



Sunshine Learning Miami  
Director: Adriana Zeppenfeldt  
13335 SW 124<sup>th</sup> St Ste. 112 Miami FL 33186

Please review this handbook to familiarize yourself with the policies of Sunshine Learning Miami programs. For updates and additional information, visit our website at [www.mysunshinelearning.com](http://www.mysunshinelearning.com). Or email us with any concerns at any time: [Info@mysunshinelearning.com](mailto:Info@mysunshinelearning.com)

### **Purpose of Handbook**

The Purpose of this handbook is to explain to the parents and students of Sunshine Learning Miami our basic philosophy of education and discipline, and policies which will direct our relationship together throughout the year. If any problems or situations arise which are not discussed in the handbook, the administration and faculty will determine the course of action necessary to address the situation. We trust that this handbook will provide you with the information you need for a successful program at Sunshine Learning Miami.

### **Mission Statement**

Sunshine Learning Miami Inc., is a Florida for-profit Corporation, that provides Educational Services, Enrichment Programs-Classes, Education Assistance, for all families that home educate their children, regardless of their race, color, national or ethnic origin, religion, or educational handicap, in a family-oriented setting. We come together in an atmosphere of respect, kindness and the pursuit of a common goal - the education of our children in a Home-school setting. All homeschoolers are welcome to join us! We believe it is the responsibility of parents to train the minds of their own children to think rationally and morally, the parent ultimately remains the teacher.

Adriana Zeppenfeldt

President & Director

### **Our Goals**

- To Provide an opportunity for the student to become a well-balanced Individual through proper mental, physical, spiritual, and social development.
- To encourage the development of wholesome attitudes, appreciations and values.
- To broaden the students understanding of the world in which he lives in through a Centered Educational Program.
- To Instill with the students a sense of responsibility for continuous spiritual and intellectual Growth.

- To provide proper evaluation for the student based on their progress and ability at the end of the year.

### **Registration**

- Follow the registration Instructions on the website.
- **The registration fee of \$185 is non-refundable.**
- Payments are due on the 1<sup>st</sup> of every Month. After the 5<sup>th</sup> day a late fee will be assessed to your account.
- No refunds will be given for registration, classes, tuition or supplies once you register.

### **Program Termination**

When a student is no longer attending Sunshine Learning Miami for classes, a signed termination letter must be on file, (letter of termination for Sunshine Learning Miami can be found on our Website) otherwise payment is expected by the 1<sup>st</sup> of the Month.

### **With-drawl Student**

- To With-drawl a student from the center (a termination form must be completed)
- All Material or Books must be turned in.
- No Record will be released until all forms are completed, payments completed, and matters are cleared.

<p><b>PLEASE NOTE:</b> We have a ZERO TOLERANCE for Bullying at Sunshine Learning Miami and we are VERY serious about enforcing this Policy. We want our students to have a GREAT experience here and to accomplish that, Bullying will NOT be tolerated!</p>
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### **Attendance**

Non-virtual students are required to attend classes every day. If for any reason students should miss days of school, parents must notify Sunshine Learning Miami staff.

### **Anti-Harassment Policy**

The environment at Sunshine Learning Miami must be one in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation because of unwanted or unacceptable behavior from others. It is essential to the well-being of all students, teachers, and staff members treat each other with due respect for rights, individuality and personal dignity.

### **Communicable Diseases**

We desire to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term Communicable Diseases means an illness which arises because of a Specific Infectious Agent which may be transmitted either directly or indirectly by a susceptible host, infected person or animal to other persons.

A Director, Teachers, Staff, or Parent in the Center who reasonable suspects that a student or employee has a communicable disease shall immediately notify the Sunshine Learning Miami Director: Adriana Zeppenfeldt.

Any student, parent or employee with a communicable disease shall be temporarily excluded from school while ill and during recognized periods of communicability. Sunshine Learning Miami reserves the right to make all final decision necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of diseases in the classrooms.

### **Student Illness**

If your child is not feeling well in the morning, please DO NOT bring him or her to the center. Do not return him/her to the center after an illness until he/she is free of fever, nausea, diarrhea, or symptoms for over 24hrs. All Communicable diseases including head lice should be reported as soon as possible to the Center Director: Adriana Zeppenfeldt.

The Student is Responsible to make the Teacher or Staff aware that he/she is sick or injured.

### **Community Services**

Community Service is a way for many people, particularly the young to regain a sense of community. Sunshine Learning Miami seek to provide students with the Opportunity to involve them in a variety of enriching, useful and practical experiences that serve the Sunshine Learning Miami and the community. A minimum of 100 hrs. is required for graduation. All service and activities must be pre-approved through Sunshine Learning Miami Director: Adriana Zeppenfeldt.

### **Definition of Community Service Hours**

- Is Performed without ANY Compensation
- Has some Institutional or organizational affiliation (all government, charitable, and religious IRS-ruled organization, automatically qualifies as community Service providers.
- Results in a service to at least ONE person other than the student or the student's relative and is generally of benefit to the community.
- Is not performed during scheduled class time or study hall time.
- Is not service mandated by a court.

### **Guidelines for Earning Community Service Hours**

To earn credit/hours for community service:

- The service must meet prior definition
- The service must be supervised by a person other than the student's relative
- The service must be of at least one hour's duration
- The completed community service form and or letter or organization stationary, signed by the activity supervisor, must be submitted to the Center's Director upon completion of the service.

### **Computer use Policy**

Sunshine Learning Miami, Inc., will provide Internet access to the students attending the Center. Laptops are required for the center; however, it is the PARENT's FULL RESPONSIBILITY to restrict the child's computer so that they do NOT encounter websites that may contain: harmful, controversial or offensive material. The use of network is a privilege, not a right, and inappropriate use will result in a cancellation of those privilege or suspension from the center. Student: DO NOT reveal your User names and Passwords to other students.

### **Emergency Procedures**

In case of emergency, all efforts will be made to contact parents first. Parents acknowledge sole responsibility for their children, including payment for any medical treatment due to any injury. Parents of all students participating in the center classes, or possibly other classes, need to sign a "Waiver of Liability"

In case of an evacuation, plans will be posted in each classroom. In case of a fire emergency, students should follow the following Instructions

- Always listen to teacher's Instructions
- All Talking STOPS – both in and out of the Building
- Stay Calm and in a Line
- Students are to **walk quickly**, without Running or pushing.

If the Center must close due to an onsite Emergency an Email will be sent to the Parents for Immediate notification. Phone calls will then be made as needed. Once notified of the emergency parents must immediately make arrangements to pick up the students from the Center.

### **Fundraisers**

Each year a limited number (1-3) of all school fundraisers are held. These normally involves selling items by students, parents and staff to raise funds for items for our classrooms such as books, resources, technologies, cubbies, equipment, materials and other. Participation by each family is expected, but not required.

### **Home/School Relations**

We ask parents to support the aims and ideas of Sunshine Learning Miami, and to bring all questions and criticisms to the attention of center Director: Adriana Zeppenfeldt. We believe that a positive and constructive working relationship between the center and parents or guardians of the student is essential to the accomplishments of the Center's Educational Mission. The Center accordingly reserves the right to terminate or non-renew a student's enrollment if the school reasonably concludes that the actions of the student, parents or guardian make such a positive and constructive relationship Impossible, or otherwise seriously interferes with the Center's accomplishments of its purpose. During the course of the year, clear communication between the parent and the Center is vital. We encourage you to contact us directly any time you have a concern or questions.

### **Lost and Found**

Do not bring valuable Items to the center, Sunshine Learning Miami will NOT be responsible if any items are lost or stolen.

### **Visitors**

It is the desire of the administration and faculty to be of service to both parents and students. We do however; respectfully require that any visitor to a classroom make an appointment with the center Director. Parent-Teacher Conferences should be schedules with the staff at a convenient hour. Any parent entering the building between the hours of 9:00 A.M and 3:00 P.M must first obtain a pass from the office. Only prospective students will be allowed to visit classrooms during the day with a staff member or Director. All Visitors must meet Sunshine Learning Miami standards of dress and conduct.

### **Payments**

- Payment is due on the 1<sup>st</sup> of Each Month.
- If Payment is not received by the 5<sup>th</sup> of the month, your child will not be allowed to attend class until payment has been completed. Furthermore, students work completed in the Center will be withheld until full payment is received.
- Payment is NON-REFUNDABLE if you decide to remove your child in the middle of the month from the program.
- Cash payments are accepted for the EXACT amount. We do not have change.

- Checks with picture ID only, cashier's checks, money orders, debit/credit and cash are acceptable.
- Check must include the child(ren)'s name in the memo area.
- NSF Checks will be subject to a \$35 FEE (No Exceptions)
- Once a check has bounced you must pay with Credit/Debit card or cash. No more checks will be accepted ever.
- NO CREDITS ARE GIVEN WHEN A REGISTERED STUDENT IS ABSENT.
- No Credits are given due to any natural disasters or weather issues we cannot control.
- Your students work, grades or paperwork will NOT be released until payment owed to the center is paid in full.

### **Volunteers**

**ALL PARENTS** are encouraged to volunteer, teach a class, help us! We welcome your ideas and creativity. Please feel free to contact us via email: [Info@mysunshinelearning.com](mailto:Info@mysunshinelearning.com) with Ideas of field trips, events, or any other that you would like to see your child participate in. We welcome volunteer parents, however your attendance must be pre-scheduled to allow your entrance at the Center. **Please Note that will be asked for a valid Fl. Driver's License for a full background check PRIOR to approval of teaching or participating in any classroom setting. No Exceptions!**

We want parents to come and volunteer. Your position may be re-assigned according to the needs of the program. Please inform us if you have specific skills or situations that you think can benefit Sunshine Learning Miami's operation. Volunteer hours may also be comprised of activities taking place behind scenes. For instance, you may know about marketing or computers, have access to discounted copying benefits, or catering, among others. For questions regarding volunteering please contact Center Director: Adriana Zeppenfeldt at [Info@mysunshinelearning.com](mailto:Info@mysunshinelearning.com). Please note that volunteers can be asked to leave at any time, for any reason by Adriana Zeppenfeldt.

#### **A volunteer's job is to:**

- (1) Take initiative in assisting teachers and students as needed according to the teacher's specific guidelines;
- (2) Take attendance;
- (3) Distribute materials;
- (4) Help maintain order in the classroom; this may include gently guiding the child to lower his/her hand if it is deemed by that volunteer that there is a more appropriate time for the question. It may also include removing any student exhibiting any disrespectful or disruptive behavior and take him/her to a Sunshine Learning Miami Director: Adriana Zeppenfeldt
- (5) Ensure classroom is clean and tidy at the end of the class period;
- (6) Accompany any student needing to use the restroom; and/or
- (7) Perform any other duty applicable to their volunteer position.

If you need to help your child in a class, this can only be done with the teacher's prior permission and if it does not conflict with your assigned volunteer position. **Volunteers are not to be on the phone or talking with other parents during their volunteer assignment- PLEASE.** This is a LEARNING CENTER – and it must be treated as such.

NO babies, toddlers or Non-Registered students are permitted in the Center during your volunteer time.

### **Parents on Campus**

**STUDENTS NEED TO BE DROPPED OFF AT THE CENTER.** Drop off at the Entrance of the School is required at 9:00 A.M. Pick up at the Entrance of the School is required by 3:00PM Sharp! Students will be DISMISSED from Class at 3:00 P.M. and it's the Parents Responsibility to pick them up on time, or schedule

someone to do so at that time. Parents are allowed at the center with prior authorization from school Director Adriana Zeppenfeldt.

### **Students on Campus**

Because we follow MDC Calendar, please note that we will NOT allow students at the center on teacher planning days.

### **Dress Policy**

Recognizing that different people have different standards of modesty; students must proactively take a conservative approach that reasonably avoids offense to anyone. We are simple and honestly just want the Kids to feel comfortable and enjoy being in our School. We are not here to give anyone a hard time, just PLEASE follow these simple rules.

### **In Young Men**

Out of respect for classmates and instructors, young men may not wear shirts that display messages or symbols that are profane, promote alcohol, drugs or sexual immodesty. **Waistline of pants must be worn above the hips**, so that underwear or shorts are not visible at the waist. Shorts / BJ's Pants / Hats / are all OK with us if they do not have any of the messages and symbols we discussed above.

### **In Young Women**

Out of respect for classmates and instructors, young ladies may not wear short shorts or short skirts (minis are NOT allowed); no revealing blouses; no bare midriffs; **waistline of pants may not be worn below the hips showing underwear or midriff**; no shirts with profane or inappropriate messages or symbols. Knee High Shorts/ BJ's Pants/ Hats are all OK with us if they do not have any of the messages and symbols we discussed above.

Sunshine Learning Miami T-SHIRT WILL BE REQUIRED FOR SOME OF OUR EVENTS AND T-SHIRT MUST BE PURCHASED AT THE OFFICE. No T-Shirt, no participation, no exceptions!

Students who arrive at the School dressed inappropriately (in the judgment of any Sunshine Learning Miami instructor or director) will be sent home (IMMEDIATELY) and provided a Written Warning. After 3 Warning the Child may no Longer attend the school.

### **FOOD/ LUNCH**

- Students need to bring their lunch from home.
- We do not allow student to consume food or drink in class or anywhere else in the building unless approved by a Sunshine Learning Miami staff member.
- Students must respect the school property and strive to keep it clean by picking up after themselves.
- Talking must be at a conversational level.
- All food and trash should be emptied into trash cans neatly in proper receptacles.
- Students are NOT allowed to leave the Center at Lunch time.
- Students are not allowed to order FOOD into the center without prior authorization from the Director, teacher or staff.

### **PARTNERSHIP**

Instructors and directors, in partnership with parents, will enforce all Sunshine Learning Miami Handbook and academic and behavioral requirements in the Sunshine Learning Miami Handbook and the Sunshine Learning Miami Code of Conduct. By parents and students signing the registration form, everyone agrees

to the school requirements. Finally, it is important for students, parents, and instructors alike to realize that this is a unique partnership. Everything have come together for the common goal of home educating our children. We just want everyone to be happy and enjoy their school year.

### **Field Trip Attendance Policy**

Parents, you may attend fieldtrips however you must register with center Director or field trip coordinator as a chaperon, family or a Sunshine Learning Miami support member. Please Note that field trips will be an additional cost for parents. Price is NOT Included in scheduled fee

### **Suspension**

The Following Behaviors include but are not limited to and may result in immediate expulsion from the Center.

- The Possession, use or transmission of tobacco, drugs or alcohol (on or off the School)
- Fireworks, fire arms, or any item that is used as a weapon (We will contact the Police)
- Insolence, disrespect or insubordination
- Fighting, stealing or gambling
- Sexual Immorality (On or OFF the School)
- Leaving the school without permission
- Vandalism
- Academic dishonesty, including lying, cheating, plagiarism or forgery
- Harassing, threatening, intimidating, or causing bodily harm to any person
- Cursing or using inappropriate language
- Public notoriety – intentionally drawing negative attention to Sunshine Learning Miami Inc.

### **Code of conduct**

- Students must be prepared, attentive, and free from distraction to benefit from this type of educational opportunity.
- All students are expected to conduct themselves in a manner that is respectful of others and which will not be distracting to other students.
- Students will act in such a way that their words and actions **promote the unity** and encouragement of fellow students.
- Students violating personal or **academic integrity** (plagiarism or cheating) may be dismissed from Sunshine Learning Miami.
- All **cell phones must be turned off during class** and may only be used during breaks/Lunch or dismissal if necessary.
- Students will **avoid** acting in such a way that is considered **disrespectful, offensive, immoral, intimidating or rude. (Bullying will NOT be Tolerated)**
- Students will keep their hands off other students.
- Students are not permitted to use Radios/ CD players/ tape. MP3 players or any other technology during school hours.
- If these items are visible during class hours they will be confiscated and returned ONLY to the parents.
- **Students must use OFFICE phone to call parents**
- Chewing Gum is not permitted during class time.
- Students will **avoid gossiping** to or about others.
- Poor attitude is grounds for dismissal without refund.
- Students must **dress modestly** adhering to the Dress Policy set forth in the handbook.

- Students who arrive at the Center dressed inappropriately (in the judgment of any instructor or director) will be sent home immediately.
- Students must be in their seats and **prepared at the start of the class period**. They may not wait for other students or for their instructor to call them to class. 9:00 AM must be in YOUR SEATS ready to start – NOT Entering the classroom or you will be marked tardy – If you are late 2 times you will receive consequences such as cleaning duty, organizing, or other set by Center Director: Adriana Zeppenfeldt
- Students must **respect the property of others** by not touching anything that does not belong to them unless they have permission.
- Students **may not run** in the building or stairwells.
- Students **may not climb** on any walls of the building.
- Students may **eat in the designated eating areas only**.
- Students must pick up after themselves **immediately**. All **trash must be thrown away and all belongings cleaned up and removed** before an area is left.
- Students **may not bring pocket knives**, or any other object that could be used as a weapon. **(We will call the POLICE immediate if any such items are found)**
- Sunshine Learning Miami reserves the right to RANDOMLY check book bags and back packs for above mentioned items including drugs.
- **Any damage** caused by a student to the building, tables, equipment or other property is the **financial responsibility of that student** and his/her family.

Parents are responsible for their own children’s behavior to ensure they are acting in accordance with the Code of Conduct and all Sunshine Learning Miami Handbook. Any student who does not abide by the Code of Conduct and all Handbook set forth by Sunshine Learning Miami may be dismissed immediately without refund.

**Student Commitment:**

**(To be read and discussed by parents with students. Must be signed by Student attending the Center)**

As a **Student** at Sunshine Learning Miami, I hereby,

Certify that I have reviewed the Handbook (as posted at: [www.mysunshinelearning.com](http://www.mysunshinelearning.com)) with my parents and I hereby commit to faithfully abide by the Handbook. More specifically, I am fully familiar with the Handbook’s area about DRESS, BEHAVIOR, BULLYING, TARDINESS, and FACILITY USE & CODE OF CONDUCT. I acknowledge that violations are considered as breaking the firm commitment that I made when I voluntarily chose to attend the Sunshine Learning Miami program, and I’m aware of the consequences that will result from a violation of any of the policies stipulated in the Handbook.

Commit to exhibit good character such as honesty, kindness, and courtesy toward others and to be a responsible registered student of the Sunshine Learning Miami community. As such, I will exert a positive influence in my social relationships. I commit to be attentive and obedient to my teachers and other adults at the Center without complaining or arguing, and to complete all required assignments. I will exhibit good manners and treat others with respect. I understand that there is to be no use of bad language, name calling, rough play, fighting, running in the hallways, eating in the classrooms, gum chewing, or loud talk or noise in the hallways. I agree to be responsible in the care of the Sunshine Learning Miami property (no sitting on top of tables, no writing on tables, no feet on furniture or walls, etc.), to clean up my trash, and to ensure that I take all my belongings home each week. Pledge to come prepared for class and complete all assignments as asked, and on time. Commit to being in my seat and prepared for class at the start of the class period 9:00 A.M. / Picked up by 3:00 PM

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Make a Copy for you Records – Please return the signed Copy to the Center.**

**Parental Commitment**

**(To be read by parent & must be signed by PARENT.)**

As a Sunshine Learning Miami Parent, I hereby,

Certify that I have reviewed and am fully familiar with the Sunshine Learning Miami Handbook (as posted at [www.mysunshinelearning.com](http://www.mysunshinelearning.com)) and I hereby commit to faithfully abide by the policies stated in the Handbook. I am particularly aware of the Handbook’s policies that govern payments, drop off and pick up, dress, facility use, and parental responsibilities. I acknowledge that violations are considered as breaking the firm commitment that I made when I voluntarily chose for my child(ren) to attend the Sunshine Learning Miami program, and I am aware of the consequences that will result from a violation of any these Handbook rules and regulations.

Certify that I have reviewed the applicable Handbook regarding dress, behavior, tardiness, and facility use with all my children and have impressed upon them the importance of abiding by these Handbook.

Commit to visiting the website and checking emails for information will be dispensed in that manner.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Make a Copy for you Records – Please return the signed Copy to the Center**

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