



## Parent's Handbook

### Welcome

We are delighted that you have chosen to join the ABC Kids' Academy family. We know that a lot of thought went into your decision to entrust us with the care and educational growth of your child. You will be very pleased with your choice. Over 17 years of teaching elementary children in the Cobb County School District, ABC Kids' Academy knows how to prepare our children for success cognitively, physically, and socially. We also know the importance of providing a safe and nurturing environment for your child's growth.

This Parent Handbook details the policies which are designed to ensure that your child receives the best care possible while with us. These policies comply with state licensing regulations. It is important that you familiarize yourself with these policies. **By enrolling your child, you agree to abide by our policies and procedures.**

We are excited to have you join the family and can't wait to see you and your child.

**Age of Children Served:** 0 – 12 years of age

**Months of Operation:** January - December

**Days of Operation:** Monday - Friday

**Hours of Operation:** 6:30 am – 6:30 pm

**Dates Center is closed:** Holidays and Inclement Weather

ABC Kids' Academy's closing dates can be found on MyProcare.com. Parents will receive early notification of any changes/amendments to the closing schedule.

## Child Progress Chart

### Developmental Accomplishment Chart

Age	Cognitive	Language	Behavioral	Fine Motor	Gross Motor	Self-Help Skills
<b>Infant</b>						
1-3 mos.	<ul style="list-style-type: none"> <li>Follow objects with eyes.</li> </ul>	<ul style="list-style-type: none"> <li>Cooing, gurgling</li> <li>Turns to face source of sounds</li> <li>Crying, burping, sneezing</li> </ul>	<ul style="list-style-type: none"> <li>Can maintain 5 seconds of eye contact</li> <li>Quieted by being held or talked to</li> <li>smiles</li> </ul>	<ul style="list-style-type: none"> <li>Holds objects</li> </ul>	<ul style="list-style-type: none"> <li>Turns head</li> <li>Lifts head shortly</li> <li>Props up on forearms</li> </ul>	<ul style="list-style-type: none"> <li>Sucks and swallows</li> </ul>
4-6 mos.	<ul style="list-style-type: none"> <li>Looks and Reaches</li> </ul>	<ul style="list-style-type: none"> <li>Responds to name</li> <li>Associates objects with routines/(bottle=feeding)</li> <li>Makes sounds to interact</li> </ul>	<ul style="list-style-type: none"> <li>Recognizes strangers</li> <li>Laughs in social play</li> <li>Reaches for a familiar person</li> </ul>	<ul style="list-style-type: none"> <li>Opens hands</li> <li>Brings hands together</li> <li>Reaches for and grasps objects</li> </ul>	<ul style="list-style-type: none"> <li>Holds head up in supported sitting</li> <li>Roles from back to stomach</li> </ul>	<ul style="list-style-type: none"> <li>Reaches for bottle</li> <li>Opens mouth during feeding</li> </ul>
6-8 mos.	<ul style="list-style-type: none"> <li>Able to hold and shake rattle purposefully</li> <li>Pulls toy</li> </ul>	<ul style="list-style-type: none"> <li>Babbles (dada)</li> <li>Recognizes "bye, bye", "mama", "dada"</li> </ul>	<ul style="list-style-type: none"> <li>Recognizes self in mirror</li> <li>Plays independently with an adult in sight</li> <li>Plays simple social games/(peek a boo, pat a cake)</li> </ul>	<ul style="list-style-type: none"> <li>Picks up tiny objects (cereal)</li> </ul>	<ul style="list-style-type: none"> <li>Touches hands to feet</li> <li>Brings feet to mouth</li> </ul>	<ul style="list-style-type: none"> <li>Holds bottle</li> </ul>
9-12 mos.	<ul style="list-style-type: none"> <li>Squeaks toy</li> <li>Pushes toy car or train</li> <li>Moves objects</li> </ul>	<ul style="list-style-type: none"> <li>Responds to music with movement</li> <li>Nods head "yes"</li> <li>Uses few words, such as "mama, "dada"</li> </ul>	<ul style="list-style-type: none"> <li>Separation anxiety</li> <li>Gestures to indicate wants</li> <li>Waves bye-bye</li> </ul>	<ul style="list-style-type: none"> <li>Uses pincer grasp/thumb and index finger)</li> <li>Grasps and holds objects</li> </ul>	<ul style="list-style-type: none"> <li>Sits independently</li> <li>Crawls</li> <li>Pulls self to standing</li> <li>Rolls ball</li> </ul>	<ul style="list-style-type: none"> <li>Feeds self with fingers</li> <li>Lifts arms for dressing</li> </ul>
12-16 mos.	<ul style="list-style-type: none"> <li>Gets adult to operate toy</li> </ul>	<ul style="list-style-type: none"> <li>Follow simple directions (look, come here)</li> <li>Asks for more</li> <li>Says own name</li> <li>Names familiar objects</li> </ul>	<ul style="list-style-type: none"> <li>Uses caregiver for emotional comfort</li> <li>Cries at the loss of a toy</li> <li>Initiates activity with an adult caregiver</li> </ul>	<ul style="list-style-type: none"> <li>Stacks 2 blocks</li> </ul>	<ul style="list-style-type: none"> <li>Stands independently</li> <li>Kneels independently</li> <li>Takes step</li> <li>Crawls up steps</li> </ul>	<ul style="list-style-type: none"> <li>Holds cup with 2 hands to drink</li> <li>Shows discomfort over soiled pants</li> </ul>
<b>Toddler</b>						
16-18 mos.	<ul style="list-style-type: none"> <li>Attempts to operate toys</li> </ul>	<ul style="list-style-type: none"> <li>Points to or names familiar objects</li> <li>Identifies body parts by pointing</li> <li>Identifies family members by pointing</li> </ul>	<ul style="list-style-type: none"> <li>Accepts familiar adult as a caregiver instead of mom</li> <li>Plays independently 15-30min. with an adult in sight</li> </ul>	<ul style="list-style-type: none"> <li>Scrabbles with crayon</li> <li>Turns 2-3 book pgs at a time</li> </ul>	<ul style="list-style-type: none"> <li>Throws small ball</li> <li>Seats self in chair</li> <li>Climbs on and off adult furniture</li> <li>Walks up steps with support</li> </ul>	<ul style="list-style-type: none"> <li>Identifies edible and non-edible objects</li> <li>Initiates simple grooming such as brushing hair or teeth(not effectively)</li> </ul>
18-24 mos.	<ul style="list-style-type: none"> <li>Pushes push toy</li> <li>Sorts shapes with a shape box</li> <li>Completes a 4 piece puzzle</li> </ul>	<ul style="list-style-type: none"> <li>Tells own name</li> <li>Identifies mine, yours, me, and you</li> <li>Names family members</li> <li>Names body parts</li> </ul>	<ul style="list-style-type: none"> <li>Puts toys away when asked</li> <li>Engages in parallel play</li> </ul>	<ul style="list-style-type: none"> <li>Draws lines and circles in finger paint</li> <li>Stacks 6 blocks</li> <li>Strings 3-4 large beads</li> <li>Turns door knobs</li> </ul>	<ul style="list-style-type: none"> <li>Kicks a ball</li> <li>Walks backwards a few steps</li> <li>Runs several steps (looking down)</li> </ul>	<ul style="list-style-type: none"> <li>Sits on potty chair with assistance</li> <li>Undresses with help</li> <li>Pulls pants up</li> </ul>
2 yrs.	<ul style="list-style-type: none"> <li>Matches colors</li> <li>Winds up toys</li> <li>Completes 6 piece puzzle</li> </ul>	<ul style="list-style-type: none"> <li>Identifies basic colors</li> <li>Uses 3 word sentences</li> <li>Says first and last name</li> </ul>	<ul style="list-style-type: none"> <li>Acts shy with strangers</li> <li>Cling to parent</li> <li>Begins pretend play</li> <li>Attends to a short story</li> </ul>	<ul style="list-style-type: none"> <li>Opens doors</li> <li>Draws line with crayon</li> <li>Pulls and rolls play dough</li> <li>Snips with scissors</li> </ul>	<ul style="list-style-type: none"> <li>Jumps with both feet</li> <li>Walks up and down steps</li> <li>Rides a push tricycle</li> </ul>	<ul style="list-style-type: none"> <li>Indicates the need to potty</li> <li>Uses a napkin</li> <li>Uses a fork to eat (held in fist)</li> </ul>



## Communication

Good communication is of the utmost importance. When a new family is accepted into our center, we like to be sure that we can share openly about any concerns or questions that may arise. It is important that there is a similar child care philosophy between the center and the parents. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child. Sensitive issues will be discussed in private at a mutually beneficial time. Using MyProcure.com, parent/guardians must keep all contact details current in the event of emergencies.

### Lesson Plans

Each classroom has weekly lesson plans posted for review. These lesson plans detail the classroom activities for the week.

### Parent Information Table

There is a designated parent information area as you enter the center which contains current information about the school and other topics of general interest. Please help yourself to any information on the table as it's complimentary including the magazines.

### Parent Teacher Conferences

You can expect, formal conferences with your child's teacher. In our infant and toddler rooms, conferences take place when your child moves up to the next room. In our preschool rooms, expect conferences each spring and fall.

## Class Directories

From time to time, we may provide parents with a list of students names for classroom functions/parties. Unless you instruct us otherwise in writing, you agree that this information can be shared.

## Photography & Video

By virtue of enrollment, you give permission for your child to be included in photography and/or videography in connection with activities at our center for the purposes of news releases, reporting, and assessing the progress of children and the program. ABC Kids' Academy and its contractors are authorized to exhibit or distribute such photographs and/or videotape in whole or in part without restrictions or limitations, and without remuneration, for educational or promotional purposes.

## Enrollment Policy



There are several forms that make up the Child enrollment packet. All enrollment forms must be completed and in our possession before your child can attend our academy. **MyProcure.com** allows you to access your account and make payments. From here, you are able to modify your address and contact details.

**The primary or secondary account holders must notify the Directors/Owners in person and immediately of all other changes (Voicemail or email are not acceptable). Updates are not to be left with staff/teachers.**

If you have any questions regarding the completion of the forms, please feel free to contact your director.

## **Tuition / Payment Policy**

Tuition is determined by the schedule that is loaded in MyProcure. **It is the parent's responsibility to ensure accuracy as full payment will be required if your child is scheduled whether in attendance or not.**

Full payment of tuition is due each **Friday** to cover services for the following week. This applies to part-time care as well. There will be a late fee of \$20.00 per child for payments received after 6:30am each Monday. Repeated late payments will be grounds for withdrawal of enrollment.

Payments can be made via **MyProcure.com** or at the check-in terminal.

Please understand that ABC Kids' Academy does not want to impose late fees or impact enrollment, so it is imperative that payments are received on time. This also helps us to properly schedule staff for the week. The success of our center depends upon the prompt payment of tuition and other fees.

**Tuition and other fees are to be paid in full** without deduction for absences of any duration or for any cause and without substitution of other days of attendance as "make up" days.

In the event that you do not make payments or do not give two weeks written notice of withdrawal, you will be given a one-time written notice of charges owed. You will then have 1 week from that notice to pay or resolve any disputes with the management of ABC Kids' Academy. You agree to pay any reasonable attorney's fees or collection agency fees with interest and court costs, as well as 2% per month interest from the date that payment was first due.

### **Annual Registration Fee:**

There is a non-refundable **annual** registration fee of \$80 per child and \$125 per family at the time of enrollment and **annually** due on June 1st. If you terminate childcare services for more than 90 days, you must pay a \$50 re-application fee per child and \$95 per family.

### **Checks Are Not Accepted**

### **Late Pickup Fees**



Beginning at 6:31 pm, there is a late pick-up fee of **\$5 per child for the first minute and \$1 per child for**

**each additional minute. This must be paid at the time of pickup, or before the child's next regularly scheduled day.** This will be used to offset the overtime wages resulting from our teachers staying late. Habitual tardiness may result in withdrawal of enrollment.

## MyProcare.com

Parents are required to log into MyProcare.com, using your email on file, to manage your child's attendance schedule. MyProcare can be accessed from your PC, tablet or mobile and you will find that it is very user friendly.

**Note that ABC Kids' Academy requires that your schedule be built out a minimal of two weeks in advance. For this reason, you will not be able to edit the immediate two weeks.**

With MyProcare, you will also be able to:

- Make payment
- See school closing days
- Update your address and phone numbers
- Review the status of your child's immunization records
- See when your child was checked in/out
- View your account ledger and pull statements daily, weekly, monthly or yearly
- And more

## Hours of Operation



The center is open Monday through Friday from 6:30 am to 6:30 pm. We ask that when picking up your child, you arrive no later than 6:20 pm. This allows time to speak with your child's teacher, gather your child's belongings, and check out properly. **The center closes at 6:30 pm sharp. Your child and staff will have had a long day by this point so please arrive on time.**

**If you have not picked up your child by 7 pm and all attempts to contact you and your emergency contacts have failed, ABC Kids' Academy will call the Cobb County Police and the GA Dept. of Family and Children Services. Repeated late pick-ups will lead to withdrawal of enrollment. The wellbeing of your child is our first priority.**

## Full Time vs. Part Time Enrollment/Ages Served

We offer both full and part time care for children from 6 weeks to 12 years-old. Add-ons or schedule changes may be accepted to our daily schedule as long as we are able to maintain staffing ratios. Please remember that schedule changes of this nature can create some disruption to the staffing schedule. We

would appreciate as much notice as possible, so that we can plan for staffing, meals, sleeping arrangements...etc.

## Open Door Policy

We maintain an open door policy for parents during childcare hours. This means that parents are always welcome to call or drop in to see their children. Please take into consideration the posted schedule to determine the best time to drop-in. For instance, lunch and nap times may cause the biggest disruption for your child as well as their friends. We may not always be able to answer your call immediately. Please leave a message in these instances and we will endeavor to return your call immediately.



## Arrival and Departures

Upon arrival, it is important that you take your child to class so that the teacher can mark them present. An authorized adult must accompany a child into and out of the building. From time to time, your child may experience some separation anxiety. This is normal. Experts suggest you hug and comfort your child, let them know you are leaving and will see them later, and promptly leave the classroom. You are welcome to call to check on your child. At pick-up, feel free to spend time in the classroom and talk with your child's teachers about their day. Upon departure, please make sure your child's teacher knows you have picked up your child so that we can confirm that your child has been checked out.

Parents and those who have been authorized to Pick Up will have fingerprint access to the building. Parents **must** provide prior notice for anyone that does not have fingerprint access. A phone call from the Parents' number on file will be fine. State Ids **must** be presented. ***Please inform emergency contacts that state identification is required.*** This is not meant to offend them. This is simply a measure taken for your child's protection.

- **If your child is not here in the center by 8:30, please make sure they eat breakfast before arrival.**
- **No drop offs between 10 and 2**, which is lunch time and then naptime because it interrupts lunch and disturbs napping students.

**Note:** Parents are responsible for ensuring that contacts and fingerprint access is kept current. Your account and profile details can be viewed/amended via MyProcare.com

### **Babysitting**

As a condition of our insurance carrier, we will not authorize or allow any private babysitting arrangements between enrolled families and staff members at our center. Staff members may not be listed as an authorized pick up or emergency contact person for children enrolled at our center. **This can result in termination of staff and disenrollment of student(s).**

## Sign In / Out



It is required by state law that all parents sign their child in and out each day.

***It is imperative that you check in/out during each visit. Do not follow another parent into the center. Instead, wait until the door closes and check in/out with your credentials.***



## Absences

Childcare tuitions are based on enrollment (a reserved space). To maintain a reserved space, tuition must be paid during the absence of a child.

Families are allowed 2 weeks during the calendar year (August to July) where their space will be reserved at no charge. Parents **MUST** inform the Directors/Owners and update [MyProcure.com](http://MyProcure.com) no later than **2 weeks in advance to allow time for staffing and planning menus. The earlier that we receive notice the better.**

If additional weeks are needed beyond the 2 weeks mentioned above, Parents are required to pay a \$90 per week, per child holding fee to maintain a reserved space. A sibling discount will be applied to families with more than one child attending ABC Kids' Academy. Holding fee payments are due each Friday prior to the week in question as per normal.

**Families are required to pay the full tuition when there is an unscheduled absence. Unscheduled absences negatively impacts the center (i.e. staffing, meals...etc.) so it is imperative that prior notice is given to the Directors/Owners.**

## Holidays / Vacations



ABC Kids' Academy's closing dates can found on [MyProcure.com](http://MyProcure.com). Parents will receive early notification of any adjustments to the schedule.

## Clothing / Attire



Children should arrive dressed appropriately for the season and outside play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. **You will be expected to supply an art smock to protect clothes from paint or other art materials, and bibs to keep food stains to a minimum.** Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include shorts under dresses, hats, socks, mittens, boots, and coats for cold weather.

State licensing regulations require that children spend a total of **1½ hours per day outside (except infants who shall spend a total of 1 hour outside each day)**. So with the exception of inclement weather, understand that your children will spend time outside each day. If a child is not well and you do not want them to go outside, they are not well enough to be at school and need to be kept at home that day.

All personal items **must** be clearly marked with the child's name.

**Note: There is a \$10 charge for each article of clothing provided by ABC Kids' Academy if the articles are not returned by the next business day.**

## Personal Belongings



**Children cannot bring toys from home unless it is show and tell day and it has to be age appropriate.** Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they may be put away, if they are the cause of disagreements among the children. We will not be responsible for any loss or breakage of personal items.

## Supplies



**Parents must supply the following items to be kept in their cubby:**

**Diapers, wipes, pull-ups, powders/ointments, binkies, bottles, bibs, saline and a complete change of clothes (to be replace when soiled). Please check cubbies at pick up to make sure all supplies are current.**

**All items should be marked with your child's name.** Eating utensils, cups and dishes will be supplied. If

any of these items are brought, they must be marked with your child's name, to avoid mix-ups with other children.

## Infants and Toddlers



Infants and toddlers will not necessarily follow the same schedule as the preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand. Breast feeding infants need to have an adequate supply stocked and properly labeled. Toddlers usually eat meals and snacks on a set meal schedule.

Electronic updates on your child's will be provided throughout the day.

## Meals and Feeding



We participate in the U.S.D.A. Food Program and all meals will be provided at no cost to parents. All parents will be required to fill out the USDA Eligibility Form regardless of eligibility. **Any parents who refuse to participate must pay for all meals, snacks and drinks.**

As long as ABC Kids' Academy participates in the USDA Food Program, all meals will be provided at no extra cost. Meals will consist of breakfast, lunch and afternoon snack. Children who arrive after meal times should be fed before they arrive. Menus will be posted on the bulletin board just inside the door. Copies of the menu are provided to parents upon request. **Children cannot bring food, drinks, etc. from home unless there is a doctor's note.**

It is our belief that infants should be fed on demand. If parents have another feeding schedule in mind, we will need to discuss, so that the infant's needs will be adequately met.

If your child has allergies, and requires a modified diet, we must be notified of this in writing. **We will need a physician's written instructions describing any foods the child is not permitted to eat.** An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide his/her healthy lunch and healthy snacks.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! All eating patterns will be communicated to the parents.

- **Please note that we are on the State food program which helps to keep tuition costs down. As a result, our meals can only be served at set times.**

## Emergency Drills



Because we strive to maintain a safe environment for your child, we make every attempt to be prepared to handle emergency situations. Our staff is trained in first aid and CPR. An emergency plan is located in each classroom. We conduct regular fire, tornado and lockdown drills. The local fire department makes annual inspections with recommendations for improved safety. Evacuation cribs with wheels are used to transport infants and non-walking toddlers to the emergency meeting area.

ABC Kids' Academy emergency plans are posted on the family information board

## Toilet Training



### **Infants/Toddlers:**

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. Your child must show signs of readiness. For example, your child should be able to announce or motion that they need to potty. Your child must be kept in pull-ups at all times. Putting a child in diapers part time can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home.

**Parents need to supply diapers/pull-ups, plus a couple of extra changes of clothing each day (don't forget the socks!) and shoes.**

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

### **Preschoolers and Pre-K:**

Preschoolers and Pre-K must be able to go to the restrooms on their own.

## Diapering

**Children should come to school in an unsoiled diaper.** Diapers are checked at scheduled intervals

throughout the day and changed at the first sign of wetness or soiling. No child is knowingly left in wet or soiled clothing. Staff will change children's diapers or soiled clothing in the designated changing areas only. **Parents must ensure that their child has an ample supply of diapers and wet wipes each week. ABC Kids' Academy does not supply these items.**

**Note: If ABC Kids' Academy provides, there is a \$1 per wipe charge and a \$2 per diaper/pull-up charge.**

## Nap / Quiet Time



Adequate rest or quiet time is a very important part of a young, growing child's day. Infants are always allowed to nap as needed but as your child graduates to one nap per day beginning in our toddler rooms, a rest period will follow lunch each day. All children one year or older are assigned their own mat and are encouraged to sleep or rest for a period of one to two hours or longer if needed depending on the individual child. Children who do not nap are allowed to quietly read a book, play with puzzles or participate in other quiet activities.

## Nondiscrimination

ABC Kids' Academy does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## Special Needs

ABC Kids' Academy will try to accommodate children with special needs, unless to do so would be a fundamental alteration of our existing program. Each child will be evaluated on an individual basis to determine eligibility.

## Parental Involvement



There will be times and ways you can get involved in your child's childcare experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Volunteering time, when needed

- Helping your child at home with the concepts we are studying here (see monthly newsletter)
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties.

## Activities / Curriculum



Our main objective is to provide a safe environment, have fun, improve social skills, and encourage creative expression. We will utilize a variety of activities to accomplish this goal. Free play, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles...etc.

Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meal times. Some of the music we will be using may include, classical, children's songs (by a variety of artists), foreign language tapes and others.

Children of all ages will be taught age appropriate curriculum daily.

## Center Rules



There are certain center rules that all children will be taught and expected to follow. This is for the safety and wellbeing of everyone. In addition, we realize that we must expect a certain amount of wear and tear where children are concerned; however, we do not want to have our center "demolished".

There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults, this behavior will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory, or disrespectful language.

Children may not bring in outside food or drinks, and they may not walk around the center with food, cups or bottles. Respectful treatment of other people and all property, toys, and furniture is expected. **Willful destruction of property will be charged to the parent at the cost to replace the item, for example, destroying books, toys, furniture, walls, doors, check-in check-out terminal, tablets, etc., constant replacement of items can cause and increase in tuition.** Please support us in the enforcement of these rules, in order to create a better environment for all.

**No smoking** is permitted on the premises as per state law; this includes parents and staff.

## State Mandated Reporting Requirements



As a childcare center we are mandated to report to the Georgia Child Protective Services if we feel a child is being abused or neglected. **Always be sure to let your Director know when you drop your child off if he/she has any unexplained cuts or bruises. All children that come to the center with injuries must have the injuries logged into the child's file.**

If you ever feel that ABC Kids' Academy is not operating in a safe manner, please bring the matter to the Directors' immediate attention. If you desire a copy of the state licensing guidelines, we will be happy to supply you one. We are proud to say we do our best to follow state licensing guidelines to the letter. If you observe something that you know is a violation of state licensing laws, you can report the incident by calling the Georgia Child Protective Services 1-855-422-4453 (<https://dfcs.georgia.gov/child-abuse-neglect> ).

## Indoor / Outdoor Play



### Indoor play:

We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

### Outdoor play:

We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play at all times. Our activities will include walks, playground, water play (sprinkler in summer), and others. We do not go outside when the temperature is below 20 degrees (including wind chill), or above 90 degrees (including heat index). We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them home until they are able to participate in all activities. ABC Kids' Academy would not have the staffing to provide over-watch while the child is inside.

### Parking Lot Safety:

Please drive slowly and cautiously in our parking lot for the safety of our children and their parents. It is recommended that you hold your child's hand or carry them as you walk to your car. Please be mindful of parking in front of the school and blocking other cars. If you plan to be in the school for a while, please park in a designated space to keep traffic flowing smoothly.

## Behavioral Management and Discipline



We maintain a positive discipline policy, which focuses on prevention, redirection, nurture, consistency, and firmness. **We stress two main patterns of behavior: respect for other people and respect for property.** The children are explained the rules of the center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children are still learning how to express their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". An example might be where a child is misusing a toy then he/she will not be allowed to play with the toy for a period of time. The use of time outs will be rare except when a brief cooling off period is needed. Sometimes when children are fighting or throwing toys, we will put the toy in a short time out, and then bring it back into circulation a little later. This seems to work better than giving the child a time out.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling, or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment. If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children in our care. If the problem continues, other arrangements for the care of your child will have to be made, for the safety and wellbeing of all.

## Illness



ABC Kids' Academy is a "well-child care facility". At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, wellbeing and safety of all concerned.

### Sick Child Policy

Under no circumstances may a parent bring a sick child to childcare, if the child shows any signs of illness or is unable to participate in the normal routine and the regular daycare program. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to daycare before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

**If your child is unable to participate in the normal activities of the childcare (including being able to play outside), then your child MUST stay home.**

Children will be visually screened when they arrive in the morning. In the event a child has a questionable rash or becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up immediately. If the parent(s) cannot be reached, or has not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal without medication. A doctor's release note would also be required. If you aren't sure about whether or not to bring your child to care, please call your onsite director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

**Note: If the center is exposed to a communicable disease, a letter will be posted at the door and communication will be sent out.**

**Symptoms requiring removal of child from day care:**

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to childcare, that means the child is fever free without the aid of fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

**A sick child is a risk to the entire center. Worst case scenario, operations at the center may not be able to operate. We must STRESS that if you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We May require a doctor's decision as to whether or not the child is contagious. We appreciate you cooperation in this matter.**

## **Medication**

ABC Kids' Academy **Does Not** administer medicine except in emergency situations (i.e. EpiPEN, Asthma...etc.). State regulations require that all medicines be: 1) in their original prescription containers or over the counter container; 2) clearly labeled with the identity of the medicine and a prescription number and /or written dosage instructions; 3) the child's name must appear on the container itself. All medicines are to be signed into the Medicine Book at the front desk each week. ABC Kids' Academy cannot administer expired medicine. You agree to provide the center with all necessary information pertaining to administering medicine to your child(ren).

## **Topical Medications**

By virtue of enrollment, you authorize ABC Kids' Academy to apply one or more of the following topical ointments/preparations to your child in accordance with the directions on the label of the container: Baby wipes; Band-Aids; Neosporin or similar ointment; Bactine or similar first aid spray; sunscreen; chapstick insect repellent; diaper cream (such as A&D, Desitin, Vaseline).

## **Immunizations and Screenings**

We ask that your child's immunization record (Form 3231 which can be obtained from your pediatrician) be presented with enrollment forms. For the safety of the children and staff, the record is due within 14 days of enrollment. After 14 days, we cannot continue service. This updated record is a requirement from the Georgia Health Department and the Department of Human Resources which applies to each student enrolled in our center, regardless of age.

Children in our Preschool classrooms (age 3-5) will be required to provide a GA Form 3300 (Eye, Ear, and Dental) with enrollment forms. At the latest, it is due within 14 days of enrollment. After 14 days, we cannot continue service. These forms are common school forms and may be obtained through the local health department or your private pediatrician and dentist. Sometimes pediatricians are hesitant to perform screenings prior to the child's fourth birthday. If that is the case, your child will not be excluded from our program. Simply ask your physician to provide the form, check "unable to screen", and note in the comments section that screen will take place at the four-year exam.

From time to time, we may observe that a child in our care struggles to reach developmental milestones as typically expected. There are a wide variety of community services available to help prepare preschool children for kindergarten when a bit of extra help is needed. Early intervention is important and we will take the following steps to help the child: x Teacher will use anecdotal notes, work samples, and appropriate assessments to document concerns x Teacher will discuss with administration and determine whether a family conference is warranted x Request for family conference will be placed, if needed, and parents will be provided with information about our observations and referrals for resources in the community.

## **Medical Emergencies**



Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owners ABC Kids' Academy will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

## **Enrollment Withdrawal Policies**



We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious injury to another child

Parents are required to give two weeks written notice when they decide to terminate child care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

ABC Kids' Academy will endeavor to give two weeks' notice of your child's termination. ABC Kids' Academy does reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of ABC Kids' Academy or other children in attendance.

## **Transportation and Field Trip Services**

ABC Kids' Academy has two transportation vehicles

1. 2002 White Chevrolet Express CUTWA, Bus, Gas Operated
2. 2000 White International 3000 Series, Bus, Diesel Operated

The center provides pickup and delivery to and from school only. These vehicles are also used for field trip transport.

## **Emergencies:**

Emergencies plans have been developed and are posted for parent viewing (i.e. Severe Weather/Tornado/Fire/Facility Problems). The daycare will close early in the event of incoming severe weather. Parents will be notified well ahead of closing and are expected to collect their children within the time frame given to ensure everyone's safety in getting home; parent and child, as well as ABC Kids' Academy staff. **Late charges will apply to emergency late pick-ups (see late charges on pg. 6)**

## **Revisions to Handbook and Contract**

There will be revision to this handbook and the accompanying contract. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.



## PARENT HANDBOOK KEY POINTS (SEE WEBSITE)

2. Payment (page 5)
  - **Effective immediately ALL payments even part-time students will be due on Friday before close of business. A \$20 late fee WILL be tacked on to all payments made after 6:30 am Monday morning.**
3. Arrivals/Departures: (page 7-12)
  - **Please note that we are on the State food program which helps to keep tuition costs down. As a result, our meals can only be served at set times.**
  - **If your child is not here in the center by 8:30, please make sure they eat breakfast before arrival.**
  - **No drop offs between 10 and 2**, which is lunch time and then naptime because it interrupts lunch and disturbs napping students.
4. Late pick up (page 6)
  - **There will be a charge per child** \$5 the first minute and a dollar each minute after for late pick up.
  - **Pick up- Please arrive no later than 6:20 pm and exiting by 6:30 to avoid the late fee.**
5. Absence (page 8)
  - Families are allowed 2 weeks during the calendar year (August to July) where their space will be reserved at no charge. Parents **MUST** inform the Directors/Owners and update MyProcure.com no later than **2 weeks in advance to allow time for staffing and planning menus. The earlier that we receive notice the better.**
6. Clothing/Attire (page 9)
7. Replacement Charges (page 11, 14)
  - **\$1 per wipe** charge and **\$2 per diaper** charge if supplied by the facility
  - **\$10 charge** for any article of clothing supplies by the facility if the article is not replaced
8. Center rules (page 14)
9. Behavior Management (page 16)
10. Illness/Sick Policy (page 16)
11. Medication (page 17)