

**ATTENTION: HIGHER LEARNING CHRISTIAN
DAYCARE ONLY ACCEPT ACH WITHDRAWAL & AUTO
DRAFTED PAYMENTS. NO CASH PAYMENTS WILL BE
EXCEPTED**

(CASH WILL ONLY BE ACCEPTED DURING REGISTRATION)

**A Georgia Bright from the Start Licensed Facility
Quality Rated
Higher Learning Christian Daycare LLC**

Parent HandBook

Policies and Procedures



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Last Updated 11/13/2024

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Section I: General Information

Welcome

We are pleased that you have chosen Higher Learning Christian Daycare LLC as your “partner” in the care and education of your child. Like you, we are interested in your child’s whole development. Our commitment is to provide you and your child with the best in child care and education. This handbook is given to all parents at the time of enrollment of their child in the child care center, and is designed to acquaint you with our policies and procedures. In addition to our policies, we are licensed by the state of Georgia and abide by state rules and regulations.

Mission Statement

Our mission at Higher Learning Christian daycare LLC is to provide a safe, loving, and learning environment for children ages 6 weeks to 8 years. Our focus is to offer an encouraging educational experience, promoting social, emotional, physical, and cognitive development. Committed to the families we serve, we strive to give parents a complete peace of mind, as they venture out and pursue their careers and other interests. While the emphasis is on children, positive family involvement is encouraged and supported.

Purpose and Goals

- To secure competent care for your child while you pursue careers and other interests.
- To provide parents with a sense of security when leaving their child at our facility.
- For each child to be competent and confident in their abilities.

- For each child to be self-directed in a constructive, creative manner.
- To provide affordable, convenient, dependable child care services.

Our Belief

WE BELIEVE THAT CHILDHOOD IS A JOURNEY..... NOT A RACE.

Helping children accomplish their developmental milestones one child at a time. No child should be compared to.

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Section II: Operational Information

1. Programs and Ages of Children Served (Higher Learning Christian Daycare Phase 2 ONLY)

- Full day program for children 12 weeks through 5 years of age
- After school care for children 4 to 8 years of age
- Summer and holiday care from 4 to 8 years of age

2. Hours of Operation (Months, Days, Hours)

- The center is open from 6:00 am to 6:00 pm, Monday through Friday.
 - After School Program is 2:20 pm to 4:30 pm Monday through Friday.
- Higher Learning Christian Daycare LLC is open 12 months, with the exception of staff trainings and holidays

3. Observed Holidays (Center Closings)

- New Year's Eve and New Year's Day
- Martin Luther King Jr, Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day, the day before and the day after
- Christmas Holidays

If an observed holiday falls on a weekend day the center will close the business day before and / or after the holiday. You will be notified in advance of the closing.

(See Page 15 for other scheduled closings)

In the course of operations, there are times when the center may be forced to close because the situation poses a threat to the health, safety or well-being of the children or staff. There

are times within the year that the center may need to close early or be closed all day for training. In these cases, parents will be informed well in advance of such closings. It is your responsibility to have a back-up child care plan for these situations. At the times when the center closes early, center closing policies (Child Late Pickup Fee/Policy) will be in effect at the early closing time.

- **Inclement Weather**

During periods of inclement weather, Higher Learning Christian Daycare LLC operates off the Bulloch County School District System and will go by the school systems guidelines. The center may decide to close and will not open if travel is extremely hazardous. Late openings and closings will be announced through a text message sent to mobile numbers on file and emails through the Bright Wheel APP. The radio may be used to monitor weather conditions, etc. The official Bulloch County Emergency Action Stations are: WWH25 162.425 MHz

- **Admission Requirements**

- All children must have a completed enrollment application on file before care. All questions must be answered, no blanks, no N/A (either answer No or none).
- The Registration Fee and the first week's tuition are due prior to the first day of care.
- A current printed immunization form 3231 must be on file or your child may not be in attendance. Each child must have a set of extra clothing labeled with his or her name on the first day of attendance. Diapering children must also have an adequate supply of diapers and wipes kept at the center daily. (*We will notify you when your supply is low*)
- Parents must agree to supply and maintain accurate required information, such as medical information, current phone and address information, and emergency contact information.
- At completion of enrollment your child will be signed up for the center's food program. These forms will need to be returned completed immediately.

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6. Payment Policies and Fee Schedule

- All tuition payments are to be paid on or before Monday of each week (**Before care**). Payments made later than Monday will accrue a late payment fee of \$35.00 (payments are DUE ON OR BEFORE MONDAY EVEN if the center is closed on Monday). We reserve the right to suspend services on accounts if the payment is not made. Payments for tuition must be made even for periods when the child is absent due to illness, holidays, staff development days or weather changes.
- Tuition payments are non-refundable to enrolled or newly enrolled children once care begins.
- * **Supplies and Materials Fee of \$100 is Due no later than the 15th day of February 2025**
- The Registration fee is non-refundable once you receive the enrollment forms.
- If your child is a no show / no payment, the space becomes available to another child immediately.
- An annual non-refundable registration fee of \$65.00 is due and payable upon enrollment of each child, the registration fee will be due each year on or before **January 10th**. It is subject to change, as conditions require. Written notice will be given to parents of all enrolled children at least 15 days prior to any registration fee change.
- CAPS clients must follow all payment due dates and pay the difference in registration fee, weekly fee and late fee.
- After one (1) week of absence without explanation or notice, children are "dropped" from the roll and must be re-registered to return.
- Re-Entrance requires 2 weeks tuition in advance, plus registration fee. All fees must be

paid before care of your child restarts.

- The center reserves the right to change the fees after providing a 15-business day notice of such changes. • Policies may be updated at any time and notice given to each parent of such changes.

Late Pick up Fees (Due immediately in cash or to the staff on duty)

• Should your child remain at the center after closing hours, there will be a fee assessed. The charge is \$35.00 late fee plus \$1.00 for each minute you are late. If your child has been picked up late 2 times, on the 3rd time the charge is \$50.00 late fee and \$2.00 for each minute you are late. SAME RATES AND RULES APPLIES TO THE DAILY 10 HOUR SCHEDULE. UNLESS AGREEMENTS HAS BEEN MADE. (Per Director) After 15 minutes (6:00 pm) of no call/ no show and we are unable to contact you or the emergency contacts listed, the authorities will be called. This will result in automatic termination of your service.

Weekly Tuition Rates:

- * Full-time Infant care to 18 MONTHS-----\$200.00 weekly
 - * Full-time children (TODDLERS) 19 MO- 2 YRS-----\$185.00 weekly
 - * Full- time children (PRESCHOOL) 3YRS- 4 YRS-----\$185.00 weekly
 - * Before and After school children-----\$85.00 weekly
 - * Drop- Ins INFANTS----\$70 TODDLERS----\$65-----DAILY
 - * 10 hour aftercare (Discount if paid Monday mornings with tuition)----\$45.00 weekly
- If no agreement has been made for 10 aftercare, normal lates fees will apply as stated.

- Drop-In Care All enrollment forms must be on file prior to care.
“Full time registered children cannot use the drop-in rate”.

The regular tuition fees are based on a set schedule of 10 hours per day. If a child will be attending for more than their scheduled hours, additional fees will be charged. (See above; late pick up fees) these fees will be due immediately for anytime over the 10 hours.

In order to meet staff/child ratio requirements parents are required to fill out a schedule form to establish a weekly schedule for each child's hours of attendance. Changes to the child's schedule should be coordinated with the Director. All children enrolled must pay their full tuition amount regardless of whether the child is in attendance or not. Your child/ children SLOT/SLOTS are being held. THIS RULE APPLIES TO EVERYONE WE DO NOT offer a part time rate.

Make note: End of Year Statements can be retrieved from your SMARTCARE Account.

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7. Drop Off and Pick Up Procedures

- The parent or guardian must sign each child in /out of their classroom on a daily basis. “There are no exceptions to this rule, regardless of the child's age.” *(Please be sure that you or your authorized pick-up person have access to your codes.) Only Parents and authorized personals with the correct credentials to logged them in or out will be allowed. We will not let anyone sign your child in/out with the correct codes to do so under NO CIRCUMSTANCES*
- **Children should arrive at the center NO LATER 9:00 am to be included in the hot breakfast meal count; breakfast is served between 8:45am and 9:15am daily.**
- **All children must be in their perspective classroom before 9:00 am. No child will be accepted into the center after 9:00 am.** A child with a doctor's / dentist appointment will be accepted with a verifiable doctors / dentist note no later 10:00 am.
- Children cannot enter the center with food or drink; they should be ready to enter their classroom.

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- Children will only be released to the parent or guardian or person listed on the emergency pick up/ contact portion of the application.
- If you need to send an alternate person to pick up your child, you are required to notify the director. This person will be asked to show identification and will need your keycard for access to the center.

Guidelines for a Smooth Separation for new children... (Some Procedures Pending)

When you arrive at the center, plan to spend just a few minutes with your child, (if this helps) some children do best when the parents leave immediately... A teacher will be there to greet you. Sometimes newly enrolled children need to share this time with parents before they can try it on their own. Interestingly, in most cases when children sense their parents' willingness to spend some time with them, they feel comfortable enough to move out on their own. When you leave, be sure to say good-bye, then follow through and leave. Continually returning makes it more difficult for the child and parent to separate. When you depart, your child may cry and protest. This protest is what psychologists call separation distress. It is part of the normal developmental process of establishing an independent and autonomous existence, separate and apart from parents. The intensity of a child's distress seems to depend mainly on the child's personality and temperament. Children may show this kind of behavior at the initial separation. As they become familiar with the teachers in the classroom their protest will taper off (some children may take longer than others to adjust, some may always display separation anxiety a few minutes each day, but calm down shortly after their parents leave).

Please note: The Child Care Center has an open-door visitation policy for parents; however, this may be a disruption to your child and other children in the center; consider this issue before making your decision. If your child becomes inconsolable once you leave the class, you WILL be asked to sign them out early.

DO NOT BRING or Allow Your Child To Bring:

- Candy, gum, popcorn and latex balloons (choking hazards)
- Toys from home due to germs and sharing issues.
- Clothing or shoes for diapering children that is difficult to put on/take off (Jumpsuits, overalls, multiple snaps ,etc.)
- Clothing that is difficult for toileting children (Belts, Jumpsuits, overalls, onesies etc.)
- Unlabeled clothing or items (label all items with your child's name)
- Hair Beads or old rubber bands in the hair of kids 2 and under (3 and up can have beads unless they pull them out on any occasion or they begin to fall out)
- Wear Flip Flop style shoes

8. Withdrawals and Schedule Change

If circumstances of any reason cause you to withdraw your child, please give the center a two weeks notice of your exit date a long with 2 weeks pay to the director prior to your child's last day of care. Please make sure that your balance is \$0 with the center to avoid Attorney and Court Fees. Parents or Guardians will be responsible for any and all attorney and court fees if the two weeks tuition is not paid in FULL prior to your child last day. Please understand that you are paying for your child/ children slot and not the amount of time that he/she is present. Whenever your child is removed suddenly it affects our overall income. So in many cases we try to get your spot filled as quick as possible when giving the two weeks notice, which then allow HLCD centers to work something out with the Parent/ Guardian. Your full cooperation will be greatly appreciated. Changes in your child's schedule need to be made with the Director in advance of the date you wish the change to take effect. Please notify the Director if your child will be absent on a scheduled day of attendance. This is important for food service, staffing and "We do worry".

Important Rule Warning: Your child can and will be terminated if he/she has been marked NCNS

(No Call No Show) on 3 or more occasions...the space will become available to

someone else IMMEDIATELY.

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9. Termination Notice

In rare cases the center staff /director may decide that a child is too young or too mature for our program. If any child shows severe adjustment problems or stress from being in a group situation, the director will talk with the parent/guardian, and then the director will give the parent one week to make other childcare arrangements. (Immediate termination is at the discretion of the director). In rare cases a child's parents cannot adjust to the schedule of the center or they have difficulty following the rules and regulations. When this happens, the director will verbally Terminate the parents Immediately, if the parents continue to ignore or break the regulations, the director will ask the parents to make other child care arrangements immediately.

10. Children's Files

The following items must be in each child's file. Children's files must be maintained by the center for one year after the child is no longer in care at the facility.

- Enrollment form
- Current Immunization Record - Form 3231 (provide a copy within 10 days of enrollment)
- Emergency Medical Authorization
- Parental Agreement
- Parent Notice of No Liability Insurance
- Infant Feeding Plan (when applicable)
- Authorization for Medication (emergency medication only I.e., Epi Pen, Asthma)
- Incident Report (when applicable)

11. Visitation

- Parents have the right to access the facility at any time their child is in the center's care. Parents are asked to check-in with the director when they will be in the classroom for more than 10 minutes. (Longer times will warrant that you provide a criminal records check, due to the fact that other children are also in the classroom). If your child becomes inconsolable once you leave the class, you may be asked to sign them out early.
- For security reasons, and in an effort to keep traffic to a minimum, all prospective clients are provided visits with the Director". And the client shall remain with the Director at all times while in the center.

12. Meals, Snacks and Criteria for sack lunches

- Your child will be provided with a healthy morning snacks at 8:45am, lunch at 11:45am and dinner at 4:00 pm each day.
- A weekly menu for meals and snacks is posted at the main entrance.
- All meals and snacks are planned following USDA guidelines and BFTS regulations.
 - Staff must follow infant feeding plans completed by parents for children less than twelve months of age. Plans must be updated by parents when the child's feeding requirements change.
 - Children are required to participate, when present, in the Center's meal program unless he/she is on a special diet prescribed by a physician and medical documentation is in the child's file.
 - Drinking water is available to all children throughout the day.
- * Parents must provide child/children milk a long with a Doctors note stating that your child CAN NOT drink Whole Milk. The Center will only Provide Whole milk and 1% milk.

Sack Lunch Criteria (We do not participate in Sack Lunch)

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1. The center shall have a written agreement with parents as to the parent's responsibility to provide the child a nutritious sack lunch.
2. The center will provide parents written nutritional information concerning the content of sack lunches.
3. Food brought into the center shall be evaluated each day and the child's lunch should meet the nutritional requirements the center has in place.
4. Individual lunches shall be labeled and children monitored to assure that there is no swapping of home-prepared food.
5. The center shall provide for proper storage and refrigeration of sack lunches; all perishable and potentially hazardous foods shall be refrigerated at a temperature of 40* degrees or below.
"Potentially hazardous food" means any perishable food, which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish or other ingredients capable of supporting rapid and progressive growth of infectious microorganisms.
6. Each child shall be served at least 4 ounces of milk each day if not contraindicated by special diets.
7. Peanut butter is not allowed with any meal due to a current allergy.

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• Children's Personal Belongings

Please label all items that are brought into the classroom with the child's name. (Wipes, coats, clothing, etc.) A complete change of clothing is required to be at the center at all times (shirt, pants, underwear, socks). Please send the children in clothing that will be comfortable and easy to take off for toileting purposes. Dress children appropriately for the season i.e., coats and hats in the winter because we go outside daily (weather permitting). Children play and do art work that sometimes get them dirty, so do not send children to the center in expensive clothing that you do not want getting messy.

***Higher Learning is not responsible for any belongings getting lost or damaged.**

• Diapering Procedures

Children should enter the center clean and dry. (Children should not be dropped off with a wet or BM diaper or pull-up) Diaper bags are NOT kept at the center; items are stored in individual cubbies.

Non-toileting children should have an adequate daily supply of disposable diapers, wipes and a complete change of clothes at the center (i.e., at least 10 diapers and 2 packs of wipes should be available each day). Parents should check with the teacher and refill their supply if needed, if no action is taken to refill the low supplies, your child will not be allowed entrance if their supply will not last throughout the day. If your child has a diaper rash, please supply an over-the-counter cream or ointment.

15. Toilet Training (Please provide pull-ups with the Velcro open and close sides)

Learning to use the toilet is an important self-help skill for young children. The best possible toilet training experience for young children (and the adults helping) happens when the child shows signs of being ready. We encourage you to work with your child's teacher when your child shows signs that they are ready to use the toilet. Parents and providers should discuss and agree on the planned toilet training process. If your child displays frustration or distress, we will not force the process at the center, however continue to work with them at home and when they are ready, they will use the toilet comfortably at the center.

At Higher learning Christian Daycare we potty children using a regular lower sized toilet with a potty seat on top and when children are ready, they can sit directly on the toilet seat. Parents should be sensitive to the needs of the child care provider, who is also caring for other children and who must keep hygiene, cleanliness and practicality as considerations to the training process as well. While we are not totally against having different systems, we feel as though having the same rules and same equipment certainly can be helpful for a child's mastery of this process. While toilet training, please do not use belts or dress your child in clothing that has snaps, buttons or bibs (overalls or body suites) the bottoms should be pull down / pull up

capable. Underwear may not be worn at the center until your child is completely toilet trained, this is for sanitary reasons. Accomplishing toilet training is a major achievement both for the child as well as the caregiver team! A great partnership, consistency, open communication and common encouragement techniques will help your child achieve the desired results for a successful transition to becoming a big kid!

Children 3 years and older must be completely toilet trained before transitioning to our Preschool classroom. The toddler fee \$25 remain in effect weekly for any enrolled child that should move up, but not fully toilet trained. Parents along with the teacher should be working to expedite the training as quickly as possible.

16. Discipline

The center's philosophy about guiding children to have acceptable behavior is that all children should be treated fairly and individually. Children are disciplined only in accordance with Bright from the Start rules and regulations. The center does not use punishment associated with food, napping, toileting, loud or profane language, or threats. Children are never spanked, humiliated, or embarrassed. It is our belief that the goal of discipline is to help young children gain inner self-control so they become aware of what is acceptable behavior. If an unacceptable behavior is displayed, we explain why the behavior is inappropriate. Sometimes talking about what has happened eases the tension. Through observation and discussion, teachers will decide the most appropriate way of dealing with the situation. If the behavior continues, the child will be directed to another activity. A child continuing to have difficulty will be removed from the activity for a short period of time.

A child may occasionally need to sit quietly in order to calm down and regain self-control. The general rule for "time out" is one minute per year of age, up to five minutes maximum. Time out is used as a skill building tool, not punishment. We try to foresee and prevent problems by structuring an appropriate environment and setting basic limits. These limits are mainly for reasons of safety and respect for oneself, for others, and for property. These limits are explained to a child at the outset in terms that he or she can understand

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Negative "attention seeking" behavior is ignored if at all possible. Discipline shall be fair, reasonable, consistent, and related to the individual behavior. Occasionally, children do not respond to these methods and sometimes present a threat to themselves or to other children. Parents are then contacted, and we will work together to resolve the issue.

As partners in caring for your child, it is important that good communication exist between you and the center. If your child is experiencing a change at home that may result in changes in behavior, it is important for you to notify the teacher. Your teacher will keep you informed of any behavioral concerns that may arise with your child while at the center. Every effort will be made to resolve any problem that may occur. (You may be notified immediately of certain inappropriate behaviors).

- **Under NO CURCUMSTANCES shall a parent tell any of our teachers or staff that they give them permission to spank their child or any other child that is in the care of HIGHER LEARNING CHRISTIAN DAYCARE LLC**

17. Grievances

Your child's teacher is available to discuss any grievances or concerns that you may have. Please be mindful that another parent may enter and/or the teacher may have other children to supervise in the room while you are having conversation. If you the parent are not satisfied with the response of the teacher, the Director will then be available. Good communication and interpersonal relationships make problem solving much easier. Please take the time to get to know the teacher and to let them know you. A comment/suggestion/complaint box is available in the front.

•**Babysitting** Occasionally parents may ask teachers to baby sit. The Center does not encourage this practice and assumes no responsibility for employees or children after their scheduled hours.

18. Illness, Medication, Accidents/Injury, and Other Emergency Procedures

CPR/ First Aide will be performed in any necessary situation, by trained staff on duty.

a. Illness

- Should a child become ill during the course of the day, his/her parent will be notified by phone to pick up the child within 30 minutes. If the parent is unavailable, the person on the child's emergency contact list will be called to take the child home.
- Any child with a communicable disease must be removed from the center. Parents will be contacted by phone and are required to pick their child up immediately. A child shall not be accepted nor allowed to remain at the center if the child has the equivalent of 100* orally or 99* degrees or higher underarm temperature and another contagious symptom, such as, but not limited to, rash, diarrhea, cough, runny nose or a sore throat. Parents are required to sign and maintain an emergency medical authorization and waiver. Parents are also required to keep emergency contact information current.

b. Administering Medications

- The only medications administered by the center staff are prescription Epi Pens and Rescue Asthma medications with a pharmacist's label (in case of an emergency only) 911 will be called in the event that the Epi Pen is administered. The label must include the child's name, dosage and an expiration date. No medications with expired dates or with incorrect names will be administered.
- To request the administration of these emergency medications, the parent/guardian must get the child's doctor to write a letter stating the child's needs for the medication in an emergency situation.
- We record any noticeable adverse reaction to medications given and if the reaction is severe and/or life threatening 911 will be called and the parent/guardian will be notified immediately by phone. The child will be transported by ambulance to the nearest hospital which is East Georgia Regional Medical Center located at 1499 Fair Rd. Statesboro, GA 30458.
 - Any non-emergency medications must be administered by the child's parent or legal guardian.

c. Minor Injury

- Bumps and scrapes are reported to parents with the "Ouch Report." which tells the nature of the injury and the treatment. The report will be signed by the parent and the signed copy will go into the child's file. If your child is injured at the center, the teacher will administer simple first aid; such as washing the injury, applying ice, bandaging and lots of Tender Love & Care.

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d. Serious Injury

In the event of a major injury that demands medical attention, if necessary: CPR will be administered by a trained staff and the following procedure will be followed:

1. Notify parent or guardian by phone.
2. Notify one of the persons listed on the emergency contact list by phone.
3. Notify the child's physician for his/her advice by phone.
4. In the case that the above 3 fail; the staff will proceed to obtain medical

attention.

The child will be transported by ambulance to the nearest hospital which is East Georgia Regional Medical Center located at 1499 Fair Rd. Statesboro, GA 30458. A staff person will accompany the child in the ambulance. Parents have signed an Emergency Medical Authorization form that allows the center to pursue treatment in the event of their absence.

*****Any and all expenses incurred under #4 will be borne by the child's family or guardian. If the injury is severe and/or life threatening, procedures 1-3 will be waived, and 911 will be called immediately. *****

e. Communicable Diseases

When any suspected case of contagious disease is determined, you will be contacted by phone to

pick up your child immediately. If the physician determines that your child has a contagious disease, you are requested to contact the center by phone with the diagnosis as soon as possible. This allows the center to notify other families, if necessary. The center reserves the right to request a physician's written release for your child's re-admission following a communicable disease or serious illness.

Congestion and Discharge: Serious lung congestion or discharge from the eyes or nose will necessitate your child's absence. If your child is present at the Center when symptoms are noticed, you will be contacted to pick up your child immediately. Children with constant runny nose and/or a bad chronic cough will be called immediately to be picked up.

Diarrhea: If your child has uncontained diarrhea or two or more diarrhea like stools you will be notified to pick up your child immediately. Your child may not return to the center until he/she has been diarrhea-free for 24 hours.

Lice: If it is suspected that your child is infected, he/she will be removed from the group and you will be notified to pick up your child immediately. Treatment will be required and all eggs (nits) will have to be removed from the hair before your child will be allowed to return to the center. If your child returns to the center, and eggs are found in his/her hair, you will be required to pick up your child again and bring a note from your child's physician stating that he/she is not contagious and may return to daycare.

Pink Eye (Conjunctivitis): This condition is extremely contagious and if it is suspected that your child is infected, he/she will be removed from the group and you will be notified to pick up immediately. Your child can return to the center after being on medication for 24 hours.

Rashes: Suspicious rashes are considered contagious until a physician indicates in writing otherwise. If a rash is noticed you will be contacted to pick up your child immediately.

Skin Infections and Lesions: If your child has impetigo or pinworms, he/she will not be allowed to be in attendance at the center until the condition is cleared up. If your child has ringworm, it needs to be treated for 24 hours prior to re-admission into the center.

Temperature Elevations: If your child's temperature is 99* underarm or 100* degrees orally, you will be notified to pick up your child within 30 minutes of notification. Your child may return to the center when he/she has been fever free for 24 hours.

Thrush: The symptoms of thrush are white patches that coat the inside of the mouth and lips and sometimes tongue. If thrush is present, adequate treatment is required for your child to stay in the center.

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Vomiting: If your child experiences frequent vomiting you will be notified to pick up your child immediately. Your child may return to the center when he/she has not vomited for 24 hours.

Severe or Persistent Cough: Your child will need to seek medical attention if persistent cough cannot be controlled and you will be notified to pick up your child immediately.

Asthma / Shortness of Breath: If your child is wheezing or showing signs of difficulty breathing, you will be contacted to pick up your child immediately.

***Disease:** If children are exposed or have a contagious reportable disease, this will be reported to

all parents by the director in the form of a letter posted on the door of the main entrance to the facility.

* Constant Running Nose, Draining Mucus and chronic coughing

Please keep children at home who display any symptoms, this is important to control the spread of germs and illness in the classrooms.

We will only accept In Person doctor visits for verification of illness or symptoms. A doctor's note does not guarantee the return of your child who still displays symptoms. Thank you for understanding.

f. Fire Prevention and Procedures

1. The Center has a fire and smoke detection system installed and monthly fire drills will be conducted

To familiarize the children with the procedures and a log is kept for licensing.

2. All staff members are trained in fire procedures.

3. Emergency evacuation maps are displayed throughout the Center as are locations of fire extinguishers.

4. Parents should familiarise themselves with the emergency evacuation procedures as they may be

required to assist in an evacuation drill.

5. A copy of the Emergency Evacuation Procedures is located at the main entrance.

g. Tornado/Natural Disaster

A tornado drill is conducted twice a year, a log is kept.

h. For protection of a child in the event of emergencies.

Emergency plans have been developed and are at the main entrance for parent viewing.

i. **Safety** -- The first teacher on duty in the morning will make a visual inspection of the room, and correct

any potential hazards. Staff will use good judgment and prevention techniques to avoid injuries, burns,

poisoning, choking, suffocation, traffic or pedestrian accidents.

19. Insurance

Accident insurance is **not** currently provided for children in the Center. The "No Liability Statement" is posted and a parent signed copy is in each child's file.

20. Legal Matters

a. Child Abuse Reporting Requirement

•We are regulated by State Law and are subject to the Rules and Regulations of Bright from The Start of the Department of Human Resources. Thus, we are required to report any cases of suspected child abuse or neglect to the state and local authorities. Therefore, we request that all scars, birthmarks, etc. be recorded by your physician in the remark's section of the "Health History" form. If your child has an accident at home that results in any visible mark or discoloration of the skin, please notify the center director immediately.

b. Custody Information

•If custody or visitation of a child is denied to a specific person, the parent/guardian must provide the legal documentation that outlines the limitations, as well as, the name and photograph of the person in question.

c. Unauthorized Pick Up of a Child

•If an unauthorized person or one who is incapacitated or suspected of abuse attempts to pick up a child, the center will not release the child to that person. If the person attempts to use force, 911 will be called.

d. Court Orders, Restraining Orders and Separation.

•A copy of any Court Orders and/or Restraining Orders must be given to the Director on Enrolment or when approved by the court should the child/children already be enrolled. It is also the responsibility of parents to inform the Director of any family separation issues where Court Orders/Restraining Orders are not in place. Without Court/ Restraining Orders we legally have to release children to either parent listed on the child's enrolment application.

21. Field Trips

Higher Learning Christian Daycare LLC/ Higher Learning Christian Daycare Phase 2 LLC does not offer field trips at this time.

Transportation

Higher Learning Christian Daycare LLC/ Higher Learning Christian Daycare LLC Phase 2 does not offer transportation at this time.

22. Confidentiality

Unless we receive your written consent, information regarding your child or children will not be released, with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

23. Inclusion

This program believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. This center does not discriminate in regard to race, color, national origin, sex, age or disability.

24. Posted Notices on Premises are as followed:

- a. Facility License... City and State
- b. Copy of BFTS Rules and Regulations
- c. Latest monitoring report
- d. Communicable disease chart
- e. Statement of parental access
- f. Names of persons in charge
- g. Current weekly menu
- h. Statement for visitors
- i. Posted notice of no liability coverage for children
- j. Emergency plans for severe weather and fire
- k. Reminders /News Letters/ Memorandums
- l. Sickness Policy

There are folders located by the entrance to your child's classroom; each folder is labeled with a name, please check your child's folders daily for completed work. Thank you

25. Parent/Teacher Conferences: Teachers will assess each child when they are enrolled into the

center, the teacher will continue to assess for developmental progress throughout the year and when there is a need for concern the teacher will address the concern to Director and the director will address the child's parent. Parent conferences are available upon request to discuss your child's progress and any concerns that you may have.

26. Property Damage: Please assist us in talking with your child about the care and use of the supplies and equipment that is available at the center. If it is determined that your child intentionally destroyed any property at the center, the parent or guardian will be held liable for the replacement cost of that property.

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27. Security: Higher Learning is committed to providing a safe and secure environment for your child as well as a peace of mind for each family. Entrance to the program is controlled by a door lock system; keycards for entrance are issued only to current families and staff. Please have your keycards daily, after 3 times of not having your card, a replacement card will be required for entrance to the center. Areas of the premises are monitored by exterior and interior cameras. Children are under the constant supervision of staff, which is recognized as the first and most effective source of our security. Higher Learning Christian Daycare reserve the rights not to show nor give Parents access to videos. Nor do we have to show parents any footage. It is at the Owner/Director choice to permit the parents access to cameras/footage.

28. Room Temperature: Higher Learning Christian Daycare LLC will have an inside temperature of no less than 67* F winter months. If the inside temperature exceeds 77* F summer months, air circulation will be provided.

29. Family Activities/Engagement

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents to be involved in the program, to participate in events, and to provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Family engagement activities:

- Annual Easter Egg Hunt
- Annual Thanksgiving Family Day Meal
- Read to our class
- Share Your Career Day

In addition, I encourage you to add your ideas to our suggestions box to help us continue to improve and gather input about our program from our families.

30. Transitions

- **Transition from home to center**

Before your child's first day, you will have a chance to tour the center, meet with your child's teacher, and discuss any questions or concerns. We ask that you complete our Family Survey to help us learn about your family prior to your child's first day. This will allow us to better support your child's transition into the program.

- **Transition between classrooms or learning programs**

Children are transitioned to the next classroom or program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to develop a plan to introduce your child into the new classroom or

program.

- **Transition Plan**-- Parents meet new teachers. Children get to visit the new classroom for one week before making the official move to the new age group.

31. **Forms of Payment Excepted**

- CASH  IS NOT EXCEPTED (FOR SECURITY)
- ACH WITHDRAWAL & AUTOMATIC PAY ONLY

REMEMBER this is not only a CHRISTIAN BASED place of business, this is a place that cares for young children, so please refrain from cursing and/or inappropriate language or actions while in or on the childcare center's premises. When entering the center please ensure that you are properly (dressed) covered and not revealing any body parts or showing inappropriate gestures for children or staff to see. No smoking, tobacco products, alcohol, illegal drugs or weapons allowed on the property at any time.

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This Page is a copy and does not need to be returned.

Consent Page

These policies and procedures are set forth to provide children with a clean, safe, comfortable environment where they can play, learn, and grow with guidance and loving care. These policies and procedures will be kept current, made available to parents, and used to govern the operations of the center along with the rules and regulations set forth by Bright from the Start: Georgia Department of Early Care and Learning. These policies become effective upon acceptance by the parent/guardian and the child care provider.

Upon receiving a copy of the Parent Hand Book/ Policies and Procedures, I agree to abide by the Policies and Procedures outlined in this Hand Book, I also understand that the director can make changes to this Hand Book and I will be notified of any such changes.

My childcare services with the facility are not a term binding contract and I may withdraw my child at any time, giving I have a (\$0 Balance with the center). I further understand that if I cannot abide by the Policies and Procedures outlined in this Hand Book; my services can be terminated with Higher Learning Christian Daycare LLC immediately and I will need to make other childcare arrangements.

Director: _____ Date: _____

Parent: _____ Date: _____

Parents it is your responsibility to familiarize yourself with the rules outlined in this handbook. Higher Learning Christian Daycare is not

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responsible for any lack of knowledge on your behalf for not reading this Handbook.

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Section III

Key Card Entrance into the Center Information

At the main door to the center is a Key Card Entry Pad. This adds to the safety and security of the children and staff while at the center. Each key card has its own I.D. number and will be assigned to one person, that person will be responsible for the proper use and handling of that card. The card is active during operating days and hours only. It is very important to have your card each day.

There is a \$20.00 fee to receive your key card, please pay this fee before your child begins care; the door will remain locked at all times. **Always have your card with you when dropping off and picking up your child**, (due to child/staff ratio no one will be available to open the door for you), and without your card you will not have entrance into the center.

If you will be sending an alternate person to drop off or pick up your child, they will need your card. Please explain to them the use of the card and ensure that they understand ALL the rules associated with entrance to the center along with the sign in and sign out process for your child.

The cards should NOT have your name or the centers name written on them, if your card is lost or stolen, please call my mobile phone immediately at 229-442-1162... the card will be cancelled and a replacement card will then need to be purchased at the cost of \$25.

When entering and leaving the building please do NOT hold the door open for ANYONE, you should allow it to close tightly shut for safety and security measures. Thanks for your cooperation.

Higher Learning Christian Daycare Holidays and Other Closings....

Scheduled Observed Holidays Closed

- | | |
|------------------------------|--|
| • New Year's Day | Wednesday January 1, 2025 |
| • Martin Luther King Jr, Day | Monday January 20, 2025 |
| • Memorial Day | Monday May 26, 2025 |
| • Juneteenth | Thursday June 19, 2025 |
| • Independence Day | Friday & Monday July 4-7 2025 |
| • Labor Day | Monday September 1, 2025 |
| • Thanksgiving | Wed, Thurs and Fri November 26, 27,28 2025 |
| • Christmas Holidays | Tuesday – Friday December 23 – 29, 2025 |

Additional Scheduled Closings

- | | |
|-------------|-------------------------|
| • Staff Day | Friday April 4, 2025 |
| • Staff Day | Friday August 29, 2025 |
| • Staff Day | Friday October 17, 2025 |

(Remember specific Days / dates change yearly)

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*In the course of operations, there are times when the center may be forced to close because the situation poses a threat to the health, safety or well-being of the children or staff.

* During periods of inclement weather, the center will close early, open late, or may not open at all if condition or travel is extremely hazardous. These alerts will be announced through a text message to your mobile number on file as quickly as the information is available. We often follow the Bulloch County School System weather closings, please be prepared.

*There are times within the year that the center may need to close early or be closed all day for training. In these cases, parents will be informed in advance of such closings.

*If an observed holiday falls on a weekend day the center will close the business day before and / or after the holiday. You will be notified in advance of these closing.

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Policies and Procedures

- Birthdays are celebrated at the centers afternoon time 4:30 pm to 5:30 pm.
- Your items should be at the center no later than 3:00 pm; if not we will plan to provide our regularly scheduled meal.
- Snacks can include but are not limited to cookies, mini cupcakes only, pizza pre-sliced for the number of children, chips, fruit snacks, veggie snacks and 100% Fruit Juice in individual containers. No homemade goods, no popcorn, no sheet cakes, no large cupcakes, no soda, no latex balloons and no lit candles are allowed for birthdays.
- You may prepare Goodie bags for each child; they will be handed out by the birthday child then put in their cubbies to go home; no candy allowed during the party. Please prepare the same type of goodie bag for the birthday child that you prepare for the other children (this does cause issues).
- Gifts are not recommended. If you bring your child a gift, make it very simple; not bulky or expensive.
- You will need to supply plates, napkins, spoons, birthday hats and table clothes if needed.
- Every child in the classroom should be included (get a head count in advance and

the morning of just in case a child was added or absent.

- I (the director) will try and take pictures for you if time and opportunity allow me, but this is not guaranteed.
- Any leftover items will be returned back to you.
- **Remember:** this is considered Birthday Snacks with friends not a "Birthday Party".

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Classroom Schedules

Infant - 2 Year Old's

6:00 - 8:45	Arrival / Hand-Washing / Free Play / Prepare for MORNING SNACK/ Hand-Washing / Clean - up / Routine Care*
8:45 - 9:15	Morning Snack
9:20 - 10:15	45 minutes Outside Play (Weather Permitting)
10:15 - 10:35	Transition To Inside/ Wash Hands/ Potty
10:35 - 11:00	Free Play / Storytime/ Clean-Up/ Clean-up / Prep for Lunch (hand-washing, etc.)
11:00 - 12:00	LUNCH / Clean-up Routine Care* / Transition to nap
12:00 - 2:30	NAP TIME
2:30 - 2:45	Potty/ Routine Care/ Small Group Activities/ Free Play/ Clean- Up/ Transition
2:45 - 3:45	1 Hour Outside Play (Weather Permitting)
3:45 - 4:00	Transition to Inside/ Potty/ Wash Hands/ Prepare for Dinner
4:00 - 5:00	Dinner Time/ Clean- up/ Routine Care/ Transition to Free Play
5:00 - 5:30	Free Play/ Music/ Clean - Up/ Transition to go home
5:30 - 6:00	Potty/ Routine Care/ Free- Play/ Clean - Up/ Get Ready To Go Home

- **Infants' schedules are determined based on individual development, need and temperament.**
- **Infants eat and sleep on demand as needed throughout the day.**
- **Infants are checked every hour.**
- **Infants are diapered every 2 hours or sooner if needed.**

3 / 4 Year Old's - School Age

6:00 - 8:45	Arrival / Hand-Washing / Free Play / Prepare for MORNING SNACK / Clean - up / Routine Care*
8:45 - 9:15	Morning Snack/ Clean-Up/ Potty/ Transition to Free Play
9:15 - 10:00	Free Play/ Center Time/ Clean-Up/ Get Ready for Routine Care
10:00 - 10:15	Routine Care/ Potty/ Wash Hands/ Transition to Outside
10:15 - 10:50	1 Hour Outside Play (Weather Permitting)/ Transition To Inside
11:00 - 11:45	Wash Hands/ Routine Care/ Potty/ Transition to Lunch Time
11:45 - 12:00	LUNCH TIME/ Clean- up/ Transition to Nap Time
12:00 - 2:00	Naptime, Transition to getting up/ Prepare for Snack
2:00 - 2:30	Wash hands/ Potty, Snack Time
2:30 - 3:30	Free Play/ Small Group Activities/ Center time
3:30 - 4:00	Clean- Up/ Routine Care/ Potty/ Wash Hands/ Transition To Dinner

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4:00 - 5:00	Dinner Time/ Routine Care/ Clean -Up/ Transition to Outside
5:00 - 5:45	45 Minutes Outside Play (Weather Permits)/ Transition to Inside
5:45 -6:00	Routine Care/ Potty Time/ Wash Hands/ Get Ready To Go Home

***Note:** Routine care happens throughout the day as needed and includes: toileting and hand washing

- Toileting is based on individual child's needs.
- Although times are designated, this is a "rolling" schedule. Transition activities are not a required part of routine that must follow timelines. These are suggestions of activities to keep children entertained as we assist them through transitions.

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Infant Care / Diapering Children

Parents are required to change their child upon arrival to the center to ensure that they are brought in clean, dry with no new rashes or any other issues. (Children should not be dropped off wet or with BM)

- Diaper bags are NOT kept at the center (child's items are stored in individual cubbies)
- Please label all items that you bring into the room. (Bottles, wipes, clothing, etc.)
- We have a sign IN/OUT sheet that needs to be signed legibly daily.
- We Do Not give medication PLEASE do not keep any medication in your child's belongings. You may come by as needed to give medication to your child.
- Please provide at least two sets of extra clothing.
- For your child's protection and to follow the safe sleep requirements, blankets or any other items are not allowed in cribs. So, dress your child for the appropriate season.
- Safe Sleep Practices Policy form must be filled out for each infant less than 12 months.
- We post our daily schedule and our lesson plan. Each child's individual folder is located outside the classroom door. **(Please Check Notes Daily)**
- **Please provide enough prepared formula in bottles labeled with the child's name**, enough diapers, wipes and (if needed rash cream).
- All bottles and nipples should be cleaned and sterilized before each use. If a bottle appears to not be clean with prepared formula that bottle will be given back to you to make necessary corrections.
- If your infant uses a pacifier (Paci, binki, nuk-nuk), they will be kept in child's cubby and should be labeled with the child's name. Children shall not be permitted to wear around their necks or attached to their clothing pacifiers or other hazardous items.

Infant feeding plans must be completed and signed before your infant begins care

Formula or breast milk shall be supplied by the parent daily in clean bottles. Only the current day's

formula or breast milk shall be served. Bottles shall be refrigerated at a temperature of forty (40) degrees Fahrenheit or less.

- Infants will be held or fed sitting up if they cannot hold their own bottle. Bottle propping will not be permitted at any time in the center.
- Infants will be fed “on demand” as much as possible, but at least every 4 hours and usually not more than hourly.
- Formula or breast milk will be the only milk product served to children younger than 12 months of age unless medically indicated by the child’s health care provider.
- No medication, baby food or cereal will be added to the bottle unless medically indicated by the child’s health care provider. (Written verification is required).

Our daily infant schedule includes routine care (feeding, diapering, sleeping), self-directed activities in the play areas, teacher directed activities (for those awake) to work on learning skills, outdoor play (weather permitting), thematic activity and music time. To create a routine and a sense of consistency, we try to follow a schedule of activities as closely as possible. However, due to the individual needs of the children, our schedule stays flexible and changes are made as necessary.

Screen Time Guidelines for Babies and Toddlers

Most of a baby’s brain development happens in the first 2 years of life. That’s why it’s so important for babies and toddlers to explore their environment and experience many sights, sounds, tastes, and textures. Interacting and playing with others helps children learn about the world around them.

For that reason, the American Academy of Pediatrics (AAP) recommends limiting the amount of time that babies and toddlers spend in front of a screen. That’s good advice — but in today’s world, it can be tough to keep babies and toddlers away from all the TVs, tablets, computers, smartphones, and gaming systems they’ll see.

Let’s face it: Screens are everywhere. Your little one is probably going to spend some time looking at one, so make sure his or her screen time is as productive as possible.

How Much Is Too Much?

Babies younger than 18 months should have no screen time at all. The exception to this rule is video chatting with grandparents or other family friends, which is considered quality time interacting with others.

Toddlers 18 months to 24 months old can start to enjoy some screen time with a parent or caregiver. By ages 2 and 3, kids should watch no more than 1 hour a day.

But not all screen time is created equal. For example, you and your baby playing an interactive color or shape game on a tablet or watching high-quality educational programming together is **good screen time**. Popping your toddler down in front of the TV to watch your favorite shows with you is an example of **bad screen time**.

Use screen time as a chance to interact with your child and teach lessons about the world. Don’t let your child spend time alone just staring at a screen.

Screen Time Tips

The same parenting rules apply to screen time as to anything else — set a good example, establish limits, and talk with your child about it. To make your toddler’s

screen time more productive:

- **Be with young kids during screen time and interact with them.** That can mean playing an educational game with your child or talking about something you see together in an age-appropriate TV show or video.
- **Research games and apps before getting them for your child.** There are thousands of apps and games that claim to be educational, but not all of them are. Search online to see which one's educators and doctors consider the best.
- **Schedule plenty of non-screen time into your child's day.** Unstructured playtime is important for building creativity, so young children should have time to play away from screens every day. Family meals and bedtimes are also important times to put the screens away and interact with your child.

4-Year-Old Health Screening Information

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. We request that families submit a copy of your child's physical with vision, nutrition, hearing, and dental screening information within 90 days of enrollment or within 90 days of your child's fourth birthday for all four-year-old children. We want to help ensure your child is healthy and ready to learn in order to receive the full benefits of participating in our program. This information may be obtained from your child's doctor or the local health department. Please submit Form 3300 within 90 days of your child's enrollment date. We appreciate your cooperation in this matter.

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Pandemic Policy & Procedures Update - Coronavirus/COVID 19 / Influenza

Considering the recent and ongoing pandemic, BFTS which is our licensing agency has advised all childcare centers in the state of Georgia to update parent handbooks, policies, & procedures to reflect the safety plans that have been put into place to help provide an acceptable safe environment for the children in our care as well as the staff.

Some of the new updates will remain in effect until this health crisis is over, until then I ask that you continue to work with us on the health and safety of everyone.

"Keep Sick and Children with Symptoms of Sickness Home No Exceptions"

Staff will make a visual inspection of the child for signs of illness daily. If your child has any of these symptoms, they will not be allowed entry. If you are contacted that your child is sick or has developed any of these symptoms throughout the day, please be prepared to pick them up immediately (within 30 minutes).

- This includes, but not limited to fever, chills, swollen lymph nodes, headache, fatigue, extreme fussiness, rapid or difficulty breathing (shortness of breath), rash, red or pink discoloration of eyes, coughing, frequent sneezing, congestion, runny nose, sore throat, loss of taste or smell, muscle or body aches, nausea and upset stomach.
- Parents must use hand sanitizer before signing the attendance log. (Sanitizer is Not for children's use)
- Individual sign in sheets and pens will be located on the table by the front door

- Parent must deliver their children to the entrance of the classroom door / parents cannot enter into the classroom.
- Please make sure a staff member has received your child before you leave.
- Only one family at a time during sign in /out to provide social distancing and to prevent congregating of different families during the sign in and out process.
- Door knobs and the entrance area will be disinfected often.
- **In order for a smooth and quick transition for all parents please DO NOT PARK directly in the front of the Center. Please park in the attended Parking Lot to drop off and pick up (especially during bad weather) If you need to remain longer, please pull forward in one of the parking spaces and park.**
- There will be more frequent hand washing of children and staff throughout the day.
- Staff will also wear a mask and or maintain social distance. When social distancing can't be accommodated a face mask will be required. Staffs are allowed to relax their mask during certain times of no direct contact with children, outside times and naptime.
- There will be frequent cleaning and disinfecting of shared surfaces and toys throughout the day

These rules have been put into place to better help us prevent the spread of illness among Staff and children.