



Georgia Learning and Tutoring Center

Parent Handbook

2018



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Parent Handbook

Welcome to the Georgia Learning and Tutoring Center, a family childcare program committed to providing fun, loving and quality care to our children. Our programs are designed to help children develop intellectual growth and confidence in learning strategies to solve real-world problems, communicating solutions and phonemic awareness. We feel by immersing children in a language and problem solving environment they will form habits that will last a lifetime.

We would like to welcome you to our extended family. We hope this handbook will help you partnership with us and the services we will provide. Please read the information we have provided for you regarding our policies, procedures, and philosophy. We suggest you read the handbook carefully after your child is enrolled so that the information will be more relevant.

These are the most formative and critical years for our children. Therefore, our goal is to provide an enriched and wholesome environment. It is very important that parents and educators work together in developing our children's creative thinking and stability for the future.

Mission

Our mission is to offer you the best in quality care and education, providing the child an opportunity to approach education in a fun and loving environment. As your child grows with us here at Georgia Learning and Tutoring Center, they will have the opportunity to become strong young individuals, with the help and guidance from our wonderful staff. Georgia Learning and Tutoring Center offers unique care from the ages of 6 weeks through 12 years.

Admissions Requirements

Enrollment at Georgia Learning and Tutoring Center is based on first come first served basis when space becomes available. The nonrefundable registration fee of \$75.00 must be paid and a completed application packet must be submitted *prior* to the child's first day.

Forms needed:

- Enrollment application
- Emergency Contact/s
- Immunization Record Card
- Field Trip Release
- Child Release Authorization
- Transportation Form
- Media Form (pictures)

- Health History
- Policy Handbook Checklist
- Health Evaluation Form
- Client Contact

Parents are responsible for supplying and maintaining accurate required record information and parents must escort child to and from the center.

Tuition & Fees

Weekly tuition payments are due by the end of the school day each Friday before the week of care is to be provided. A late fee of \$50 will be added to all delinquent accounts; this late fee will incur \$10 per day for everyday that tuition is not brought up to date. If payment is not made child will not be allowed to remain in the center. Tuition is due prior to the week of care.

If late fee is not paid three days after late pick up it may result in suspension with tuition or termination of services.

Payments may be made using Debit, Credit Card, Check Card, Money Order, Cashier's Checks, or Cash. Tuition is due whether child is present or not. There are no credits to be allowed for absences due to illness, vacation, bad weather closings, etc...; as long as a place is reserved for your child, then full payment is expected. A two-week notice of withdrawal from our program is required and tuition is payable for those two weeks.

- A returned check will be subject to a \$35.00 return-check fee. After one (1) returned check only certified funds, credit cards or debit cards will be accepted.
- We offer 10% discount off the oldest sibling on full time programs.
- Failure to pay fees by the following week will result in termination of enrollment.

Absences & Emergency/Weather Closings

If child is absent for a week, parents are required to pay a holding fee which is full tuition. A written notice must be given informing the center of absentness and, regardless of the reason, a holding fee must be paid. If the holding fee is not paid a full week's tuition is required upon return of the child and late fees may accrue.

Tuition is not pro-rated or credited due to illnesses, holidays, vacations, or emergency/weather closings. If your child will be absent for an extended period of time (a week, a month or more), a Holding Fee of full tuition will be due in order to reserve your place in the program.

Two weeks' notice must be given prior to the last day of attendance in order to withdraw. If you do not give such a notice you will be liable for a full month's tuition, court costs, filing fees, and any and all other fees associated with collections of said tuition. *Accounts in arrears may result in immediate termination of service.* Any account that is left with a balance will be submitted to collections, and the parent will be responsible for the balance plus any court or attorney fees associated with the collection of the account.

Georgia Learning and Tutoring Center will observe all of the holidays stated on the school calendar and will be closed as indicated. No credit will be given for the center being closed on those days.

Withdrawal/ Termination of Enrollment

Georgia Learning and Tutoring Center requires a two (2) week written notice prior to withdrawal/termination of enrollment. Withdrawal from our program is required and tuition is payable for those two weeks for which, the parent will be responsible to pay.

Toys

Please do not allow your child to bring any personal games or toys from home except for “Show and Tell” and we ask that you label that toy with your child’s name. We are not responsible for any games, toys, phones, or electronic equipment brought from home. (We will not pay for a replacement nor spend any time looking for a lost/stolen item.)

Code of Conduct

All students, staff, and parents must show respect for themselves, each other, and the building and grounds. All students and staff will be clean, and appropriately dressed to suit weather conditions. Physical abuse of any kind (including, but not limited to, biting, kicking, spitting, scratching, or hitting) by children or staff (and parents too!) will not be tolerated. Emotional abuse (including, but not limited to, ridicule, harassment, embarrassment, shaming, profanity, or ugly language) by children or staff will not be tolerated. Privacy of the physical body will be respected for all ages (no inappropriate touching). The school equipment, building, and ground will be cared for (no deliberate vandalism, marking, or breakage).

Teacher Conferences

You may visit the center at any time, although we request your cooperation in not disturbing our program. **Conferences cannot be held while the teacher is responsible for the supervision of children in the classroom or on the playground.** Call the office to schedule an appointment ahead of time to visit your child and/or your child’s teacher.

Weather Alert

We will follow **Fulton County Schools System’s schedule** for inclement weather. Parents will be notified of center closing through T.V, radio, or sign posted on center door if possible. In the event of bad weather during center hours an alarm will be sounded and children will be taken to a safe place in the building with a head count and attendance records. Staff members may bring manipulatives or books to keep children calm. Parents who arrive to take children are asked to remain at the facility until the weather alert is over.

Policies and Procedures for Termination of Services

Services may be terminated for the following reasons:

- Unpaid Fees (the child’s account has been overdue for one week)
- Immunization record not updated yearly
- Chronic behavior harmful to other children

Children may also be terminated if parents abuse staff or director verbally or physically and do not follow the parent guide lines in this handbook.

If one of the above occurs, parents will be given one written notice to handle the situation. Parents will be given these rules upon enrollment (Handbook). If the situation does not improve, a written notice of termination will be given stating the reason along with the date of termination.

Suspension of a child is under the discretion of the Director.

Student Drop-Off and Pick-Up

Please be sure to sign your child in and out when dropping off and picking up the child. Messages concerning your child must be in writing and given to a staff member. Children will not be dismissed from school to unauthorized persons. If someone else is coming to pick up your child, you must notify us in writing prior to his or her release. This includes people listed as emergency contacts. This person will be required to show picture identification. If you need to pick up your child during the school day, you must come to the office and check out your child prior to leaving the building. We will not accept phone calls, emails or texts that someone is going to pick up your child. You may add as many people to the list as you like and at any time.

A parent may not call and tell the center that someone who is not on the list will be picking up the child. If this is attempted and a parent refuses to abide by the above policy, DFACS (Department of Child and Family Services) and the Police will be called forthwith.

Confidentiality

The school's policy is to protect the privacy of our students, faculty, and staff. We do not release the address, phone number, or academic records of any child or staff without the written permission of the parent or staff member.

- **Custody: With a custody issue, the parent must provide a copy of the notarized court order outlining the custody arrangement and must be kept on file.**

Holiday Closings

We will be closed for the following holidays: Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, July 4th, Memorial Day and Labor Day. The Center reserves the right to schedule additional days.

Change in Enrollment Information

It very important that parents keep the center updated in regards to change of address, emergency contact person, phone numbers, persons authorized to pick child up, or medical conditions. To **withdraw** a child, written notification must be given two weeks prior.

Educational Philosophy

Our program provides children a foundation of social development to join the exciting new world of education. We feel that it is important to prepare each child for the challenges that lie ahead.

Daily routines offer stimulating and creative activities which include the following programs:

- Literacy activities
- Creative Music
- Math
- Dramatic play
- Science
- Spanish Classes
- Free play
- Outdoor Play

Group Placement

Group placement will occur upon enrollment of the child based on his/her age. Each child's advancement to the next group is based on age, availability of space and development readiness. Assessments will be given when the child is first enrolled and then at the end of the school term, our teachers will customize lesson plans to meet the child's needs. It is important to assess each child to ensure success of their learning ability in our center. This process helps the staff to track child's progress through cognitive and physical development. When children are being advanced to next group they will spend a few hours between classes to make the transition easier before making the big move.

Our Staff

The staff at Georgia Learning and Tutoring Center will be responsible for the safety of each child put in our care. Therefore, we have chosen individuals that meet professional and personal expectations set forth by Georgia Learning and Tutoring Center. We have employed persons that have a nurturing and warm spirit, who can apply their knowledge of classroom management and understanding of a child's development.

It is our requirement as well as the state of Georgia that each employee receive an extensive criminal background check. We also require three personal references from our employees from former employers and supervisors.

Georgia Learning and Tutoring Center requires that our staff receive continuing education as required by the state. Each staff member must accumulate ten (10) hours of continuing education each year. Our staff attends training in child abuse prevention and recognition, first aid, child development, communicable diseases, and teaching methods. Our center also mandates training for our curriculum to maintain a certain level of professional growth and to encourage excellent staff.

We feel that the partnership between parents and teachers is very important. Therefore, we request that the teachers hold a parent teacher conference at least twice a year. If it is necessary the teacher, director or parents may request more conferences to be scheduled in the best interest of the child. Parent will receive daily progress reports in written form. If you are concerned with your child's progress please send a written notice to schedule an appointment with teacher and director.

Outdoor Play

The children will be allowed to play outdoors daily, except during inclement weather. Children over 12 months of age will play outdoors for a minimum of one and one half hours (1 ½ hours) daily. Children under 12 months will be taken outside for a minimum of one (1) hour daily. If for any reason, you do not want your child participating in outdoor activities, please bring a signed doctor's note to that effect. Make sure that your child has the appropriate clothing for weather and shoes that will allow the child to participate on the playground.

Outdoor play will help children develop physically through muscle growth by riding, running, climbing, balancing, throwing, jumping, and digging. Outdoor environment helps children learn through experience by free choice which is an integral part of our curriculum.

Supplies

We will require a complete change of clothes (weather appropriate); two sets of clothing is required for children not yet potty-trained. Parents will also be asked to bring diapers/Pull-Ups & wipes. (Children may bring their favorite blanket.)

Guidance and Discipline

Here at the center we encourage a positive atmosphere of cooperation through learning and behavior. The lead teacher will be responsible for handling inappropriate action from children and will redirect them in a positive manner. Discipline is used to promote self-control, self-image and learn to have respect for others. Disciplinary actions are never physical, and are not related to naps, food or toilet training. The staff is active in the prevention of negative behaviors through positive classroom management techniques and parent communication.

Students who challenge school rules will receive guidance and reinforcement. Should the matter persist, after several actions have been taken by the teachers to correct the matter, the Director and parents of the child in question will have a meeting; at which time, corrective and preventive measures will be made to ensure better conduct from the child. If the child does not correct the unbecoming conduct, they will be removed from the program completely. A student or parent whose general attitude and conduct demonstrates an unwillingness to follow the principles that govern the school will be dismissed from the school.

Staff will be trained on how to help children make positive choices and be respectful to their peers and teachers. Georgia Learning and Tutoring Center can help the children accomplish this through gentle guidance, redirection, and close supervision.

We will adhere to the following procedures:

- ✚ A child will be given a choice.
- ✚ If a child is harmful to another he will be removed and talked to privately.
- ✚ Shown correct behavior by role model.
- ✚ The child will have an opportunity where he can express how he feels.
- ✚ Children that cannot verbalize will be removed from harm and shown how to behave correctly, nicely, etc .
- ✚ Teachers will give a strong verbal warning.
- ✚ Child sent to office and parents notified.
- ✚ Parent, Teacher, Director conference.

Nutrition Program

Parents with children under 12 months of age must provide the facility with enough prepared bottles to feed child for entire day. For the health and safety of all of our infants, we cannot mix or prepare formula for bottles. All bottles must be labeled with child's first and last name and current date. All bottles must have covers for nipples. Parents are responsible for providing diapers and wipes. If there are parents who are nursing their child they are encouraged to set a daily schedule with the staff member to come and feed their child. Parents may provide bottled breast milk labeled in the same manner as what the center requires for formula milk. Parents of children under 12 months of age must complete an infant feeding plan.

Children over one year of age are provided with a wholesome nutritious breakfast, lunch and afternoon snack. Meals meet all USDA guidelines. Menus are posted weekly.

Children are allowed to receive seconds by staff members. Snacks will consist of healthy food, milk, or natural fruit juices that are served with lunch as well. Menus will be posted so parents are aware of what will be served to children at the center. Infants can no longer have juice. If your child requires a modified diet for medical reasons, a written statement from a doctor must be on file. When a child's diet must be modified for religious, vegetarian or cultural reasons, a written statement of dietary limitations or restrictions must be listed on the child's information sheet on file. We will try to provide special diets but reserve the right to have parents provide certain foods themselves. Meals provided by parents must be in compliance with USDA guidelines.

In the event the child is allergic to foods, the center must be notified in writing and a copy will be posted in the kitchen and in the child's classroom. Parents are asked to please watch the posted menus for foods your child maybe allergic to.

On special occasions, such as birthday parties at school, please be mindful of bringing nutritional "treats" for children. We ask that you let the Director know in advance. Please do not bring food to the center at any other time. Foods provided by parents must be commercially produced and in their original packages. Homemade items are not permitted.

Safety and Security

- Policies will be enforced at all times by trained staff.
- A staff member will be responsible for the safety of each child.
- A child must be signed in and out at drop off and pick-up.
- Parents must notify the center of any known allergies or medications that maybe administered.
- No child is left unsupervised.
- All medications must be left in the office with administrative personnel, and not in the child's backpack, cubby, or lunchbox (this includes cough drops or over the counter medicine).
- A thorough walk through of the building will be done in the center by trained staff before closing.
- Parents must escort children into classroom insuring that they are under supervision of staff before leaving.
- In the event that custody is an issue, a notarized copy of the custody arrangements must be on file.
- A Custody case must be a notarized court order on filing outlining the custody arrangement before child is released to that parent.
- We asked that you give special written notice to the Director on specific instructions for a child if medical problems exist.

- Any person sent to pick up child even on authorized list must present identification before the child is released.
- Parent will not be allowed to call and ask for child to be released to someone not on authorized list.

Our priority is to keep a safe environment for your child. Therefore, the following policies will be enforced at all times:

1. If children are not picked up before closing:
 - a) The child's parents or guardian will be called using all numbers on file, if not able to be reached the emergency contact person will be attempted.
 - b) If staff is unable to reach any of the above, the Director will be contacted immediately.
 - c) If all attempts to contact the parents or emergency contacts have failed, Georgia Learning and Tutoring Center will notify DFACS and the Roswell Police.
2. The center will hold fire drill at various times monthly. A record of the fire drill will be located in the office of the Director.
3. A fire emergency and weather alert plan is posted in each classroom. The plan shows diagrams of the evacuation routes.
4. The use of aerosol spray is prohibited when children are in attendance at the center.
5. In the event of a tornado all children are sent to designated areas until the all-clear sign has been given. Tornado drills are practiced three times per year.
6. Utility or Water Outage : The school is equipped with emergency lighting should the electricity go out for a short time. If a major electrical or gas issue occurs, where heat would not be available for a lengthy period of time, parents will be notified of come and pick up their children. The same applies to a major water stoppage.
7. **Staff will immediately notify the local child services agency when staff members suspect child abuse or neglect.**

Emergency Evacuation Procedure

Our facility is equipped with an approved fire alarm system. Evacuations exercises are routinely conducted at regular intervals. We also practice routine plans for severe weather. Children will become accustomed to these mandatory safety precautions. Emergency plans have been developed and are posted on the parent bulletin board.

Health and Hygiene

We ask that children be dressed appropriately for weather. Children should wear shoes that are safe on the playground such as sneakers or closed in shoes. Please bring a change of clothes that are seasonally

appropriate for the time of year. All change of clothes must be labeled and placed in the child's backpack or diaper bag. Please send several diapers or pull ups if the child is in process of being potty trained. Any clothing that is not labeled is not the responsibility of Georgia Learning and Tutoring Center.

If your child wears diapers you will need to supply sufficient diapers and wipes. You must provide any ointments that are not doctor prescribed to the center for use on child. A **topical ointments form** must be completed by parents before any are applied to the child.

Children will be taught to wash hands before any meals provided by center and after use of restroom or outdoor play. We ask that you reinforce this habit at home so the child can get into a routine to stay healthy and clean. There will be a list of supplies you can provide for your child classroom to help keep them germ free. These supplies are optional.

Staff members will use gloves when serving food or blowing noses or changing soiled clothing. They are trained to wash hands after every diaper change or assistance in restroom. This will also help children learn hygiene through role model.

Nap Time

After lunch children are encouraged to take a nap for at least one hour. Clean mats are provided with sheets and blankets. Children can bring favorite blankets from home if they like, please write child's name in ink on their belongings. Shoes are to be worn at all times except during nap.

Exclusion Policy:

Children shall not be accepted nor allowed to remain at the center if the child has the equivalent of a one hundred and one (101) degree or higher oral temperature and/or another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat. Staff members are trained to greet and check children to make sure they are healthy enough to remain at the center. Signs that show that children maybe sick and should not be allow to attend:

1. Noticeable adverse reactions to prescribed medications by parents.
2. Severe coughing, causing the child to make a whooping sound.
3. Yellowish skin or eyes.
4. A fever of 101 F with a combination of other signs of illness.
5. Diarrhea and/ or vomiting two or more times in the same day.
6. Rapid or difficult breathing.
7. Stiff neck
8. Untreated infected skin patches.
9. Conjunctivitis
10. Unusual dark urine and/or gray or white stool.
11. Skin rash other than a localized diaper rash.

A list of communicable disease is posted in the director's office as well as in the lobby. Medications will only be administered for physical illness by Georgia Learning and Tutoring Center.

- Parents must give medication before child enters the center with a notification of what medication was given in case of an emergency situation.
- A form for allergies and special needs, or health conditions during activities in the center must be on file. (Allergies list will be posted in each class)

For the protection of all of our children, no child will be accepted or allowed to remain at the center if he/she is ill. If a child becomes ill at the center parents will be notified and expected to make arrangements for pick-up within an hour. The child will be isolated from the other children until the parent or guardian can pick up the child. Any child who has a temperature of 101 degrees, diarrhea, vomiting, sore throat or any other symptoms of illness may not remain nor be accepted at the center. Parents should exercise every precaution and keep their child at home and report his/her condition to the center. Strep throat, pinworms, viral infections, measles, mumps, chicken pox, scarlet fever, etc. are conditions categorized as “highly contagious”. If your child has had any symptoms of illness during the night (including, but not limited to: nausea, vomiting, diarrhea, or fever) you must keep him/her home for at least **24 hours** after symptoms are gone and temperature has returned to normal. Tylenol may be given only for the following and when prescribed by a doctor: teething, immunizations and to lower a fever in an emergency. Children may return only if he or she is symptom free or accompanied by a doctor’s note stating the child is not contagious.

A child who is mildly ill (simple cold or mild allergies who exhibits not wanting to participate in activities, but does not show signs of severe symptoms of above) will be taken care of in child’s group or director’s office until child wants to join the group.

If **staff** shows signs of communicable disease, they are asked to leave the center and a substitute is put in their place.

Staff members will inform parents of a communicable disease and if their child has been exposed through the sign in and sign out station and parent bulletin board as doctors or parents notify the center of exposure.

If your child requires medication during the school day, you must fill out the medication authorization form completely. If the following week the child is still in need of medication, you will need to fill out a new form. This will be the final week we will be able to administer medication. If your child takes medication on an ongoing basis, you must obtain a written and signed notice on your doctor’s letterhead stationary stating when the medication is to be administered, times and the duration of the medication authorization. Medicine authorizations must be filled out completely (and signed) for all medication including aspirin, Tylenol, or anything else relating to an illness. Georgia Learning and Tutoring Center will not administer any medication without written authorization from the parent or guardian. A faxed authorization is acceptable.

- You’re child’s name must be written on all medication and be in the original prescription container.
- Please call the center if your child is sick and cannot attend.
- In case of a communicable disease, a doctor’s permission slip is required for the child to **return to the center**. There will be no exceptions. Students who have communicable diseases will be excluded from school for the designated period of time. Please see the attached chart of communicable diseases and the exclusion times from school.

Cleaning and Sanitizing

A copy of the cleaning and sanitizing guidelines will be posted in each area. A copy of the hand-washing chart will be posted above each sink used by the staff. Staff members shall wash their hands after each diaper change they perform (gloves will be worn). Staff members assigned to the area are responsible for ensuring the guidelines are followed daily.

Allergies

In the event the child is allergic to foods, the center must be notified in writing, and a copy will be posted in the kitchen and in the child's classroom.

Special Needs

Georgia Learning and Tutoring Center will make every effort to accommodate a child's special needs. The Director will make the decision during the intake process as to whether or not the center can adequately provide proper care for the needs of a special-needs child. A plan is specifically written and designed for each special-needs child with parent and teacher involvement before enrollment.

Georgia Learning and Tutorial Center provides child care to all persons regardless of race, religion, sex, national origin, or disability. The center will provide services to children with disabilities in the most integrated setting appropriated to their needs. A written policy will be specifically designed for each special needs child by the teacher and parent before enrollment. We will make any reasonable changes to accommodate serving persons with disabilities.

Toilet Training

The staff will support parents with potty training their child. However, parents will need to start toilet training at home. It is important for the parents and staff members to work together so the child is successful and there is consistency between school and home. The child will not be able to advance to three year old's class until training is complete.

Parent Involvement

Georgia Learning and Tutoring Center encourages parents to volunteer their spare time to visit their child's classroom and help and assist teachers. On scheduled days parents are allowed to read books to children in center, the book must be approved by the Director in advance. Ways that you can be of service include making materials, cutting lamination, listening to children read, planning an art project or volunteering as a chaperone on a field trip, etc.... Parents are asked to share any change in sleeping, eating or elimination habits, teething or similar matters. However, parents must get a 21-day criminal background police report to be around other students. (Once 21 days has expired they must acquire a Bright from the Start background check if parents want to continue to volunteer in center).

Communication and Daily Reports

Staff members will give a daily report on the child's day. For example, what they ate, if a nap was taken, and if they had a good day overall. The center will post upcoming activities that parents should be aware of through letters and postings on the Parents Notice Board. Also, a copy of the lesson plan will be posted in classroom so parents can reinforce lesson at home.

SIGNED CONTRACT & POLICY HANDBOOK AGREEMENT

Before a child is admitted for care we must receive a signed Client Contract (separate page) and Policy Handbook Agreement page (below). Signed Contracts and the Agreement sheet from the Provider Policy Handbook are required before childcare can begin.

I, _____ (parent/guardian) have read this Parent Handbook in full
(print name)

and agree to abide by these policies and procedures.

Signature

Date

We at Georgia Learning and Tutoring Center look forward to serving you and your child. If you have any further questions please contact us at 678-461-1869. Thanks in advance for your support and for choosing Georgia Learning and Tutoring Center.