

***Parent Handbook
2026-2027***

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WELCOME TO WCA PRESCHOOL

Dear WCA Preschool Families,

Welcome to WCA Preschool and World Children's Academy Preschool!

We are honored that you have entrusted us with one of life's greatest responsibilities—the care and education of your child. Thank you for choosing WCA Preschool to be part of your family's journey during these important early years.

At WCA Preschool, we believe every child deserves a safe, nurturing, and engaging environment where they can learn, grow, explore, and develop a lifelong love of learning. Our dedicated team is committed to supporting each child's academic, social, emotional, and physical development through meaningful experiences, positive relationships, and developmentally appropriate learning opportunities.

Our classrooms are designed to encourage curiosity, creativity, independence, and confidence. Through hands-on learning, purposeful play, outdoor exploration, and structured instruction using the Abeka curriculum, we provide a strong foundation that prepares children for future academic success while fostering a love of discovery.

We recognize that parents are a child's first and most important teachers. For this reason, we value strong partnerships between home and school. Open communication, mutual respect, and collaboration are essential to ensuring the success and well-being of every child entrusted to our care.

This Parent Handbook has been developed to provide important information regarding our programs, policies, procedures, and expectations. We encourage all families to review it carefully and keep it available for future reference throughout the school year.

On behalf of our faculty and staff, thank you for becoming part of the WCA Preschool family. We look forward to sharing a wonderful year filled with learning, laughter, growth, and memorable experiences.

Warm Regards,

Gretter Aguilar
Director
g.aguilar@wcaprivateschool.com
WCA Preschool
World Children's Academy Preschool

MISSION STATEMENT

At WCA Preschool, our mission is to provide a safe, nurturing, and engaging learning environment where children develop academically, socially, emotionally, and physically.

Through meaningful relationships, hands-on experiences, and developmentally appropriate instruction, we inspire curiosity, independence, confidence, and a lifelong love of learning.

We are committed to partnering with families to help each child reach their fullest potential while fostering respect, responsibility, kindness, and a strong foundation for future success.

VISION STATEMENT

Our vision is to be a leading early childhood education program that empowers young learners to become confident, compassionate, creative, and capable individuals.

We strive to create a learning community where every child feels valued, supported, and inspired to explore the world around them while developing the skills necessary to thrive in school and in life.

OUR PHILOSOPHY

At WCA Preschool, we believe children learn best when they feel safe, loved, respected, and encouraged.

We recognize that every child develops at their own pace and possesses unique strengths, interests, and abilities. Our role is to provide a supportive environment that promotes exploration, discovery, creativity, problem-solving, and positive social interactions.

We believe learning should be meaningful, engaging, and joyful. Through hands-on experiences, guided instruction, purposeful play, and positive relationships, children build the confidence and skills necessary for lifelong learning.

Our philosophy is centered on nurturing the whole child by supporting academic readiness, social-emotional development, physical growth, communication skills, independence, and character development.

SECTION I

CHILD-CENTERED LEARNING APPROACH

WCA Preschool utilizes a child-centered educational approach that encourages independence, exploration, hands-on learning, and respect for each child's individual developmental pace.

Classroom environments are thoughtfully designed with engaging materials and learning centers that promote:

- Independence
- Creativity
- Problem-solving
- Practical life skills
- Language development
- Early mathematics
- Sensory exploration
- Social-emotional growth

Children learn through guided discovery, meaningful experiences, purposeful play, and teacher-supported exploration.

This approach reflects best practices in early childhood education and supports the development of confident, capable, and lifelong learners.

PROGRAM DESCRIPTION

WCA Preschool provides a high-quality early childhood education program serving children ages two through VPK.

Our program is designed to support the development of the whole child through a balanced approach that promotes academic readiness, social-emotional growth, physical development, creativity, and independence.

Using the Abeka Curriculum as the foundation of our instructional program, children participate in engaging learning experiences that encourage curiosity, exploration, and a love of learning.

Daily instruction focuses on:

- Early literacy
- Mathematics readiness
- Language development
- Science exploration
- Social studies
- Fine motor development
- Gross motor development
- Character education
- Social skills

- Art and creativity
- Music and movement
- Outdoor learning experiences

Children learn through teacher-directed instruction, hands-on activities, learning centers, outdoor experiences, cooperative play, and guided exploration.

The goal of our program is to prepare children for future academic success while fostering confidence, kindness, responsibility, and a lifelong love of learning.

HOURS OF OPERATION

WCA Preschool operates Monday through Friday.

- School Opens: 6:30 AM
- Classroom Instruction Begins: 8:30 AM
- Nap / Rest Time: 12:00 PM – 2:00 PM
- School Closes: 6:00 PM

Daily schedules may vary slightly depending on age group, classroom needs, special activities, and weather conditions.

DAILY SCHEDULE

A typical preschool day may include:

- 6:30 AM – 8:30 AM
Arrival, Breakfast, and Morning Activities
- 8:30 AM – 9:00 AM
Morning Circle Time
- 9:00 AM – 10:30 AM
Academic Instruction and Learning Centers
- 10:30 AM – 11:00 AM
Outdoor Play / Gross Motor Activities
- 11:00 AM – 12:00 PM
Lunch and Classroom Activities
- 12:00 PM – 2:00 PM
Nap / Rest Time
- 2:00 PM – 3:00 PM
Quiet Activities and Small Group Instruction
- 3:00 PM – 3:30 PM
Snack Time
- 3:30 PM – 4:30 PM
Outdoor Learning Activities
- 4:30 PM – 6:00 PM
Afternoon Enrichment Activities and Dismissal

ATTENDANCE POLICY

Regular attendance is important to a child's educational success and overall classroom experience.

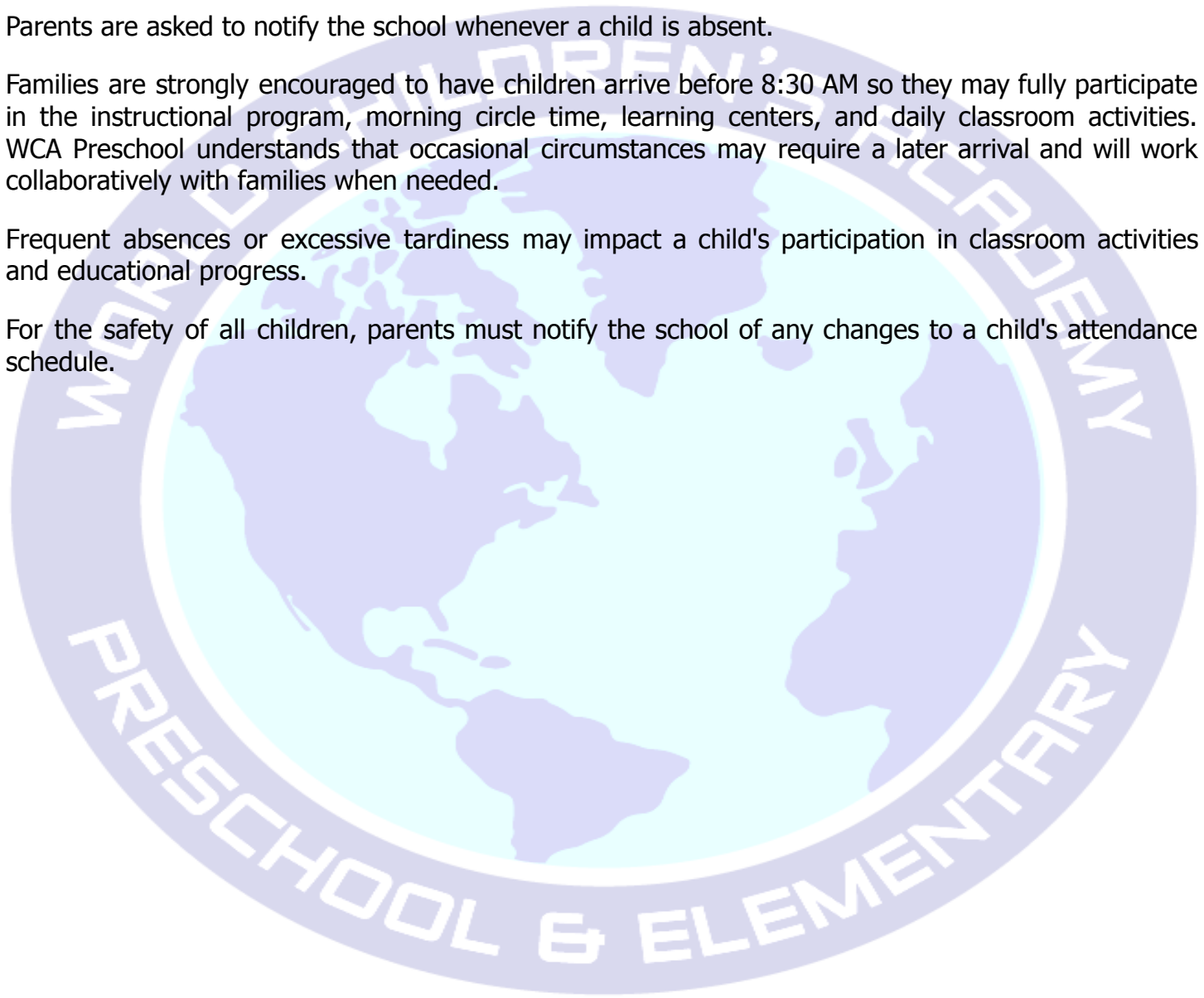
Children benefit from consistent participation in daily routines, instructional activities, and social interactions with peers.

Parents are asked to notify the school whenever a child is absent.

Families are strongly encouraged to have children arrive before 8:30 AM so they may fully participate in the instructional program, morning circle time, learning centers, and daily classroom activities. WCA Preschool understands that occasional circumstances may require a later arrival and will work collaboratively with families when needed.

Frequent absences or excessive tardiness may impact a child's participation in classroom activities and educational progress.

For the safety of all children, parents must notify the school of any changes to a child's attendance schedule.



SECTION II

ARRIVAL AND DISMISSAL PROCEDURES

The safety and well-being of every child is our highest priority. To ensure a safe, organized, and efficient arrival and dismissal process, all families are expected to follow the procedures outlined below.

Arrival Procedures

WCA Preschool opens at 6:30 AM each school day.

Children may arrive anytime after 6:30 AM; however, classroom instruction begins promptly at 8:30 AM.

Families are strongly encouraged to have children arrive before 8:30 AM so they may fully participate in the instructional program, morning circle time, learning centers, and daily classroom activities. WCA Preschool understands that occasional circumstances may require a later arrival and will work collaboratively with families when needed.

Parents are responsible for:

- Escorting their child safely into the school.
- Ensuring a staff member is aware of the child's arrival.
- Providing any important information regarding the child's health or well-being for the day.
- Making sure the child arrives dressed appropriately and prepared to participate in all classroom activities.

Children may not be left unattended outside the building or in vehicles at any time.

DISMISSAL PROCEDURES

School closes promptly at 6:00 PM.

Children will only be released to:

- Parents
- Legal guardians
- Individuals listed on the Authorized Pick-Up Form

For the protection of all students:

- Photo identification may be required at any time.
- Staff members may refuse release if proper identification cannot be provided.
- Staff members may refuse release if there are concerns regarding the safety of the child.

Verbal authorization will not be accepted unless approved by the administration.

Parents are responsible for keeping all authorized pick-up information up to date.

AUTHORIZED PICK-UP PERSONS

The names of all individuals authorized to pick up a child must be listed on the student's enrollment forms.

Changes to authorized individuals must be submitted in writing and approved by the administration.

Individuals not listed on enrollment forms will not be permitted to pick up a child.

The school reserves the right to request identification from any person picking up a student, regardless of prior authorization.

LATE PICK-UP POLICY

WCA Preschool closes promptly at 6:00 PM.

A late fee of \$2.00 per minute per child will be charged beginning at 6:01 PM.

Late fees are intended to cover staffing expenses incurred when employees must remain beyond their scheduled workday.

Late fees must be paid promptly through the front office or designated payment system.

Repeated late pick-ups may result in administrative action and could jeopardize continued enrollment.

BUILDING ENTRY AND SECURITY

The safety of our students, staff, and families is extremely important.

WCA Preschool operates with a controlled single-point entry system.

All visitors, vendors, volunteers, therapists, and family members must:

- Enter through the main entrance.
- Sign in when required.
- Follow all visitor procedures.
- Remain in authorized areas only.

Visitors may be required to present valid identification before being granted access to the facility.

The administration must approve classroom visits.

TUITION AND FINANCIAL POLICIES

WCA Preschool is committed to providing a high-quality educational program while maintaining clear financial expectations for all families.

REGISTRATION FEE

A non-refundable annual registration fee of \$100.00 is required for each student.

The registration fee secures a child's placement and helps cover administrative enrollment expenses.

Registration fees are non-refundable.

TUITION PAYMENTS

Tuition payments are made through the SmartCare system.

Families will receive account information and payment instructions during enrollment.

Tuition is due every Monday.

A late fee of \$15.00 will be assessed beginning Tuesday for accounts with unpaid balances.

Families are responsible for maintaining current accounts and ensuring payments are made on time.

Failure to maintain an account in good standing may result in suspension of services or withdrawal from the program.

RETURNED PAYMENTS

A service charge may be assessed for:

- Declined credit card payments
- Insufficient funds
- Rejected electronic payments

Parents are responsible for all fees associated with returned payments.

WITHDRAWAL POLICY

Families wishing to withdraw a student from WCA Preschool should provide written notice to the administration.

Any outstanding tuition balances, fees, or charges must be paid before withdrawal is finalized.

Student records may be withheld as permitted by law until financial obligations are satisfied.

VACATIONS, ABSENCES, AND CLASSROOM PLACEMENT

Each student is entitled to one (1) week of vacation per school year without tuition charges. Vacation requests must be submitted to the school in advance and approved by administration.

Except for the approved vacation week, tuition is due regardless of attendance in order to reserve and maintain a student's classroom placement. Tuition obligations are based on enrollment and the reservation of a classroom space, not on actual attendance.

If a student is absent and tuition is not paid, the school cannot guarantee that the student's classroom placement will be held.

Any student whose account becomes inactive due to non-payment may be withdrawn from enrollment and placed on the waiting list. If a space later becomes available, the family may re-enroll the student; however, a new registration fee and any applicable enrollment fees will be required.

Classroom placements are reserved only for students whose accounts remain current and in good standing.

COMMUNICATION AND FAMILY PARTNERSHIPS

WCA Preschool believes that strong communication between families and school staff is essential to a child's success.

We value open, respectful, and collaborative relationships with all families.

CLASS DOJO COMMUNICATION

ClassDojo serves as the primary communication platform for WCA Preschool.

Through ClassDojo, families may receive:

- Classroom updates
- School announcements
- Reminders
- Photographs of classroom activities
- Event information
- Direct communication from teachers

Parents are encouraged to regularly check ClassDojo for important updates and announcements.

PARENT CONFERENCES

Parent conferences may be scheduled throughout the school year to discuss a child's development, classroom experiences, and educational progress.

Families may request a conference by contacting the school.

Teachers or administrators may also request conferences when additional collaboration would benefit the child.

Conferences are scheduled in advance to ensure adequate time for discussion and planning.

FAMILY INVOLVEMENT

WCA Preschool values family participation and encourages families to become active partners in their child's education.

Family involvement opportunities may include:

- Special events
- Classroom celebrations
- Family engagement activities
- Volunteer opportunities when appropriate

We believe children are most successful when schools and families work together.

GRIEVANCE PROCEDURE

Parents with questions or concerns should first communicate directly with the School Director whenever appropriate.

If additional assistance is needed, concerns may be reviewed by the administration.

WCA Preschool is committed to addressing concerns in a professional, respectful, and timely manner.

SCHOOL UNIFORMS

Students are required to wear the official WCA Preschool uniform daily.

Uniforms help promote school pride, consistency, safety, and a positive learning environment.

Official uniforms are available for purchase through WCA Preschool.

Approved uniform attire includes:

- Official WCA Preschool polo shirt
- Navy blue shorts, pants, skirts, skorts, or jumpers
- Closed-toe athletic shoes or sneakers
- School-approved spirit shirts on designated days

Children should wear comfortable clothing and shoes suitable for active play, outdoor learning, and participation in all daily activities.

PERSONAL BELONGINGS

Parents are encouraged to clearly label all sweaters, jackets, extra clothing, and personal belongings with the child's name to help prevent items from being misplaced.

WCA Preschool is not responsible for lost, misplaced, or unlabeled personal items.

Children should maintain a complete change of clothing at school at all times.

Additional clothing may be needed due to accidents, water play, art activities, outdoor activities, or unexpected spills.

SECTION III

FOOD SERVICE PROGRAM AND NUTRITION

WCA Preschool is committed to promoting healthy eating habits and providing nutritious meals that support the growth and development of young children.

Children are encouraged to develop healthy eating habits and positive attitudes toward nutrition through daily meal and snack experiences.

MEALS AND SNACKS

Breakfast, lunch, and snacks are provided daily through a licensed food service provider.

Menus are planned to provide children with balanced meal options that support healthy growth and development.

Water is available throughout the day and children are encouraged to stay hydrated.

Meal service schedules may vary by classroom and age group.

OUTSIDE FOOD AND BEVERAGES

Outside food and beverages are generally not permitted.

Exceptions may be approved when supported by written medical documentation from a licensed healthcare provider.

Any approved dietary accommodations must be coordinated with the school administration prior to implementation.

Parents should not send food, drinks, candy, gum, or snacks to school unless specifically approved by the administration.

FOOD ALLERGIES AND DIETARY RESTRICTIONS

The safety of children with food allergies is a priority at WCA Preschool.

Parents are responsible for informing the school of all allergies, dietary restrictions, sensitivities, or medical conditions during enrollment.

Appropriate medical documentation may be required for dietary accommodations.

Children are not permitted to share food, drinks, utensils, or snacks with classmates.

Although precautions are taken, WCA Preschool cannot guarantee an allergen-free environment.

BIRTHDAY CELEBRATIONS

WCA Preschool enjoys celebrating birthdays and special milestones with our students.

Families wishing to celebrate a birthday at school must coordinate with the School Director in advance.

All treats must be commercially prepared and individually packaged whenever possible.

Items containing peanuts, tree nuts, or other restricted allergens may not be permitted depending on classroom needs.

The school reserves the right to limit or deny food items that may present a health or safety concern.

Birthday celebrations should remain simple, age-appropriate, and respectful of all students.

OUTDOOR LEARNING PROGRAM

Outdoor learning is an important part of the WCA Preschool educational experience.

Weather permitting, children participate in outdoor activities daily.

Outdoor experiences provide opportunities for physical development, social interaction, creativity, exploration, and hands-on learning.

Outdoor learning activities may include:

- Playground activities
- Nature exploration
- Gardening experiences
- Music and movement activities
- Outdoor art projects
- Sensory exploration
- Cooperative games
- Gross motor development
- Dramatic play experiences

Outdoor activities help children develop healthy habits, confidence, independence, and problem-solving skills.

WEATHER CONDITIONS

Outdoor activities may be modified, delayed, or canceled due to:

- Excessive heat
- Lightning
- Severe weather
- Unsafe outdoor conditions
- Other circumstances that may compromise student safety

When outdoor activities cannot be conducted safely, children will participate in alternative indoor activities.

TOILET TRAINING AND DIAPERING POLICY

WCA Preschool welcomes children at various stages of toilet training development.

Children who are not fully toilet-trained will be cared for respectfully and appropriately by trained staff members following all Florida Department of Children and Families (DCF) health and sanitation guidelines.

Parents are expected to work collaboratively with school staff throughout the toilet training process.

DIAPERING SUPPLIES

Parents must provide:

- Diapers or pull-ups
- Baby wipes
- Diaper cream, if applicable
- At least one complete change of clothing

Families will be notified when supplies are running low.

To avoid interruptions in care, parents are expected to replenish supplies promptly.

DIAPERING PROCEDURES

Diaper changes are conducted in designated diapering areas following proper sanitation and hygiene procedures.

Staff members utilize appropriate handwashing and cleaning procedures before and after each diaper change.

Children are supervised at all times during diapering procedures.

Every effort is made to ensure children are treated with dignity, respect, and sensitivity.

TOILET TRAINING

Children will never be forced or pressured to use the toilet.

Teachers provide encouragement, support, and positive reinforcement throughout the toilet training process.

Accidents are considered a normal part of development and are handled respectfully and discreetly.

Consistency between home and school greatly increases the likelihood of successful toilet training.

POTTY TRAINING READINESS

Children develop toilet training skills at different ages and rates.

Signs that a child may be ready for toilet training include:

- Remaining dry for longer periods
- Showing interest in the bathroom
- Communicating toileting needs
- Following simple directions
- Pulling clothing up and down independently
- Demonstrating awareness of wet or soiled diapers

Parents are encouraged to communicate with teachers when they believe their child is ready to begin toilet training.

NAP AND REST TIME POLICY

Rest is an important component of healthy child development.

All children participate in a daily rest period from approximately 12:00 PM to 2:00 PM.

The classroom environment is adjusted to provide a calm, quiet atmosphere that supports rest and relaxation.

Children are supervised at all times during rest periods.

REST TIME EXPECTATIONS

Children are encouraged to rest quietly during designated rest periods.

Children who fall asleep will be allowed to rest comfortably.

Children who do not sleep are not required to sleep; however, they will be expected to participate in quiet activities that do not disturb classmates who are resting.

Quiet activities may include:

- Looking at books
- Quiet table activities
- Coloring
- Individual learning activities approved by the teacher

Respect for the rest of the needs of others is expected at all times.

REST EQUIPMENT

Each child will be assigned an individual cot or rest mat in accordance with DCF regulations.

Rest equipment is cleaned and maintained according to state health and safety requirements.

Children may be permitted to bring approved comfort items for rest time when authorized by the classroom teacher.

SAFE SLEEP PRACTICES

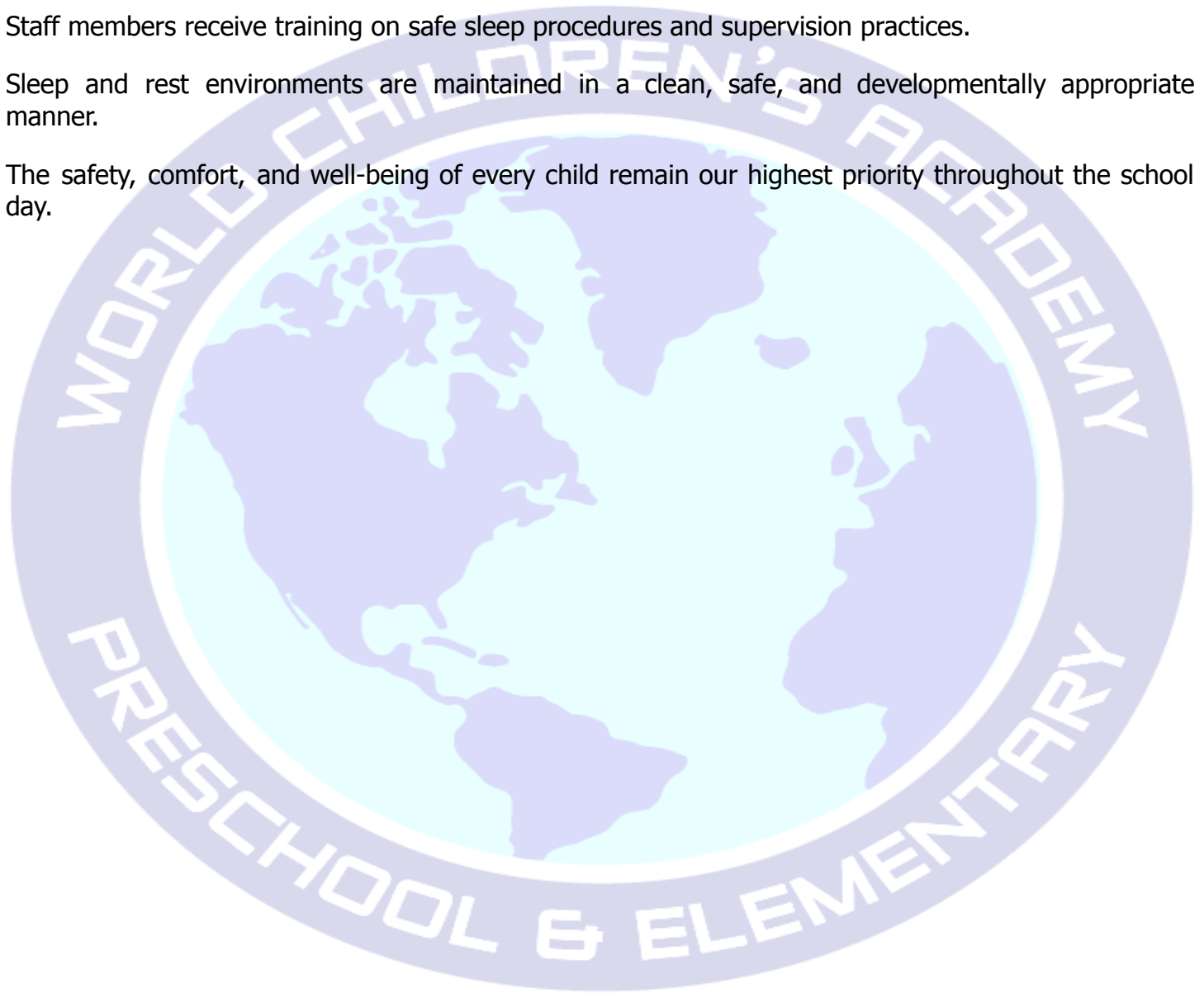
WCA Preschool follows all applicable Florida Department of Children and Families (DCF) regulations regarding safe sleep practices.

Children are supervised continuously during rest periods.

Staff members receive training on safe sleep procedures and supervision practices.

Sleep and rest environments are maintained in a clean, safe, and developmentally appropriate manner.

The safety, comfort, and well-being of every child remain our highest priority throughout the school day.



SECTION IV

HEALTH AND ILLNESS POLICIES

The health and safety of all students, families, and staff members is a priority at WCA Preschool.

Parents are asked to help us maintain a healthy school environment by keeping children home when they are ill and by notifying the school of any communicable illnesses.

Children should arrive at school healthy, rested, and ready to participate in all classroom activities, including indoor and outdoor learning experiences.

If a child becomes ill during the school day, a parent or authorized emergency contact will be notified and expected to arrange prompt pick-up.

DAILY WELLNESS EXPECTATIONS

Parents should monitor their child each morning before bringing them to school.

Children should not be brought to school if they are unable to participate in normal classroom activities comfortably.

Children who appear ill upon arrival may be denied admission for the day if school personnel determine that attendance could place the child or others at risk.

EXCLUSION FROM SCHOOL

Children may not attend school if they exhibit any of the following symptoms:

- Fever of 100.4°F or higher
- Vomiting
- Diarrhea
- Persistent coughing
- Difficulty breathing
- Unexplained rash
- Conjunctivitis (Pink Eye)
- Head lice
- Hand, Foot, and Mouth Disease
- Any contagious illness that may place other children or staff at risk
- Any condition that prevents participation in daily activities

The Director reserves the right to determine whether a child may remain at school when health concerns arise.

RETURN TO SCHOOL GUIDELINES

Children may return to school when:

- They have been symptom-free for at least 24 hours without fever-reducing medication.
- Vomiting and diarrhea have been resolved for at least 24 hours.
- Any contagious condition has been treated appropriately.
- Medical documentation has been provided when requested.

The school may require a physician's note before a child returns to school when deemed necessary.

IMMUNIZATION REQUIREMENTS

All students must maintain current health and immunization records as required by the State of Florida.

Required documentation must be submitted before enrollment and updated as necessary.

Required records include:

- Florida Certificate of Immunization
- Florida School Entry Health Examination Form
- Any additional documentation required by state licensing agencies

Failure to maintain current records may affect a child's enrollment status.

MEDICATION POLICY

To ensure the safety of all students and staff, WCA Preschool does not administer medication.

Parents are responsible for scheduling medication administration outside of school hours whenever possible.

Children requiring medication during the school day may need alternative arrangements approved by the administration and consistent with applicable regulations.

Parents should notify the school of any medical conditions that may affect their child's participation in school activities.

ACCIDENTS AND INJURIES

Minor injuries will be treated by school personnel and documented as appropriate.

Parents will be notified of any injury requiring additional attention.

In the event of a serious injury or medical emergency, WCA Preschool may:

- Contact emergency medical services (911)
- Contact parents immediately
- Contact emergency contacts if parents cannot be reached
- Provide emergency responders with available medical information

The school will make every effort to notify parents as quickly as possible.

EMERGENCY CONTACT INFORMATION

Parents are responsible for maintaining current emergency contact information at all times.

Changes to any of the following must be reported immediately:

- Home address
- Telephone numbers
- Email addresses
- Authorized pick-up persons
- Emergency contacts
- Medical information

Accurate records are essential to ensuring student safety.

EMERGENCY PREPAREDNESS

WCA Preschool maintains comprehensive emergency preparedness procedures to protect students and staff during emergencies.

Staff members receive training regarding emergency procedures and student supervision.

Emergency plans are reviewed and updated as needed.

FIRE DRILLS

WCA Preschool conducts regular fire drills in accordance with Florida Department of Children and Families (DCF) requirements.

During fire drills:

- Students will be guided calmly and safely to designated evacuation areas.
- Attendance will be taken immediately following evacuation.
- Students and staff will remain in designated areas until authorized to re-enter the building.

The purpose of fire drills is to familiarize students and staff with emergency evacuation procedures.

SEVERE WEATHER PROCEDURES

In the event of severe weather, students and staff will relocate to designated safety areas within the facility.

Teachers will maintain supervision and provide reassurance throughout the event.

Students will remain in designated safety areas until an all-clear announcement is given.

LOCKDOWN PROCEDURES

In the event of a situation requiring heightened security measures, WCA Preschool may implement lockdown procedures.

During a lockdown:

- Students and staff will remain in secure locations.
- Entry and exit from the building will be restricted.
- Parents will be notified as soon as practical and safe to do so.

The safety of students and staff will always remain the highest priority.

HURRICANE PROCEDURES

WCA Preschool closely monitors weather conditions and recommendations from local emergency management agencies.

The school may close before, during, or after severe weather events to ensure the safety of students, families, and staff.

Parents are encouraged to maintain updated emergency contact information and monitor school communications during hurricane season.

SCHOOL CLOSURES

School closures may occur due to:

- Severe weather
- Natural disasters
- Public safety concerns
- Utility interruptions
- Public health emergencies
- Other circumstances beyond the school's control

Families will be notified through:

- ClassDojo
- Email
- Telephone communication
- Other available communication methods

Whenever possible, advance notice will be provided.

CHILD ABUSE AND NEGLECT REPORTING

All WCA Preschool employees are mandated reporters under Florida law.

Any employee who suspects child abuse, neglect, or abandonment is required by law to report those concerns to the appropriate authorities.

Reports are made in accordance with Florida statutes and licensing regulations.

Florida Abuse Hotline:

1-800-96-ABUSE
(1-800-962-2873)

The safety and well-being of every child is a responsibility shared by all members of the WCA Preschool community.

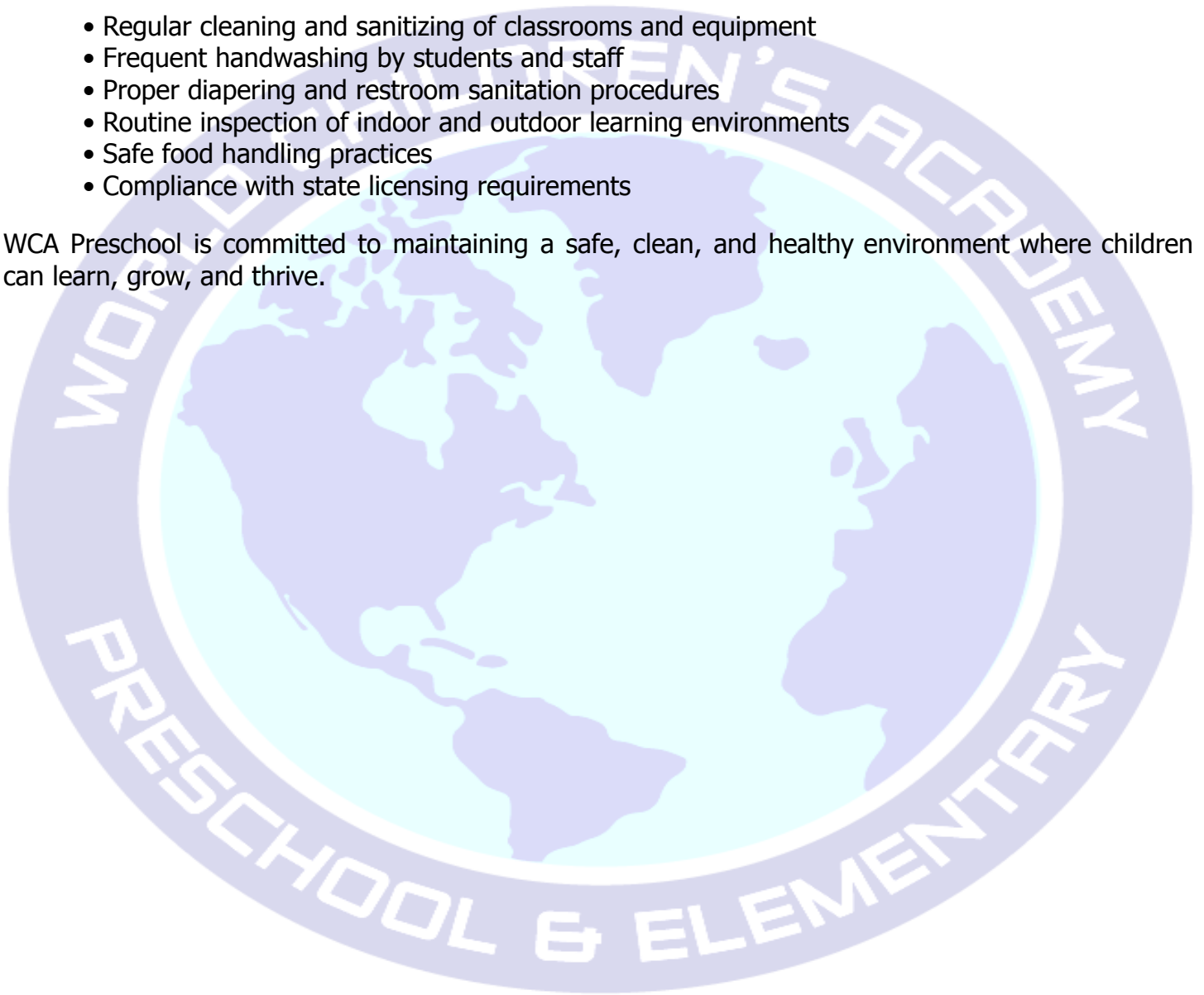
HEALTH AND SAFETY PRACTICES

To promote a healthy learning environment, WCA Preschool follows established sanitation and safety procedures.

These practices include:

- Regular cleaning and sanitizing of classrooms and equipment
- Frequent handwashing by students and staff
- Proper diapering and restroom sanitation procedures
- Routine inspection of indoor and outdoor learning environments
- Safe food handling practices
- Compliance with state licensing requirements

WCA Preschool is committed to maintaining a safe, clean, and healthy environment where children can learn, grow, and thrive.



SECTION V

CHILD GUIDANCE AND POSITIVE DISCIPLINE

WCA Preschool is committed to providing a safe, nurturing, respectful, and supportive environment where children can learn, grow, and develop positive relationships with others.

Our approach to discipline focuses on teaching and guiding children toward appropriate behavior through positive reinforcement, redirection, consistency, and age-appropriate expectations.

The goal of our child guidance program is to help children develop:

- Self-control
- Responsibility
- Respect for others
- Problem-solving skills
- Cooperation
- Independence
- Emotional regulation
- Positive social skills

We believe that discipline is an opportunity to teach and support children as they learn appropriate ways to express their feelings and interact with others.

POSITIVE BEHAVIOR SUPPORT

Teachers encourage appropriate behavior by:

- Establishing consistent classroom routines
- Providing clear expectations
- Modeling respectful behavior
- Using positive reinforcement
- Offering encouragement and praise
- Teaching conflict-resolution skills
- Redirecting inappropriate behavior
- Helping children identify and express emotions appropriately

Children are guided toward making positive choices while learning responsibility and accountability for their actions.

PROHIBITED DISCIPLINE PRACTICES

WCA Preschool strictly prohibits any form of discipline that may be harmful, humiliating, or inappropriate.

The following practices are never permitted:

- Corporal punishment
- Physical discipline of any kind
- Verbal abuse
- Humiliation or ridicule
- Threats or intimidation
- Withholding food
- Withholding water
- Withholding rest periods
- Withholding bathroom access
- Any disciplinary method prohibited by Florida licensing regulations

All staff members are expected to maintain professional, respectful, and developmentally appropriate interactions with children at all times.

STUDENT BEHAVIOR EXPECTATIONS

Children are expected to demonstrate behavior that promotes a safe and positive learning environment.

Age-appropriate expectations include:

- Using kind words
- Following teacher directions
- Respecting classmates
- Respecting school property
- Participating in classroom activities
- Using safe hands and safe feet
- Demonstrating self-control appropriate for their age

Teachers understand that young children are still developing these skills and provide guidance accordingly.

BITING POLICY

Biting is a developmentally common behavior among young children and may occur as children learn communication, self-regulation, and social interaction skills.

If a biting incident occurs:

- Immediate attention will be provided to all children involved.
- Appropriate first aid will be administered when necessary.
- Parents of both children will be notified.
- Incident documentation will be completed.
- Staff will implement strategies to reduce future occurrences.

The identities of other children involved will remain confidential.

Repeated biting incidents may require collaboration between parents, teachers, and administration to develop additional support strategies.

The safety and well-being of all children will remain the primary consideration.

SEPARATION ANXIETY PROCEDURES

Many young children experience separation anxiety when beginning preschool.

This is a normal stage of development and is often temporary.

To help children transition successfully:

- Parents are encouraged to establish consistent drop-off routines.
- Goodbyes should be brief, positive, and reassuring.
- Teachers will provide comfort, encouragement, and support.
- Staff will engage children in activities that promote comfort and confidence.

Most children adjust successfully as they become familiar with classroom routines and staff members.

Parents are welcome to contact the school for updates regarding their child's adjustment.

FAMILY PARTNERSHIP AND COOPERATION

WCA Preschool believes that successful early childhood education is built upon a strong partnership between families and school staff.

Parents are expected to:

- Maintain respectful communication with staff
- Follow school policies and procedures
- Provide accurate and current enrollment information
- Support classroom expectations
- Work collaboratively with teachers and administration when concerns arise

When families and educators work together, children benefit from a consistent and supportive learning environment.

BEHAVIORAL SUPPORT PLANS

When behavioral concerns arise, WCA Preschool will work collaboratively with families to identify strategies that support the child's success.

Interventions may include:

- Increased communication between home and school
- Classroom behavior supports
- Positive reinforcement plans
- Developmental observations
- Parent conferences
- Referrals to community resources when appropriate

The goal of all interventions is to help children develop the skills necessary to succeed in the classroom environment.

SUSPENSION AND DISMISSAL POLICY

WCA Preschool is committed to working with families to address concerns whenever possible.

However, the school reserves the right to suspend or dismiss a student when the behavior:

- Presents a safety risk to themselves or others
- Causes significant disruption to the learning environment
- Cannot be adequately addressed through reasonable interventions
- Results in repeated aggressive behavior despite ongoing support efforts
- Creates circumstances that prevent the school from meeting the needs of the student or maintaining a safe environment

Whenever possible, WCA Preschool will make reasonable efforts to communicate concerns and explore solutions before dismissal becomes necessary.

Administration reserves the right to make final decisions regarding continued enrollment.

CONFIDENTIALITY

WCA Preschool respects the privacy of all students and families.

Information concerning a child's enrollment, health, development, assessments, family information, and educational records will be treated as confidential.

Confidential information will only be released:

- To parents or legal guardians
- As required by law
- With written authorization from the parent or legal guardian
- When necessary to protect the health and safety of a child

School personnel are expected to maintain confidentiality at all times.

STUDENT RECORDS

Student records are maintained in accordance with applicable state regulations.

Records may include:

- Enrollment forms
- Emergency contact information
- Health records
- Immunization records
- Incident reports
- Assessment information
- Other documentation required by licensing agencies

Parents may request access to their child's records in accordance with applicable regulations.

RECORD UPDATES

Parents are responsible for promptly notifying the school of any changes to:

- Home address
- Telephone numbers
- Email addresses
- Emergency contacts
- Authorized pick-up persons
- Medical information

Maintaining accurate records helps ensure the safety and well-being of every child.

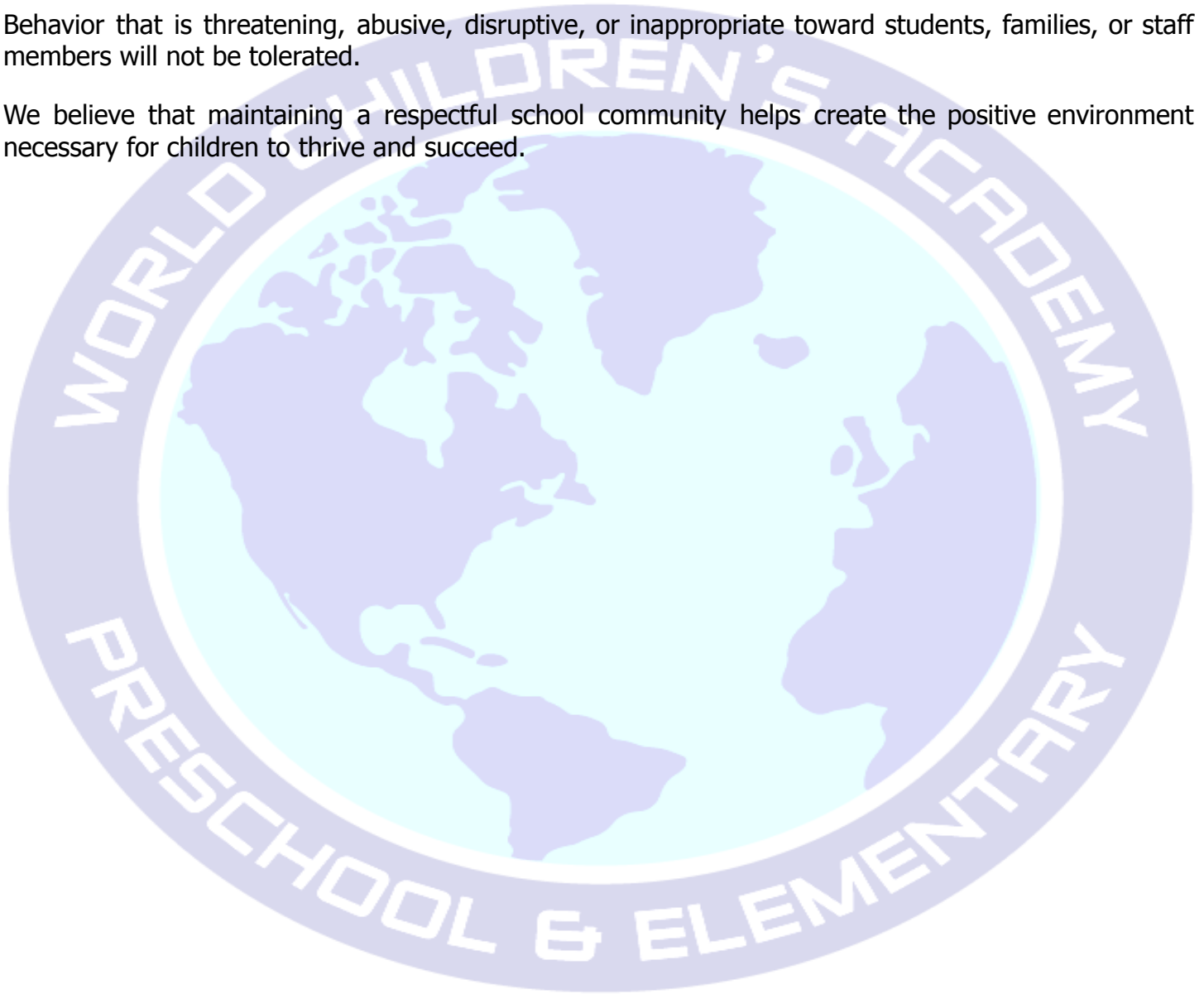
RESPECTFUL SCHOOL COMMUNITY

WCA Preschool is committed to fostering a culture of kindness, respect, and professionalism.

Parents, staff, students, visitors, therapists, contractors, and volunteers are expected to interact respectfully with one another at all times.

Behavior that is threatening, abusive, disruptive, or inappropriate toward students, families, or staff members will not be tolerated.

We believe that maintaining a respectful school community helps create the positive environment necessary for children to thrive and succeed.



SECTION VI

PHOTOGRAPHY, VIDEO, AND SOCIAL MEDIA CONSENT

Throughout the school year, WCA Preschool may photograph or record students participating in educational activities, classroom projects, celebrations, field trips, and special events.

Photographs and videos may be used for:

- Classroom communications
- School newsletters
- School publications
- School website
- Social media platforms
- Marketing and promotional materials
- Community relations activities
- Educational presentations

Parent consent preferences will be collected during enrollment and maintained in the student's file.

WCA Preschool will make every reasonable effort to honor parental media preferences.

SOCIAL MEDIA

WCA Preschool uses social media as a way to celebrate student achievements, classroom activities, school events, and educational experiences.

Photographs and videos used by the school will always be selected carefully and appropriately.

Personal student information such as addresses, phone numbers, or confidential records will never be shared through school social media platforms.

Parents who do not wish for their child to appear in photographs or videos must indicate their preference on the Media Release Form.

VISITOR POLICY

The safety and security of our students remains a top priority.

All visitors must:

- Enter through the designated main entrance.
- Follow all school security procedures.
- Present identification when requested.
- Remain in authorized areas only.
- Follow directions provided by school personnel.

Visitors may include:

- Parents
- Guardians
- Therapists
- Vendors
- Contractors
- Volunteers
- Educational professionals

Administration reserves the right to deny access to any visitor when necessary to maintain a safe learning environment.

CLASSROOM VISITS

To minimize disruptions to instruction and maintain a positive learning environment, classroom visits should be scheduled in advance through the School Director.

Unscheduled classroom visits may be limited or denied when they interfere with student learning, classroom routines, or safety procedures.

VOLUNTEERS

WCA Preschool welcomes family involvement and volunteer participation when appropriate.

Volunteers may be asked to:

- Complete required paperwork
- Follow visitor procedures
- Adhere to confidentiality requirements
- Follow school policies and procedures

The school reserves the right to approve or deny volunteer participation.

NON-DISCRIMINATION POLICY

WCA Preschool admits students of any race, color, religion, national origin, ethnic origin, sex, disability, or any other protected status.

We are committed to providing equal opportunities for all children and families in our programs, services, and activities.

WCA Preschool strives to create an inclusive, respectful, and welcoming environment where every child feels valued, supported, and encouraged to succeed.

This policy applies to admissions, educational programs, school activities, and all other school operations.

AMENDMENTS TO HANDBOOK

WCA Preschool reserves the right to revise, modify, amend, or update policies, procedures, and information contained within this handbook as necessary.

Families will be notified of significant changes through appropriate communication methods.

The most current version of the Parent Handbook shall supersede any previous editions.

LIMITATION OF LIABILITY

While WCA Preschool takes reasonable precautions to ensure the safety and well-being of all students, enrollment in any school program includes inherent risks associated with childhood activities, outdoor play, educational experiences, and group participation.

Parents acknowledge these risks and agree to cooperate with all school policies designed to promote student safety.

PARENT HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the WCA
Preschool Parent Handbook for the 2026-2027 school year.

I understand that it is my responsibility to familiarize myself with the
policies, procedures, and expectations outlined in this handbook.

I agree to support and comply with the policies established by WCA
Preschool.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

MEDIA RELEASE AUTHORIZATION

Please select one:

_____ I GIVE permission for my child's photograph, image, or video to be used in school publications, social media, website content, newsletters, and promotional materials.

_____ I DO NOT GIVE permission for my child's photograph, image, or video to be used in school publications, social media, website content, newsletters, and promotional materials.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

EMERGENCY CONTACT VERIFICATION

I certify that all emergency contact information, authorized pick-up persons, medical information, and enrollment records provided to WCA Preschool are accurate and current.

I understand that it is my responsibility to notify the school immediately of any changes.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

RECEIPT OF POLICIES AND PROCEDURES

I acknowledge that I have received copies of all school policies and procedures contained within this handbook.

I understand that these policies are designed to promote the safety, health, education, and well-being of all students enrolled at WCA Preschool.

I understand that enrollment at WCA Preschool requires compliance with the policies outlined in this handbook.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Thank you for choosing WCA Preschool

We look forward to partnering with your family to provide a safe, nurturing, engaging, and enriching educational experience for your child.

Together, we will build a strong foundation for lifelong learning and future success.

WCA Preschool
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Hialeah, Florida 33010

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Website: worldchildrensacademy.org

Juditt Milian
Founder

Michael Zaldivar
Founder