:00 pm or the late fee will be applied. The late pick up fee will be applied as stated in the section 4.2 Hours of Operation.

Please be considerate of our teachers by picking up your child by the appropriate time. You will be charged \$10.00 per child for the first 5 minutes for late pick-up. You will be charged \$1.00 for each additional minute from 5-15 min and \$5 per minute after being 15 min late. This fee will be paid through Brightwheel. This includes the children who need to be picked up by 2:30pm (Full day), 5:00 p.m. (extended day). Please note that Mia Mia Preschool closes at 5:00pm; therefore, late fees will accrue up until the time a family leaves the building. It is the parent's responsibility to ensure that someone (either a parent or Approved Pickup person) is available to pick up the child on time.

- o From 1 to 5 minutes - \$10
- o From 5 to 15 minutes - \$1 per minute
- o More than 15 minutes – \$5 per minute

If you are unavoidably detained, please call the school.

9.14 Condition to pick up a child

Any adult who shows up to pick up a student must be sober and unimpaired. If any adult becomes aggressive or unruly, the director may notify the local authorities.

9.15 Building a community: Adult behavior

Our school is made up of children, teachers, staff, and parents. All adults inside our school are expected to use proper language, to avoid smoking and to abstain from harsh punishment or verbal abuse to children. Adults who do not follow these guidelines may cause the disenrollment of their children. Adults are



expected to show respect to all children, parents, staff, and teachers. Mia Mia Preschool has the right to the disenrollment of families who do not show a respectful attitude. Firearms and weapons are not allowed inside, or in the parking lot of Mia Mia Preschool. If a child has a situation regarding custody, Mia Mia will follow the last dated court documents, without prejudice, to either parent/guardian. Parents must provide updated information on this matter.

9.16 General School Visitation

One of our school's goals is to increase each child's independence and self-confidence. A classroom with few distractions allows children to be spontaneous and fully immersed in the environment. This magnifies the learning experience, instills self-reliance, and increases the sense of community within each classroom. Therefore, if you would like to observe or visit within a classroom, please speak with the administration in advance of the visit. We appreciate your cooperation.

We strive to provide ample opportunities to include families in the child's learning environment such as school events, festivals, and field trips. These opportunities will allow you to observe your child in an authentic manner. If possible, please let the administration know in advance that you will be coming. Visitors must use the main entrance and report to the front office first and then to the teacher or assistant.

To ensure safety, Mia Mia's doors are locked during the school day, except during drop off and pick up when staff is positioned at the front entrance. Simply ring the bell. When we verify who you are, we will let you in.

9.17 Additional Required Notifications

Mia Mia Preschool is committed to the safety and security of our students, employees, and visitors. We are a gang-free, weapons free, drug-free, and tobacco-free zone. To help promote the safety and security of our students, employees, visitors, and property, this facility may conduct video, audio, and/or other electronic surveillance of any portion of its premises at any time, except those prohibited by law. Firearms and weapons are not allowed on the premises of Mia Mia Preschool except for Peace Officers as listed under SS2.12 of the Code of Criminal Procedure and security officers commissioned by the Texas Private Security Board and acting pursuant to this code.

9.18 Weather Safety

Working with young children is an honor and a great responsibility. We



constantly monitor the weather to make decisions related to our activities. According to the Minimum Standards, weather permitting activities are those that do not pose any concerns for health and safety, such as a significant risk of frostbite or heat-related illness. This includes adverse weather conditions in which children may still play safely outdoors for shorter periods with appropriate adjustments to clothing and any necessary access to water, shade, or shelter. We follow the School Districts around us and the National Weather Service to make decisions that take the weather into consideration. We must notify parents and Licensing of any situation that renders the child-care center unsafe, such as a fire, flood, or damage to the child-care center as a result of severe weather. We encourage outdoor play, even if it is for a short period of time on hot days. We offer additional hydration.

9.19 Gang Free Zone/Firearms and Weapons

As a result of section 42.064 of House Bill 2086 we are required to distribute information about gang-free zones to our families. Mia Mia Preschool is a Gang-Free Zone. Any area within 1000 feet of a child-care center is a Gang-Free Zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Information about minimum standards and our most recent childcare licensing inspection report can be obtained in the Mia Mia office.

Department of Family and Protective Services- Child Care Licensing

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