

22025 SW 87 AVENUE – CUTLER BAY, FLORIDA 33190

PARENT/STUDENT HANDBOOK

Primary School

2026-2027

MISSION STATEMENT

The mission of Mater Bay Academy Preschool is to develop the intellectual and social skills of its students by facilitating a rigorous curriculum, which integrates technology and a wide range of educational resources within a safe learning environment. Students are expected to perform at or above grade level availing success in elementary in order to produce lifelong learning.

OUR VISION

Our vision is to provide a structured, creative environment that enables students to ask questions, solve problems, and take risks as they gain the knowledge and skills necessary to achieve meaningful and productive lives as members of the global society. Mater Bay Academy Preschool is a collaborative teaching and learning environment that encourages students to develop meaningful interactions using technology integrated throughout the curriculum.

SCHOOL PHILOSOPHY

Our school is a place where children will enjoy learning, teachers will enjoy teaching, and parents will be expected to be a key part of the educational process.

Our Beliefs:

- Student learning and social development are the primary focus of our school.
- Students learn in a variety of ways and should be given the opportunity to learn with different strategies and techniques.
- Administrators, teachers, staff, parents and community members agree to hold high expectations and standards in order for students to achieve success.
- Parents and teachers are partners in the education process.
- Our school community is committed to continuous improvement to enable our students to become lifelong learners.

ACADEMIC PROGRAM

The preschool program is aimed at fostering/empowering the academic, social and emotional growth of each child.

Preschool children will be engaged in a small group/whole group instructional environment. They will be challenged to conquer differing topics/skills in the areas of Reading/Language Arts, Math, Science, Social Studies.

Our preschool program serves children ages 3 and 4. Students entering Pre-K3 must be 3 years old on or before September 1 of the enrollment year. Students entering Pre-K4 must be 4 years old on or before September 1 of the enrollment year.

Home learning is an extension of what has been taught at school. It is important that home assignments be completed each night and returned to the teacher on the following school day. Work should be completed independently and neatly. The purpose is to promote independent study skills and reinforce what was taught in school. Parents should not be completing the home assignments for their child. Minimal assistance may be provided when needed.

Preschool Age students will have home learning assignments on Monday - Thursday. Some assistance may be required. All assignments are due the next school day.

ADMINISTRATIVE STAFF

Brenda Cruz, Principal
Jennifer Gorri, Assistant Principal

OFFICE STAFF

Monica Bustillo, Primary School/Before and After School Care Treasurer
Jackie Quintas, Office Administrator and Registrar
Debbie Quintas, Office Clerical

2026-2027 SCHOOL CALENDAR

***Dates are subject to change**

MATER BAY ACADEMY

2026-2027 SCHOOL CALENDAR

JULY 2026

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST 2026

M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER 2026

M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER 2026

M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2026

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER 2026

M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY 2027

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY 2027

M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH 2027

M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL 2027

M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY 2027

M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE 2027

M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

August 2026

- 5-12 Teacher Planning Days
- 12 PK, K, 6 and 7-12 New to Bay: Soft Opening
- 13 First Day of School: Beginning of First Grading Period

September 2026

- 7 No School: Labor Day
- 21 Teacher Planning Day

October 2026

- 19 Start of Second Grading Period

November 2026

- 3 Teacher Planning Day
- 11 No School: Veteran's Day
- 20 Early Release Day
- 23-27 No School: Thanksgiving Break

December 2026

- 17 Early Release Day
- 18 Teacher Planning Day
- 21-31 No School: Winter Break

January 2027

- 1 No School: Winter Break
- 15 Teacher Planning Day
- 18 No School: MLK
- 19 Start of Third Grading Period

February 2027

- 15 No School: President's Day

March 2027

- 10 Teacher Planning Day
- 19 Early Release Day
- 22-26 No School: Spring Break
- 29 Teacher Planning Day
- 30 Start of Fourth Grading Period

April 2027

May 2027

- 31 No School: Memorial Day

June 2027

- 1-3 Early Release Day
- 3 Last Day of School: Early Release Day
- 4 Teacher Planning Day
- 18 Holiday

Days in Grading Period	Early Release Days
1-45	20-Nov
2-46	17-Dec
3-42	19-Mar
4-47	1-Jun
	2-Jun
	3-Jun

Teacher Planning Day · Beginning of Grading Period · Early Release Day · PK, K, 6 & 7-12 New to Bay

Holiday · First Day of School · Recess · Last Day of School

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SCHOOL INFORMATION

SCHOOL HOURS
8:20 am – 2:30 pm
After School Care is available. Please ask for more information at the main office.
Students will remain with a faculty member 15 minutes after dismissal. Students who are not picked up 15 minutes after dismissal time will be sent to aftercare and issued a **late charge of $1.00 per minute**

BEFORE AND AFTER CARE
Mater Bay Academy Preschool has established before and after school care services to be available on campus. It is the parents'/guardians' responsibility to register and pay for such services at their option and discretion. Please contact the school office for detailed information on how to register for the before and after school care program at our school.

Morning Care Hours: 7:00 a.m. – 8:00 a.m.
After Care Hours: 2:30 p.m. – 6:00 p.m.

ARRIVAL AND DISMISSAL

ARRIVAL PROCEDURES
- All vehicles must enter the school from the south driveway and proceed to designated pick-up area to pick up their child.
- Under no circumstances will parents be allowed to park or leave their vehicles unattended during drop off/pick up times.
- Students must not exit vehicles from the entrance lane of the school driveway at any time.
- Decals must always be visible.

DISMISSAL PROCEDURES
- All vehicles are to enter the school from the south driveway and proceed to designated pick-up area to pick up their child.
- Students will be dismissed by their teacher in the designated pick-up area.
- Parents are discouraged from picking up students enrolled in the After-Care Program during regular dismissal times.
- Decals must always be visible.

SCHOOL COMMUNICATION

CONTACT INFORMATION
It is critical that the school office be notified of any change of address, telephone number and/or court custody agreements **immediately**.

PARENT TO SCHOOL COMMUNICATION
A prime factor in our operation is the importance we place upon communication between home and school. The lines of communication must be kept open at all times so that we may be properly tuned into your child's needs.
Please notify us immediately if:

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

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

PARENT TO TEACHER COMMUNICATION

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

PARENT VOLUNTEER OPPORTUNITIES

Mater Bay Academy Preschool highly encourages all parents/guardians to participate in volunteer opportunities throughout the academic year. Parent involvement helps strengthen the school community and enriches the educational experience for all students.

Due to mandates, all parents wishing to volunteer must participate in the *School Volunteer Registration Program* and must be cleared through Mater Bay Activities link before permission to volunteer is granted. This mandate includes clearance for volunteers in school events such as fundraising activities, etc.

Parents who are interested in volunteering are encouraged to reach out directly to their child's teacher(s) to coordinate available opportunities. Volunteer spots will be assigned through a random selection process, with priority given to parents who have not yet participated in an event during the current school year.
Parents may volunteer in various ways, here are a few examples:

- Classroom teacher assistance (decorating or event)
- Guest speaker
- Attend Parent Teacher Organization meetings
- Assist with school events
- Donate items

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

SCHOOL ATTENDANCE

ATTENDANCE POLICY

Mater Bay Academy Preschool strictly enforces attendance. Attendance includes being to school on time. Regular attendance is essential to the educational growth and development of each child and should not be taken lightly. We expect our students to demonstrate excellent attendance. Please make every effort to have your child attend school on time every day as indicated in the hours and schedule section of this handbook. Excessive absences, tardiness, or repeated early dismissals may result in your child being disenrolled from the program. Excessive absences are defined as more than five (5) absences during the school year that are not related to illness or other approved circumstances. Families will be notified and given an opportunity to discuss attendance concerns before disenrollment is considered. If a child is disenrolled due to excessive absences, tardiness, or early departures, no refunds or credits will be issued for any tuition or fees paid.

Students who are dismissed early (on a regular school day) must be signed out by a parent or guardian in the main office. Students will not be released to persons whose names do not appear on the emergency contact card kept on file in the main office. A photo ID must be shown in order to release a student from the premises. In case of an emergency, if a person not listed on the emergency contact card must pick up a student, the parent must fax a signed statement with a copy of their driver's license allowing that person to pick up their child on that specific day. It is the parent's responsibility to come to the main office and add that person to the emergency contact card for subsequent days. **Students will not be dismissed early on any early release day**

(refer to school calendar for dates). Students will not be dismissed 30 minutes prior to dismissal time. THERE ARE NO EXCEPTIONS.

UNIFORM POLICY

UNIFORM

Uniforms are mandatory and are to be purchased exclusively at the following location:

All Uniform Wear
18705 South Dixie Highway
Miami, FL 33157

Girls:	Boys:
Orange Short or Long Sleeve Pique Polo w/ Pre-K Logo	Orange Short or Long Sleeve Pique Polo w/ Pre-K Logo
Navy Blue skort with logo	Navy Blue "Flat Front" Pants (Must wear black belt with pants) with logo
Navy Blue "Flat Front" Pants (Must wear black belt with pants) with logo	Navy Blue "Flat Front" Bermuda Shorts (Must wear black belt with pants) with logo
Solid Navy-Blue Sweater	Solid Navy-Blue Sweater
All Black Sneakers (NO Logos or White Soles) or Black Converse Sneakers/Nike Panda Dunks	Black Magnetic Belt
White or Black Socks	All Black Sneakers (NO Logos or White Soles)or Black Converse Sneakers/Nike Panda Dunks
Black Magnetic Belt/ Ribbon belt with pants	White or Black Socks

All Students

1. Students may not wear cargo pants with pockets, unusual tailoring and/or labels are not permitted and pants may not be manufactured from jean material and must fit to the student correctly. *Pants that are too big or too tight for the student are not acceptable and will be deemed in violation of the uniform code. Skinny style pants are not permitted.*
2. Magnetic belts must be worn with pants; belts must be black and fastened securely at waist level. *Loose or low pants will not be tolerated.*
3. All students must have their shirts tucked correctly into pants at all times and secured in place with the belt. A maximum of one button may be left unfastened at the top of any shirt.
4. During cooler weather, a plain white or orange long sleeved shirt may be worn underneath polo shirts. Additionally, school approved sweaters may be worn. (S*weaters must be solid navy blue* ***ONLY***.)
5. Shoes must be closed solid black with matching laces and always fastened tightly. No other colors or stripes/logos may be on the shoes. Students can wear black converse or black Nike Panda dunks. Shoes with Velcro tie are highly encouraged for PreK students.
6. Jewelry is limited to one watch, one ring and one small chain. Chains must be worn inside of shirts.
7. All uniforms must be clean and pressed at all times; good grooming of hair, skin and fingernails is expected at all times.
8. Hair may not be dyed with unnatural colors, worn unusually or maintained in unacceptable condition. Male students: Hair length must not exceed student's neck line nor cover their ears. *No "Mohawks", "Frohawks" or designs of any kind are permitted.* **The administration will send home any student whose hair is unacceptable in condition or length.**
9. All headgear (hats, scarves, bandanas) are forbidden on school property.
10. No buttons, tags or labels may be worn on the school uniform unless school approved. Students should have enough uniform tops and bottoms that laundry issues should not interfere with the uniform policy. **Any student not wearing a complete school uniform or in violation any of the above mentioned infractions, will be issued a warning.** If a parent does

not bring the uniform, disciplinary consequences will be issued to the student. A referral will be issued for continued violations of the uniform policy. Continued violation of our uniform policy will be addressed with an administration meeting.

All uniform shirts must be tucked inside.

School Spirit Shirts will be sold at the school and can be worn on Fridays of each week with uniform bottoms or jeans for students who participate in our "Jean Day" fundraiser.

STUDENT PROGRESS

REPORTING STUDENT PROGRESS

Individual Progress Reports are issued every nine weeks and are a progress report of each child on an individual basis.

STUDENT CONDUCT

Mater Bay Preschool uses warm, developmentally appropriate guidance to support every child's growth.

When a child's behavior suggests that additional support may be beneficial, we partner with the family to make reasonable adjustments within our setting provided that these adjustments do not fundamentally alter the nature of our program, impose an undue burden, or compromise safety.

If, after documented efforts, a child's behavior continues to substantially disrupt the program or jeopardize safety, Mater Bay Preschool may, in its sole discretion, determine that another setting would better meet the child's needs and end enrollment.

Mater Bay Preschool also reserves the right to take any allowable disciplinary or administrative action including suspension, conditional attendance, or administrative withdrawal and to restrict behaviors it deems inconsistent with its policies, whether or not expressly enumerated in this handbook.

Parents and guardians acknowledge receipt of this policy upon enrollment.

ITEMS NOT PERMITTED IN SCHOOL

Students are not permitted to bring toys, electronic devices, blankets, pacifiers, bottles, etc. from home into the classroom. This policy is strictly enforced by our staff.

BITING POLICY

Children may occasionally be involved in a biting incident. In these cases, staff will use discipline strategies based on research and best practices, as well as observe the children to determine what provokes or elicits this behavior. Families are expected to cooperate with staff to help their child. Furthermore, students who bite **three times in the school year will have their services terminated since the safety of all the children in the program is of utmost concern to the school.**

Parents/guardians will be notified by an incident/accident report/phone call that a biting incident occurred during the school day. Staff may not discuss with either parent/guardian the identity of the other child involved in the incident. This information is confidential and cannot be disclosed. Staff cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by the family healthcare provider if the parents are concerned about communicable diseases possibly resulting in a biting incident.

SPECIAL EVENTS AND ACTIVITIES

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

BIRTHDAY CELEBRATIONS
Please see your child's teacher for detailed information on the birthday party schedule for the 2026-2027 school year. Class parties/birthdays can only be celebrated on the assigned days.

GENERAL INFORMATION

POTTY TRAINING REQUIREMENTS:
All children attending pre-school must be fully-potty trained before they can attend the program. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered potty trained. Please note that wearing pull-ups isn't considered being potty trained. If the school determines that a child is not consistently potty trained and requires assistance beyond occasional reminders, the family may be required to disenroll the child from the program. No refunds or credits will be issued for tuition or fees paid if a child is disenrolled due to lack of potty training. Families are welcome to reapply to the program and enter the lottery again once their child is fully potty trained and able to meet the program's toileting requirements independently.

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

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

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

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

EMERGENCY EVACUATION DRILLS
Evacuation drills shall be performed in educational facilities at a rate of one drill per month. An additional drill, except for year-round schools, shall be performed within the first 30 days of school.

LOST AND FOUND
A lost and found area will be designated in the Main Office. To minimize the quantity of lost and found articles, we ask that you please write *your child's name* on everything he/she brings to school. Due to CDC guidelines, all lost and found items will be discarded at the end of the week.

HOLIDAY SCHEDULE
Please see our school website, for our 2026-2027 school calendar.

EVALUATIONS
As a private early childhood program, Mater Bay Preschool is not required to develop or implement Individualized Education Programs (IEPs). When behavior raises concerns about a potential disability or developmental delay, our protocol is to refer the family, at their discretion, to external evaluation resources, including the local school district's Pre-K Exceptional Student Education/Child Find office and the Florida Diagnostic & Learning Resources System (FDLRS).

We do not conduct or mandate evaluations, and any referral or exchange of information occurs only with parental consent.

ENROLLMENT AND TUITION INFORMATION

ENROLLMENT & TUITION
Please review the following payment schedule, policies and procedures of the Mater Bay Academy Preschool. **Monthly fees are due on the 1st of the month. There is a $35.00 late fee for payments received after the 1st of the month.** If tuition payments are not made five days after the due date, the student's class placement will not be guaranteed. All payments must be made online. There is a late pick-up fee of $1.00 per minute.

Withdrawal or discontinuation from the Mater Bay Academy Preschool requires two weeks' notice. Without proper notification, tuition will be assessed and collected for the two-week notification period. There are no credits for absence, illness, holiday, or closings due to natural disasters. The Parent(s) or Guardian(s) will remain liable to pay any outstanding balances. Students and families may not attend school events or be entitled to student's files or a progress report until their account is current. The Mater Bay Academy Preschool may also terminate a student's attendance/enrollment from the school if it is in the best interest of the school. Reasons for termination include, but are not limited to, nonpayment of fees, aggressive or disruptive behavior, and damage deemed excessive to school property or materials. It is the responsibility of the parent(s) or guardian(s) to read and be aware of all school policies as delineated in the Parent Handbook.

All admissions are conditional. The program may refuse admission or dismiss any child whose behavior is disruptive or harmful to other children, staff, or program operations

Enrollment at Mater Bay Academy Preschool does not guarantee enrollment at Mater Academy Bay Elementary. All students in PreK 4 must apply online at www.materbayk12.com to be considered for the kindergarten lottery the following school year.

TUITION PAYMENT AND SCHEDULE

Program:	**Rates:**	**Hours:**
Registration Fee	$300.00 (***non-refundable)***	
Private Tuition	$725.00 per month →	8:20 am – 2:30 pm Early release days 8:20am-11:30pm – please see school calendar.

Payment Due Date	**Service Period**
June 5, 2026	August 2026 & June 2027
September 1, 2026	September 2026
October 1, 2026	October 2026
November 1, 2026	November 2026
December 1, 2026	December 2026
January 1, 2027	January 2027
February 1, 2027	February 2027
March 1, 2027	March 2027
April 1, 2027	April 2027
May 1, 2027	May 2027

We understand the policies set forth in this Mater Bay Academy Preschool Parent Contract and will abide by them.

Student's Name: _____ Grade: _____ Date: _____

Parent Name: _____ Parent Signature: _____