



Child Care Program 2017-2018



13100 N.E. 8th Ave.
North Miami, FL. 33161
(305) 981-6774





Principal's Message

Welcome and thank you for choosing the North Miami Adult Educational Center. We understand the difficulties of raising children while trying to get an education. Therefore, we are providing the Child Care Program in order to continue meeting the needs of our student body.

The idea that our students can bring his or her child to the campus each school day and know that their son or daughter is right around the corner receiving great care in a loving and nurturing atmosphere, is very important to us.

If you have any questions regarding the Child Care Program, please stop by room 2133 and one of our staff members will be happy to assist you.

Faculty and Staff

Administrative Staff

Mr. F. Jason Glasford
Principal

Dr. Todd S. Meiklejohn
Assistant Principal

Coordinator

Ms. Michelle Gilles
Principal's Secretary
(Room 2133, Ext. 2196)

Child Care Staff

Ms. Sarah Simonise
Instructor

Ms. Thamar Hotila
Instructor

REGISTRATION PROCEDURES

CHECKLIST

1. Pick-up the child care enrollment packet and insurance form from Ms. Michelle Gilles in room 2133.
2. Completely fill out and submit the child care application, the insurance application and fee (money order only), and return them to Ms. Michelle Gilles in room 2133.
3. Request Ms. Gilles to schedule a meeting with the Assistant Principal, Dr. Todd S. Meiklejohn to review your application and paperwork prior to program entry.

NO CHILD IS ALLOWED ENTRY INTO THE PROGRAM WITHOUT ALL COMPLETED PAPERWORK AND ADMINISTRATIVE APPROVAL.



CHILD CARE PROGRAM RULES

1. Children must be between the ages of 3 and 12.
2. All required paperwork must be filled out, fees paid, and your application must be approved by Dr. Meiklejohn prior to entry.
3. This program is only for the age appropriate children of students currently registered at the North Miami Adult Education Center.
4. Only the adult parent/guardian can register a child for the child care program.
5. Child Care services are only offered Monday-Thursday between the hours of 3:00 pm and 9:30 pm.
6. The child care program is closed on all official School Board holidays and teacher work days.
7. The parent/guardian must physically drop off/sign-in and pick-up/sign-out their child/children each day from the child care room on time. **NO CHILD IS ALLOWED TO ENTER THE CHILDCARE ROOM WITHOUT THEIR PARENT/GUARDIAN AND THEIR SIGNATURE.**
 - a. _____ parent's initials
8. The parent(s) may only keep the enrolled child/children in the day care room for the duration of the parents' scheduled class time.
 - a. _____ parent's initials
9. A non-refundable insurance fee is required prior to your child's enrollment in the child care program.
10. The child care program does not provide meals for your child/children and children are not allowed to bring food to the child care room.
11. If your child is on any type of medication, it must be disclosed prior to program entry. The staff does not administer medication, nor are they responsible for administering or monitoring medication(s) that your child may be prescribed.
12. This school may terminate your child's enrollment in the program effective immediately, if any of the following conditions arise:
 - a. In the judgment of school administration, your child's behavior threatens the physical or mental health of other children in the program and cannot be improved;
 - b. Your child brings a weapon, or drugs to the program, or violates a School Board Policy that requires immediate removal from School Board property;
 - c. Your child is picked up late more than (2) days in any 30-day period; or
 - d. Your child is ill when brought to the child care (2) times; or
 - e. The parent/guardian fails to pick up a sick child promptly more than (2) times within any 30-day period.
 - f. The parent/guardian fails to physically drop off/sign-in and/or pick-up/sign-out his or her child/children.

NORTH MIAMI ADULT CENTER CHILD CARE APPLICATION

CHILD'S NAME _____ GENDER _____ DATE OF BIRTH _____

MOTHER/GUARDIAN 1

NAME _____

HOME PHONE _____ CELL PHONE _____

E-MAIL ADDRESS: _____

ADDRESS _____

FATHER/GUARDIAN 2

NAME _____

HOME PHONE _____ CELL PHONE _____

E-MAIL ADDRESS: _____

STREET ADDRESS _____

STREET

CITY

ZIP CODE

CHILD'S HEALTH INFORMATION

DATE OF CHILD'S LAST PHYSICAL EXAM: _____

CHILD'S HEALTH CARE PROVIDER _____

TELEPHONE NUMBER _____

STREET ADDRESS _____

STREET

CITY

ZIP CODE

- DOES YOUR CHILD HAVE ANY SPECIAL HEALTH PROBLEMS? (CIRCLE) YES OR NO?

IF YES, PLEASE SPECIFY _____

- DOES YOUR CHILD HAVE ANY ALLERGIES, INCLUDING DRUG REACTIONS: (CIRCLE) YES OR NO

IF YES, PLEASE SPECIFY _____

- IS YOUR CHILD TAKING ANY PRESCRIBED MEDICATIONS: (CIRCLE) YES OR NO

IF YES, PLEASE SPECIFY _____

BY SIGNING THIS APPLICATION, I (WE) HEREBY CERTIFY THAT I HAVE READ ALL PROGRAM RULES, AGREE TO COMPLY WITH ALL PROGRAM RULES, AND I AM (WE ARE) THE SOLE LEGAL GUARDIAN(S) OF THE CHILD BEING REGISTERED.

PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

(Do Not Write Below This Line)

Application Approved by: _____
School Administrator or Designee Date

MORE ABOUT OUR EDUCATIONAL PROGRAMS

- ✚ **ESOL:** Classes are available to students who desire to learn how to speak English. You may register for ESOL classes in room 1150.
- ✚ **HIGH SCHOOL:** High school classes are available to students who desire to earn a High School Diploma. You must first speak with a counselor in room 1159 for more information.
- ✚ **ABE CLASSES:** Adult Basic Education Programs are available to all who desire to improve their reading and math skills. You may register for ABE classes in room 1150.
- ✚ **VOCATIONAL CLASSES:** Vocational classes are available to students who desire to learn a trade or to enter the workforce. Financial assistance is available to those who are eligible. Please see Ms. Yvrose Midy-Placide in Room 1259 for more information about our vocational programs.

Important Registration Information

All students MUST take the TABE test and score at least a 5.0 before they are admitted in a vocational program. The TABE is given Monday — Thursday between 3:30 p. m. to 8:00 p. m. Please go to room 1170 for an appointment. —First time Vocational students are required to pay a \$15.00 Application fee.—I. D. and duplicate I. D. fees are \$5.00. **Special Note: All Fees are Subject to Change without Notice.**

North Miami Adult Education Center reserved the right to change course fees, discontinue, add or close a class at any time without notice.

Registration and Testing Office Hours

Monday through Thursday: 3:00 p. m. --- 8:00 p. m.

Registration Office Telephone Number: (305) 981-6774 Ext. 2144 or 2145

Testing Office Telephone Number: (305) 981-6774 Ext. 2156

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Contributor Acknowledgement

Dr. Todd S. Meiklejohn, Assistant Principal