



## **Early Education Center**

# **2018/2019 Parent Handbook**

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## PURPOSE & GOALS OF COASTAL CATHEDRAL EARLY EDUCATION CENTER

Coastal Cathedral Early Education Center (hereafter referred to as "the Center") is dedicated to reflecting a love for children as exemplified by Jesus Christ our Lord. We seek to continue our desire of restoration of families, the community and individuals by providing an environment in which children can discover how to think, grow, and live "God's way".

We understand that early childhood education is the foundation for academic success therefore our goal is to equip all of our children with a rigorous and age appropriate curriculum that will prepare them for future success while introducing them to Christian principles. Our approach incorporates biblical teachings because we believe that nurturing the whole child (spiritually, emotionally, socially and mentally) produces immeasurable outcomes.

To achieve the purpose of the Center, all employees are required to exhibit strong Christian principles, high moral values, a genuine love for children, and a commitment to teaching children the same principles and values. All employees at the Center are required to comply with state regulations in regards to training in Early Childhood Education, Child Development, Infant CPR, First AID, disease control, cleanliness, basic hygiene, illness detection, illness disposition, childhood injury control, identifying, reporting and meeting the needs of abused, neglected and deprived children, and various other subjects related to job assignments.

## WELCOME

We are happy that you have chosen to place your child in our care. We want you to feel confident in our ability to care for your child's needs so that you can carry on your daily activities worry free. We understand that this is a very important and impressionable time in your child's life. We commit ourselves to making it a safe, happy and productive experience.

The Center is a facility with one main entrance. This system provides an important added measure of security for your child while he or she is present in the Center (Please refer to the safety section in this handbook for important information of this system).

### Non-Discrimination:

Coastal Cathedral Early Education Center doesn't discriminate on the basis of age, religion, sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

## ORGANIZATIONAL STRUCTURE

In order to provide a program that functions smoothly and is beneficial to all concerned, Coastal Cathedral Early Education Center utilizes the following framework of administration and employees:

**Coastal Cathedral Church**  
**Director(s)**  
**A.M. & P.M. Supervisors**  
**A.M. & P.M. Teachers**  
**Support Employees**

**ANYTIME CHILDREN ARE PRESENT IN THE CENTER, THE DIRECTOR, A SUPERVISOR OR AN "EMPLOYEE IN CHARGE" WILL BE ON THE PREMISES!**

This handbook has been developed for the purpose of making parents aware of our policies and procedures. As time goes by, this handbook can be used as reference for any questions or concerns pertaining to policies and procedures. Please take the time to carefully review the handbook, keeping in mind that it has been developed for the benefit of **ALL** children. We do not expect it to cover every situation that may occur, however, we feel this is a comprehensive overview of the Center's daily operation.

## Enrollment Information

The Center serves children ages six (6) weeks through twelve (12) years (after school & summer). Coastal Cathedral Early Education Center is open year round (January-December), Monday- Friday from 6:30AM-6:00PM. Space is available on a first come, first serve basis. Priority will be given to children with siblings that are already enrolled.

Enrollment consists of the following forms & information:

- Enrollment Application
- Child Profile
- Parent Handbook
- Physicians Report
- Parental Agreement
- The Infant Feeding Plan (for infants only)
- Authorization to Dispense External Preparations
- Photo/Video Release
- Liability Insurance Acknowledgment

In order to complete enrollment, the necessary forms must be completed and turned into the office. In addition to the above forms, a current Immunization Certificate (form #3231), a copy of the child's birth certificate and a copy of the parent/guardians' I.D. should also be submitted.

## Enrollment Date

The first day your child attends the center is considered "the Enrollment Date".

## First Day

Your child's first day may be easier if you consider it a "Get Acquainted" day. If possible, we recommend that you **bring your child for a short period time** in the morning. During this time you will be able to meet the A.M. teacher, get acquainted and become familiar with the classroom. You are encouraged to return later with your child and **stay for a short period of time** to meet the P.M. teacher and get acquainted as well.

## Adjustment Period

Starting at the center is an exciting experience for a young child, but can also be difficult for some children. Whatever the personality of your child and regardless of how eager they can be for a new experience, there may be some anxiety associated once they realize that you are gone. You may also feel anxious about the separation. These feelings of apprehension are normal.

If, after the first day, we see that your child is having difficulty separating we suggest that you tell them “I am going to leave for a little while and I will come back to get you a little later”. Then it is best if you leave without hesitation. Our experience is that children seldom cry or continue to cry for more than a couple minutes after the parent is out of sight. In most cases children quickly adjust to classroom routine and in no time, are fully adjusted to the Center.

## Three-Week Evaluation

Each child is accepted into the Center on a three-week trial basis. During this time, your child will be observed closely for the possibility of any developmental, emotional or physical problems. If there seems to be a problem, we may refer you to your family physician or the proper community agency for assistance. There will be a continued evaluation of the child’s growth, development, and behavior to ensure his or her happiness and wellbeing. If we determine that we are unable to meet your child’s needs, we will ask you to withdraw your child

## Children's Files

A file is maintained on each child who is enrolled. State law requires that each child's file must be current at all times. Please keep the Center closely informed of any changes in your child's enrollment information (i.e. telephone numbers, home address, parent's employment, emergency contacts, allergies, etc.). Teachers and employees are required to maintain strict confidentiality in regard to information or any discussion of children and families we serve.

## Parent Accessibility

It is very important for the office of the Center to be able to locate parents at a moment's notice. We ask for names of emergency contacts on the Enrollment Application for that very reason. If we are unable to reach you, one of your emergency contacts should know your whereabouts or how to reach you. However, we prefer to reach you if at all possible. For this reason, the Center asks that you keep all contact information updated and let us know if you will be away from work or home should we need to contact you during Center hours.

## Center Calendar

Our academic calendar year is from August-May, with our summer calendar operating during the months of June-July. The Center observes the following holidays and will be closed on:

**September 3, 2018** *Labor Day*  
**November 21-23, 2018** *Thanksgiving Holiday*  
**December 24-26** *Christmas Holiday*  
**December 31, 2018-Jan. 1, 2019** *New Year's Holiday*  
**January 21, 2018** *Martin Luther King, Jr. Day*  
**March 18, 2019** *St. Patrick's Day/Spring Holiday*  
**April 19, 2019** *Good Friday*  
**May 27, 2019** *Memorial Day*  
**July 4, 2019** *Independence Day*  
**August 2, 2019** *Teacher Work Day*

## General Information

### Security & Entrance

For the safety of the children and staff the doors to the center remain locked **always** in order to limit access and to keep children from exiting ahead of supervisors/parents. The entrance has a magnetic lock on the inner doors. The front entrance is monitored by cameras and unauthorized visitors are not allowed into the Center. All authorized visitors will need to sign in at the front desk and receive a badge. This includes outside support staff such as therapists and social workers. Children will not be released to anyone who is not on file as an authorized pick up. Photo I.D. is required and kept on file for who is authorized to pick up your child.

### Time clock

The center uses a timed clock system to check in children, track attendance and stay in compliance with state regulations. Upon enrollment, you will be given your pin code via our parent portal to check in your child. Please do not share this pin code with anyone except those who are authorized to pick-up. We ask that you clock your child in **after** leaving him or her in the classroom and clock your child out **before** going to pick him or her up in the classroom.

The above procedure of clocking in and clocking out will help to alleviate the problem of children wanting to play with the time clock.

### Parent Portal

Once your child is entered into our system you will be sent an email so that you can register for our parent portal. The parent portal is an important tool used for communication. This is where parents can update your family/child's information, receive daily updates and

communicate with staff. Unless otherwise noted, invoices will only be sent through the parent portal. You can pay your bill and set up automatic payments via our portal as well.

### Hours of Attendance

The Center provides a happy, healthy environment for children, however we cannot substitute for your home. Therefore, we must limit the number of consecutive hours a child may be present in the Center. The tuition fee covers childcare for a period of **up to 10 hours per day**. Routine use of the center for more than 10 hours a day will require approval of the Director and an additional fee. If, on occasion you have an emergency and you need to use the Center for more than 10 hours, please contact the Director or the employee in charge in advance for approval.

### Daily Schedules

The center opens at 6:30AM and closes at 6:00PM. Breakfast begins at 7:30AM. Please consult your child's class schedule for breakfast end times. Each class has its own schedule that correlates with the curriculum. Because we are an early education center it is imperative that your child arrive **before 9:00AM**. Arrival after 9:00 AM disrupts critical instruction time.

### Absences or Arriving late

If your child is going to be absent or arriving later than 9:00 AM, **please notify the center as early as possible (by 8:00am)**. This helps us to be more efficient in food preparation and accurate in staffing for the day. Regular tuition fees remain due when your child is absent; this assures you that your child's space will be retained. Habitual lateness (more than 4 in a month) or unexcused absences (more than 3 in a month) can result in your child being dismissed from the education center. If your child is absent for more than 3 consecutive days and you have not contacted the Center your child will be dis-enrolled and lose their spot. Your child may be re-enrolled at a later date, but may have to go on our waitlist if there is no spot available.

Please note that the Center keeps track of habitual lateness through the use of our timeclock and tardy slips. Tardy slips are given with **unexcused tardies** and must be signed by a parent.

### Varying from Regular Hours

During your child's enrollment process you will indicate, the hours that your child will attend the center each day (i.e. arrive 7:30am and depart 5:00pm). We ask that you adhere to the hours you give us. We make schedules for employee work hours based on ratios and it is very important that we know how to plan. If you see that you are going to vary from your regular hours, please let us know as far in advance as possible.



## Vacation

One (1) week of vacation may be taken with a two-week notice and only ***after*** your child has been enrolled at the Center for at least ***six (6)*** months.

## Arrival & Departure

When arriving at the Center, no child may be dropped off at the front door. ALL children must be accompanied inside their classroom. ***Parents are to assist their child(ren) with hand washing.*** It is important to wait for the teacher in the classroom to become aware of and acknowledge your child's presence. This ensures that the teacher is able to properly greet you and conduct a health check.

The following procedures are designed to ensure a certain level of interaction each day with our families and promote a consistent process for parents, children, and employees.

1. Bring your child into the room, help him or her get settled as quickly as possible, and leave without giving the child too much time to become upset. Please do not linger. The longer the separation takes, the more upset the child will become.
2. Bring your child to the Center early enough to participate in some of the most interesting and educational activities of the day. Most classes become involved in their planned (structured) activities between 8:15AM and 9:15AM during which time important new concepts are introduced. Other important activities continue throughout the day; however, if your child misses the early morning activities and/or arrives in the middle of the activities, he or she doesn't benefit ***and the disruption keeps other children from benefiting.***

**Please do not bring your child in or pick your child up during the time period scheduled as "rest time". It disturbs the other children and causes them to awaken early.**

## Releasing Children

The Center makes a concerted effort to protect the safety and well-being of all the children in our care. You are required to fill out a ***Yellow Pick-Up Slip*** anytime your child is being picked up by anyone other than you and those listed as ***authorized pick-up*** contacts. This slip confirms parental approval for release of your child to another individual. Upon arrival, the individual will be required to show picture I.D. If the approved individual comes into the Center to pick up your child and we have reason to believe that your child's safety will be in jeopardy, we will make every effort to delay your child's departure in order to call you.

## Custody Issues

If a parent's name (other than your own) is listed on the Enrollment Application, we cannot prohibit that parents' right to pick up your child. However, if we have legal documentation on file prohibiting the parent from picking up the child, then the Center will adhere to that document. If at any time the Center is presented with a written legal document stating that

a child may **not** be released to a certain person(s), teachers will be informed. If an unauthorized person demands the release of a child, staff will contact you immediately and attempt to diffuse the situation. However, if the person indicates in any way that they may try to remove the child by force, **the teacher is legally bound** to take steps to physically withhold the child. If need be authorities will be contacted.

### Late Pick-Up

All children and parents are expected to leave the Center by 6:00PM. We understand that emergencies do occur and we are sensitive to important or emergent situations, however we must pay someone to stay after 6:00P.M. On occasion, it requires us to pay employees overtime. We cannot afford to pay overtime employees on a regular basis. **Late pick-up fees are charged as follows:**

**6:01 P.M. to 6:15 P.M. = \$15.00**

**6:16 P.M. to 6:30 P.M.= \$30.00**

**6:31 P.M. to 6:45 P.M. = \$45.00**

**6:45 P.M. to 7:00 P.M. = \$60.00**

**TIME IS JUDGED ACCORDING TO OUR TIME CLOCK. OUR TIME CLOCK HAS AN AUTOMATIC BACKUP SYSTEM, WHICH KEEPS THE CORRECT TIME.**

**THE LAST PICK-UP FEE IS A PER *CHILD* FEE AND MUST BE PAID WITHIN THE WEEK.**

If you feel that you are going to be late in picking up your child, we ask that you make every effort to contact the Center *before* 6:00 P.M. so that your difficulty in making arrangements can be kept to a minimum. Be advised that notification of your intent to be late ***does not*** disqualify you from being charged a late fee. Being habitually late will can result in termination of services.

### Information Pertaining to Teachers

Within the realms of employment, teachers and employees of the Center are **not** allowed to babysit children who are enrolled in the Center, nor are they allowed to transport enrolled children to and from any location in the employee's personal vehicle.

### Abuse & Neglect

Teachers are required to report to the director, and the Director is required by State Law Public Law 100-294 (reauthorized as the Child Abuse, Domestic Violence, Adoption and Family Service Act of 1992, Public Law 100-295) to report to the Georgia Department of Human Resources (Child Care Division), any suspected abuse or neglect.

## Tuition & Fees

### Registration Fee

The "Registration Fee" is due at the time that parents turn in their application to "hold" your child's spot in the Center. There will be no refunds on Registration Fees under any circumstances. Once a spot becomes available and the your child is enrolled in the Center you the registration fee will go towards your first week of tuition.

### Supply Fee

The "Supply Fee" is a semi-annual fee and is due at the beginning of each semester. This fee covers educational materials, equipment replacement and consumable supplies.

### Tuition Fee

The "Tuition Fee" covers the building mortgage, utilities, food, salaries, office and janitorial supplies. Tuition is due on the 1st & 15th of each month. You can elect to be billed on a monthly or semi-monthly basis, with invoices being available through our parent portal the ***Friday prior***. Late fees are assessed on the 5th & 20th of each month for accounts that are past due. A late fee of **\$10.00** will be added to the account on the ***first day*** of delinquency. This fee is increased to **\$30.00** if the account continues to go unpaid. Fees must be paid in order for the child to continue enrollment.

The Center's preferred method of payment is via the portal by check, card or automatic debit. Cash payments can be made; however we are phasing out this method of payment. **Policy for Returned Checks: There is a fee of \$25.00 when your check is returned for insufficient funds. If you have more than three (3) returned checks you will be required to pay via debit/credit.**

**ALL FEES ARE SUBJECT TO COST-OF-LIVING INCREASES ON A YEARLY BASIS AS NECESSARY. FOR A COMPLETE LIST OF FEES PLEASE REFER TO THE FEE SCHEDULE FOR THE CURRENT YEAR.**

### Standard Fees:

The 2018 Fee Schedule is as follows:

Age	Weekly Rate
Diapered Children (regardless of age)	\$145
Potty Trained Children (up to Pre-School II)	\$135
Pre-K Tuition (Previously enrolled students)	\$5120/annually

Pre-K Tuition (new students)	\$5660/annually
After School Care	\$40

**Registration Fee: \$50**

**Supply Fee: Pre-K \$100/semester; Infants-Pre-School \$75/semester**

**Discounts**

The Center offers discounts for military, church members and multiple siblings (after the 3<sup>rd</sup> child). If your family fits into one of the above categories, please contact our front desk to inquire about ways that you can save

**Termination of Services**

The Center reserves the right to terminate service to the parent for the following reasons:

- If the parent does not keep the child's records current and/or accurate
- If the parent is disruptive or destructive to the program, including physical and/or verbal abuse of an employee at the Center.
- If the parent keeps the child out of the program for three or more days without properly notifying the Center.
- If the parent is not supportive of the Center's policies and procedures.
- If the parent does not cooperate with the Director and teachers in addressing unruly and disruptive behavior by the child.
- If the parent does not pay fees according to stated policy.

**Withdrawal**

Two (2) weeks written notice is required prior to withdrawal of your child. No fees will be refunded for early (voluntary) withdrawal of a child.

**Health**

Sick children are NOT permitted in the center. Parents will be notified via phone if their child becomes ill and is expected to pick the child up within one hour (60 minutes) of notification (Please see pages 9-11 for details). The sick child will, if possible, be isolated from the other children in the center to minimize exposure. If the parent/guardian cannot be reached, the person designated as the emergency contact will be notified. In order to promote good health of each child and employee of the Center and to provide the most effective infection and injury control, the Center adheres to the following policies:

1. **Medical Information** As an important part of the enrollment process parents are required to fill out medical information. Every child has special medical or dietary need. This is why the Center requires that a "Physician's Report" be completed by the child's physician.

2. **Allergies** It is imperative for us to be aware of any allergies that your child has been diagnosed as having. All allergies should be listed in the "Physician's Report". If your child requires an Epi-pen, then you must fill out the required form in order to leave the pen at the center.
3. **Immunizations** State law requires the Center to maintain a current "Certificate of Immunization" (form #3231) on your child at our office. You will need to furnish this certificate to the office **within one week** of your child's enrollment. In special circumstances a 30-day extension can be made. If records are not submitted within 30 days your child will be withdrawn from the center. If your child is withdrawn and re-enrolled in the center the records will be due at the time that you re-enroll.  
**Parents must keep current records on file. Failure to do so will result in dismissal from the Center.**
4. **Daily Health Check** Your child's health status will be checked each morning upon arrival at the Center and periodically throughout the day.; Although this check may be informal, if your child appears to be showing signs of illness a more formal evaluation will be completed. If the teacher determines that your child is ill you will be asked to make arrangements for your child's care.
5. **Injury/Illness Log** Each classroom maintains an "Injury/Illness Log". The express purpose of this log is for the teacher to document any sign of injury or illness observed when your child arrives at the Center. You will be asked to comment on any injury or symptom of illness noticed and it will be written in the log. This procedure enables the Center to be sensitive to any situation that may intensify during the day. It also gives any other teacher who comes on duty with your child later in the day answers to questions they may have.
6. **Illness** Certain symptoms of illness may necessitate the temporary removal and/or extension of your child from the Center for a period of time. They are as follows:

**Vomiting** If a child vomits while at the Center, the child's temperature is taken to determine if fever is an additional symptom of illness. Whether the child has a fever or not, *true* vomiting is reason enough for your child to be picked up.

**Diarrhea** If your child is present at the Center and experiences diarrhea the child's temperature is taken to determine if fever is an additional symptom of illness. If your child has a temperature of 101 degrees or more and has had one (1) episode of diarrhea you will be called to come for your child. If your child's temperature is *normal*, and he or she has two (2) episodes of diarrheas with one (1) hour *or* three (3) episodes of diarrhea in two (2) hours, you will be called to pick up.

Your child may not return to the Center until twenty-four(24) hours after the diarrhea has ended, and a Physician's Release will be required.

**THE CENTER WILL NOT ADMINISTER MEDICATION FOR DIARRHEA!**

If your child returns to the Center after being at home for twenty-four (24) hours and the symptoms re-occur within the week, your child will be sent home again and another physician's release will be required. Proof of a negative stool culture may also be required.

**IF YOUR CHILD BEGINS EXPERIENCING DIARRHEA AT HOME, PLEASE DO NOT BRING HIM OR HER TO THE CENTER UNTIL TWENTY-FOUR (24) HOURS AFTER THE SYMPTOMS HAVE ENDED.**

**Temperature Elevation (Fever)** State laws prohibits children with fever to be present in the Center. If your child's teacher suspects that your child has a fever, she will take your child's temperature right away. If your child's temperature is 100 degrees or above (under armpit) then the teacher will wait 15minutes and take your child's temperature again.

When your child's fever is gone for 24 hours (without medication) he or she may return to the Center.

**THE CENTER WILL NOT ADMINISTER MEDICATION FOR FEVER FOR ANY REASON OTHER THAN IMMUNIZATIONS.**

**On the day your child receives immunization**, the Center will administer Tylenol with a physician's instructions in writing (or with a phone call from your doctor's office). If your child seems to be experiencing discomfort, and the temperature remains elevated, you will be contacted to come for your child right away.

**Communicable Diseases (CONTAGIOUS)** when any case of communicable (contagious) disease is suspected, you will be contacted to come to take your child to his or her physician right way. If the physician determines that you child **does** in fact have a contagious disease **WE REQUEST THAT YOU CONTACT US IMMEDIATELY.** This allows the Center to notify other families, if necessary. It is the parent's responsibility to inform the director if their child has been diagnosed with a contagious illness so proper notifications can be made. If your child has been exposed to a communicable (contagious) disease a sign will be posted on the classroom door **AND** a notice will be sent home. For confidentiality reasons, the name of the child with the confirmed illness will not be released. The following diseases will be reported to parents of all enrolled children in/out of attendance the reported day: Chicken Pox (varicella), Conjunctivitis/Pink Eye, Head Lice, Influenza, Pin Worm (enterobiasis), Ring Worm (tinea dermatophytosis), Scabies (acariasis), Fifth Disease (human parvovirus), Rotavirus & Respiratory Syncytial Virus (RSV).

**Rashes-** Suspicious rashes are considered **contagious** until a physician indicates (in writing) otherwise. If a rash is noticed, your child's temperature will be checked. If your child has an elevated temperature, you will be called to come for

<p>your child right away. If there is no temperature elevation you will be contacted to come within one (1) hour. A Physician's Release <u>will</u> be required for your child to return.</p>
<p><b>Congestion and Discharges</b> Serious lung congestion or a continuous, purulent discharge from the nose (thick, milky or green mucus) will necessitate your child's absence. If your child is present at the Center when symptoms are noticed, you will be contacted to come for your child right away.</p>
<p><b>Pink Eye (Conjunctivitis)</b> is <b><i>EXTREMELY CONTAGIOUS</i></b>. If it is suspected that your child is infected, he or she will be separated from the group and you will be contacted to come for him or her right away. Please check your child carefully for this infection before bringing him or her to the Center. A Physicians Release <u>will</u> be required for your child to return.</p>
<p><b>Head Lice</b> This is a condition that requires immediate attention in consideration of how quickly it spreads. If it is determined that you child is infected, he or she will be separated from the group and you will be contacted to come for him or her right away. Treatment will be necessary and as a requirement to return to the Center, all eggs ("nits") must be removed from the hair</p>

### Physicians Release

**The Center requires a physician's written release following treatment of any serious illness, hospitalization, viral or bacterial infection, medical procedure, evaluation, or consultation and certain communicable diseases. the release must:**

**State the Illness or Condition  
AND RESPOND TO THE FOLLOWING QUESITONS**

**Is the illness or condition contagious?**

**If yes, when will the child be able to return to the center without risk to others?**

**The Physicians STAMP must be applied to the release in order to confirm authenticity. If the child's parent is a physician, the release must be completed by a physician OTHER than the child's parent.**

### Serious or Life Threatening Illness

In the event that your child suffers a serious or life threatening illness while at the center immediate life-saving measures will be taken such as CPR rescue breathing, etc. Mercy Ambulance service will be called, and every effort will be made to contact you first and your emergency contacts if we are unable to reach you. Your child may be escorted to St. Joseph's hospital by the Director, or the Ambulance.

## Parental Notification

Parents must be notified of a child's illness or injury as follows:

Notification	When
Immediately notify Parent(s) and obtain specific instructions until child can be picked up or returned to group.	When professional medical attention is required, or
	When child experiences symptoms of moderate discomfort such as elevated temperature, vomiting or diarrhea
Notify Parent(s) by the end of the day.	When professional medical attention is not required, or
	When child experiences symptoms of less than moderate discomfort, or
	When child experiences an adverse reaction to prescribed medication which does not constitute moderate discomfort.

If your child does not sustain an serious injury (bite, scratch, etc.) an injury report will be written up detailing the incident for you to review and sign at pick-up.

## Authorization for Medication

The Center adheres to a very strict policy in regard to dispensing medication. The policy is as follows:

1. In order for a teacher to administer medication to a child, an "**Authorization for Medication**" form must be **completely** filled out by the parent and given to the teacher.
2. The form must specify times for medication to be dispensed. Please do not specify times between 11:30 AM - 1:30 PM (the child may be asleep).
3. If the medication is to be given more than one day, the **dates** must be specified for each day.
4. The form must be renewed every 2. If the medication is to be continued on Monday after the 2-week period a new "**Authorization for Medication**" form must be completed.
5. The teacher who administers the medication must record the day, time and amount given on the form and **sign it.** **If there is an adverse reaction, you will be notified immediately.**

**State law requires that prescription medication brought to the Center must be in the original container with the name of the physician, name of the child, and with medication directions written on the label.**

**No prescription medication will be given that was prescribed for a previous illness.**



No prescription medication will be given that was prescribed for another child.

The date on the medication container cannot be more than two weeks old, unless the medication is ongoing for a chronic condition, in which case a doctor's note is needed stating the reason for extended use. The Director must be contacted in cases of this nature in order to issue a special *pink "Authorization for Medication" form*.

*State laws prohibits bringing medication to the Center that is mixed with any substance that would disguise it. (i.e. any medication mixed with milk or formula in baby bottles).*

**PLEASE NOTIFY THE OFFICE STAFF OF ANY MEDICATION THAT YOUR CHILD IS TAKING AT HOME. WE WILL ADVISE THE TEACHERS TO WATCH FOR REACTIONS.**

### Non-Prescription Medication:

Non-prescription medication can be administered with a written or phone order from the child's physician **OR** a signed note from the parent/guardian. The original non-prescription medication bottle must be clearly labeled; the child's name must be taped on it and an "Authorization for Medication" form must be completed by the parent.

All medications and completed "Authorization for Medication" forms must be **given** directly to the teacher or to the employee in charge. *State law specifies that **no medication may be left in a child's tote bag***. Teachers will check tote bags daily to assure that no medicine or other item is present that could be a danger or cause harm to a child. Anything found must be sent to the office.

### Accidents

**Any** accident or incident sustained by a child must be reported on an "Injury/Illness Report" form. It does not matter how minor or mild it seems to be. The circumstances of the injury will be reported to you at the end of the day (or earlier at the discretion of the Director of the Employee in Charge).

**As a very important safety and infection control measure, we caution you that when going into the infant rooms, parents must remove shoes. In addition, OLDER SIBILINGS MAY NOT BE TAKEN INTO THE INFANT ROOMS!**

All policies on illness, medication, accidents and injuries have been developed to protect the health, safety and well-being of all children and employees at the center. We assure you that, if your child becomes ill or suffers an accidental injury while at the center, we will exhaust every effort to give him or her the best of care and attention until you arrive.

## Classroom Protocol

### Clothing

While at the Center children are who old enough will dig, run, climb, paint, paste, color and be involved in a variety of very active and messy projects. These projects help them gain necessary developmental skills. We ask that you please dress your child in comfortable, appropriate clothes that you ***do not*** mind getting dirty.

### Infants

Infants need at least eight (8) disposable diapers/day as well as wipes and extra clothes (onsies, socks, etc.). Please bring at least five (5) bibs every Monday. The bibs will be sent home to be laundered as they are soiled. You may provide these items in a medium sized diaper or tote bag.

### Older Children

Children ages 1 and older need a complete set of extra clothes in a small book bag. If your child is not potty trained, please bring at least eight (8) diapers or six (6) pull-ups daily along with wipes.

If your child is being potty-trained, please consider his or her toileting skills as you choose the clothes he or she will wear each day. Clothes should be easy for your child to pull up and down. There should be no difficult snaps or buckles that could prevent your child from being able to manage the clothing with a minimum of help. Being able to do things for him or herself will promote your child's independence and positive self-image.

### Toilet Training

Toilet Training will begin when your child indicates a readiness. It is a simple and normal developmental process; however, you need to be aware that problems may arise when training is started too early or too late. Once toilet training has begun, we must work together at home and at the Center to accomplish the task. Your child's teacher can help care for your child and guide you through the process so that your child is successful.

Shoes should be sturdy, safe and easy to get on and off. Shoes with Velcro enclosures are much easier for children to handle. Cowboy boots, sandals with open toes, and some dress shoes are hazardous for many activities and are not appropriate. We urge you to not allow your child to wear them. If at any time a teacher deems the clothing or attire inappropriate she will notify you. In some instances, a change of clothes/shoes may be required.

Parents should leave a change of clothes **at the center** in case of accidents. These clothes should be seasonally appropriate, labeled and sent in a gallon-sized zip lock bag. If the change of clothes are used, you will be notified to send in another outfit and the soiled clothes will be washed (if time permits) and sent home with your child.

## Diapering Areas & Practices/Hygiene

Staff shall wash their hands with liquid soap and warm running water immediately before and after each diaper change they perform. **Staff with diaper changing responsibilities shall not be simultaneously assigned to kitchen food preparation duties.** Diaper changing procedures are posted at each diaper-changing area. A copy of diapering procedures is included in the appendix section of this handbook.

## Celebrations

The entire Center takes part in classroom themes and concepts. Teachers will notify you via their newsletters of various monthly themes. As a whole the the Center incorporates the following celebrations into the curriculum:

Halloween/Fall Celebration (School Safety)  
Valentine's Day (children bring cards)  
Easter Party (Easter egg hunt)  
Thanksgiving (pretend feast in each classroom w/grandparents)  
Christmas (annual Christmas Program & Art Show)  
Children's Birthday

**Parents must notify the center a week in advance if they plan to have a celebration for their child's birthday.**

## Additional Celebrations

Each year there are several special occasions when the center hosts open houses. Below is a list of events:

- Grandparents Day Celebration is celebrated in conjunction with Thanksgiving. It is held on the last day of school prior to Thanksgiving Break.
- Read Across America Week/Dr. Seuss Birthday. This is usually held the first week of March.
- A Mother's Day celebration is held on the Friday before Mother's Day. Children make gifts and serve refreshments.
- A Father's Day celebration is held for dads the Friday before Father's Day. Children sit with their dads and eat a prepared snack.
- A Christmas Open House is held at the Center in the afternoon approximately a week before Christmas with Finger Foods, Santa and gifts.
- Graduation & Fun Day- A "graduation" celebration is held for our Pre-K children. A Fun day of games and celebration for the Center.

## Personal Belongings

Toys, coins, small items and food should not be brought into the Center. Toys may be lost or broken, or they may cause arguments when other children want to take them. Coins and

small items are choking hazards. Children are permitted to bring small, soft, stuffed animals to snuggle or hold at nap time.

Appropriate books, records and audio CDs may be brought and used at story time. All such materials must meet with the approval of the Director in keeping with Christian values. Please keep in mind the items may get damaged.

### Lost & Found

Anything that your child brings to the Center; clothes personal belongings (jackets, sweaters, coats, etc) **should be labeled with your child's first AND last name with a permanent marker.** Lost items that are labeled will be returned to the owner. Those items that are not labeled will be left in the classroom and turned into the lost and found at the end of the week. These items will be displayed at the front desk so that parents can pick them up. Any unclaimed items will be taken for use by the Center. If the Center cannot use them they will be donated to a charitable organization.

### **THE CENTER CANNOT ASSUME RESPONSIBILITY FOR ANY LOST OR DAMAGED ITEMS**

### Program & Curriculum

The Center specializes in early education with a Christian foundation. Each classroom has a curriculum that is bible based and age appropriate. The Infants-Pre-School use Pinnacle Curriculum. This curriculum teaches scripture while emphasizing math, science, reading and early language. Our pre-K program uses the Bob Jones curriculum, which is an upper education program geared towards teaching the same foundations for older children. Each program provides an excellent foundation and encourages children to become more independent, building on skills as they progress through each classroom in the Center.

***Unless otherwise noted by a teacher Electronic devices are NOT allowed in the Center!***

### Dietary Program

The center provides breakfast, lunch and an afternoon snack. The dietary program of the Center is designed to foster the good health and growth of your child. All varieties of foods prepared are served at the Center and meet or exceed Federal guidelines for quality and quantity. Lunches and snacks at the Center are transported to the classroom where children eat in a "family style" setting. Teachers promote good table manners and each child is encouraged to at least try the food that is served. Older children are encouraged to serve themselves to help foster independence.

**Weekly Menus are posted on the bulletin board in the Lobby of the Center.**

Please be sure that you notate and **FOOD ALLERGIES** that your child may have. This information must be written with an attached doctor note. Children with **special dietary**

***needs*** must have a doctor's note as verification and the parent is responsible for providing food.

### *Infants*

The center provides baby food for those children not yet eating table food. Formula or breast milk must be prepared in bottles and cups and ready for use. Bottles must be unbreakable and have cap covering for nipples. Please label all bottles and caps.

- State law requires that all bottles of formula be labeled with the child's name and date of current day.
- State law prohibits mixing medication with milk or formula in baby bottles.
- State law requires a written "Infant Feeding and Care Plan" for children under one (1) year of age.

Parents of children under one year old must complete and sign the Infant Feeding and Care Plan. It will be posted in your child's classroom. The plan must be updated each time with the types and amounts of the child's food changes. Teachers are happy to work with parents on introducing new baby foods and table foods as the child becomes ready for them.

***Arrangements will be made to accommodate nursing mothers upon request.***

**Breakfast begins at 7:30AM and is over approximately 8:15AM.** If you are running late and would like breakfast held to your child you must contact the Center **by 8:00AM.** Please do not allow your child to come into the classroom with outside food from home or a restaurant. You may bring snacks and treats provided there is enough for every child in the class. The Directors must approve the snacks or treats at least ***24 hours in advance.***

### Rest Time

Each day children 1 and older will take part in quiet and rest time as part of their daily schedule. A comfortable cot will be provided by the center for your child. Your child is allowed to bring a ***small blanket (no larger than a beach towel)*** from home for resting. Your child's blanket should be taken home ***every Friday*** and brought back the following Monday.

Pillows are prohibited for rest time for **ALL** children unless prescribed in writing by the child's physician. During rest time, each day quiet music will be played and the lights will be dimmed throughout the Center. **If your child does not go to sleep after a reasonable period of time, he or she will be allowed to do some quiet activity until rest time is over. Older infants will be gradually trained to rest and sleep in the routine of the one year olds. Younger infants will follow their natural sleep patterns.**

### Outside Play

Your child will have the opportunity to participate in outside play every day. Fresh air and sunshine are very important to the child's good health. Our playground is a wonderful place for kids to improve physical abilities.

State law requires that infants spend at least one (1) hour daily outside and all other children spend at least one and half (1 1/2) hours daily outside, weather permitting. The Center us very careful in assessing weather conditions before taking children outside. If it is too hot (above 94 degrees), raining, too wet, windy or too cold (below 45 degrees) we will not take the children outside. If your child have a condition that would prevent him or her from going outside please let us know.

## Field Trips

*The Center does not provide field trips. Routine transportation (to and from school) will **not** be provided at this program.*

## Discipline

Good discipline is based on showing children love and respect, guiding them, teaching them, and protecting them from harm. Keeping in mind biblical principles teachers keep in mind the following:

1. Discipline is **not punishment; it is instruction as to the CORRECT WAY TO BEHAVE.**
2. Discipline is not **perfect.** No amount of discipline will ever give a teacher total control over a child.

How well discipline works depends on many things including: the child's age, the child's needs, and the situation It also deals with the teacher's capability, education and experience. Therefore teachers approach discipline in the following ways:

- Spend time studying about Child Development to be able to know and understand why children do the things they do.
- Spend time observing children in various situations to get to know the individuality of each child.
- Spend time developing a large "bag of tricks" that will help you to deal with discipline problems and teach appropriate behavior. A bag of tricks should contain numerous **non-violent** ways to impress upon children that they need to behave correctly.
- Establish good routines
- Set limits
- Clearly state rules
- Provide good supervision in order to watch for actions that could lead to possible conflicts or negative behavior.
- Help children to learn self-control
- Treat each set of circumstances as new and different
- Provide outlets for children to express themselves.

## Behavior Management

Time outs will only be used for 1 minute per age of child for children over the age of 3. All recurring discipline problems must be brought to the attention of the Directors. An

evaluation will be made and parents will be asked to assist. If a child becomes involved in a conflict with another child the Center will ***not*** reveal the name of the other child when discussing the conflict with the parent.

Teachers are instructed under penalty of law, physical or verbal abuse of a child will not be allowed. **Discipline may NOT be associated in any way with rest, toileting or food.**

## Non-Medical Safety Policies

### Fire Drills

Periodic Fire Drills are held. A fire drill log is maintained by the Director with detailed statements as to the safety and expediency with which drills are carried out. A diagram is posted in each room of the Center detailing the evacuation route from that room. Infants and toddler are transported to a designated area away from the building and vehicles. All other children are attended by employees as they walk in a line to designated area.

### Tornado Drills

If a tornado *watch* is issued, the Center will begin to monitor weather conditions as reported on radio, and television immediately. If a tornado *warning* is issued, the following procedures will be in effect (these procedures also apply in the event there is no warning):

1. All children and adults will immediately assemble in the corridor of the Center.
2. children will be assisted by teachers in kneeling, facing the walls with their heads down, protecting their heads and eyes.
3. Infants will be placed on mats and teacher will attend them by hovering over them and protecting them with their bodies.

Everyone will remain in the above positions until it can be determined that it is safe to move.

**Tornado drills will be held in conjunction with local Civil Defense drills.**

### Hurricane

In case of the threat of a hurricane, **the Center will follow Civil Defense guidelines.** Civil Defense gives information far enough in advance to notify parents and employees that the Center will be closed until the threat has passed. Generally speaking, information will be announced by radio and television, however, in certain cases, employees may be required to contact parents notifying them of our plans. Our "sandbox portal" system will be used to notify parents and employees of our plans.

**Other emergencies that could necessitate the closing of the Center include a power outage, broken water pipes causing flooding, fire or other physical damage to the facility.**

## Inclement Weather Policy

In the event of inclement weather, the Center will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Center's Administration to make the decision to close earlier or open later due to natural disasters (i.e. Snow, ice ...)

Families will be notified of the decision, prior to 6:00am, in the following ways:

- Sandbox Portal
- Center Website
- Email

If the Center is open, but because of severe weather and/or road conditions Administration decides to close early, families will be notified via the portal or by phone. We will make every effort to remain open for working parents; however, if ***we find it necessary to close, we will not credit or discount tuition fees.***



RECEIPT OF DOCUMENTS

I \_\_\_\_\_ have received and understand the parent handbook. By affixing my signature to this page I confirm I have read the documents and understand the intent, thus I will abide by the rules as set forth in the parent policy handbook.

Parent's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_