

LaTrenda's World for Learning, Inc.



Parent Handbook

Revised March 2012

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Childhood is a unique and valuable stage of human development. LaTrenda's World for Learning, Inc. (LWFL) is committed to supporting children's social, emotional, physical, and educational development while respecting their individual differences. We strive to help children learn to live and play cooperatively and to promote children's health, self-awareness, competence, self worth, and resiliency.

Our program is a child centered developmental program based on the interests of the children in our care. Our goal is to stimulate cognitive growth, social and emotional maturity. We promote learning through play and a quality curriculum. We are committed to serving children and parents by providing high quality care and education in a professional, effective, and caring manner.

We practice a policy of non-discrimination in all that we do. We will never discriminate in the recruitment and enrollment of children or employees on the basis of race, color, religion, national origin, gender, disability, or any other category protected by law.

LWFL is governed by a Board of Directors. The Board of Directors has policy making and legal responsibility for the center's operation. The center Director is responsible for the daily operations of the center in accordance with the policies set forth by the Board of Directors and Bright from the Start. In the absence of the Director, a chain of command shall be followed. The chain of command is posted on the main bulletin board at the entrance of the center.

CURRICULUM

The children at LWFL enjoy a curriculum based on developmentally appropriate activities. This means:

- As children grow and change, we use curriculum guidelines for activities that are appropriate for each age and stage of development.
- Knowledge of typical development of children within each age span provides a framework from which we prepare the learning environment and plan specific experiences.
- Children's play is a primary vehicle for and an indicator of their development. Therefore, child-initiated, child-directed and teacher-supported play is an essential component of our program.
- Academics are presented in a relaxed and enriching manner and are appropriate for the ages and development of the children.
- Multicultural/anti-bias awareness and overall health and safety are also part of our curriculum.

Health education is incorporated throughout our curriculum. Health habits are reinforced to children by encouraging them to follow best practices and by modeling appropriate practices.

The curriculum is guided by the recommendations of NECPA and is reviewed annually. As a valued family in our program, your input is critical to this process. Please feel free to share any suggestions with the Director.

Our curriculum choices are made using the whole child approach. Any curriculum implemented will address all areas of child development, will age and developmentally appropriate, and culturally sensitive.

Our curriculum is reviewed annually by a team made up of program administration and a parent and teacher representative. We use teacher and parent input as well as progress reports and child assessments to determine if any changes are needed.

Program administration will also distribute written surveys to program staff and parents on an annual basis. This will allow the entire LWFL family to evaluate the program. The results of these surveys will also be used when determining future goals and/or necessary changes.

STAFFING

In compliance with state regulations, all staff has had a criminal background check and is screened by the program administration during the interview process. An in-depth orientation and training is also conducted for all staff upon hire. Additionally, everyone employed by LWFL receives 30 hours of training during their first year of employment and 24 hours of training each year thereafter.

All staff members of LWFL are mandated by law to report suspected abuse and neglect.

CLASSROOM ASSIGNMENTS

LWFLC operates on a schedule in accordance with the Bibb County School system. Children are placed in the appropriate classroom based on their birth date. Children will be placed in the appropriate classroom environment based on their age at the start of the school year. Children who have a birthday after September 1st will not be promoted to the three year old classroom until September 1st of the following school year. If you or your child's teacher feels that the child's development warrants a promotion to the next age group, this will be considered if space is available.

The center shall provide for substitute staff when regular staff is absent from work. All substitute employees shall be at least eighteen (18) years of age. Substitute caregiver staff will be informed of policies and procedures for the center and age group for which they will provide care. Substitute staff shall be informed of the center's policies and procedures necessary for the effective performance of their job duties in compliance with program and state rules. They will also be introduced to each child so that he/she will know each child's name.

Children are to remain within sight and sound of a qualified caregiver at all times. All caregivers receive scheduled breaks to reduce fatigue and to ensure alertness. During these scheduled breaks, or at any other time a teacher must leave the room, appropriate supervision will be put in place to ensure supervision at all times.

If/when volunteers are used in the program, they will not be counted in the child::staff ratio and will be utilized only to provide extra support to the children enrolled. All volunteers will be screened, including a criminal record check prior to being placed in a classroom and will never be left alone with the children are counted in the adult::child ratio.

GENERAL PROGRAM INFORMATION

LWFL serves children from 6 weeks to 12 years of age. The center operates on a full year schedule and is open Monday through Friday from 6:00 a.m. to 6:00 p.m. The program is licensed by Bright from the Start: GA Department of Early Care and Learning (BFTS).

The center is closed on the following holidays:

New Year's Eve	Good Friday (Easter)
New Year's Day	
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving

Fourth of July
Labor Day

Christmas Eve
Christmas Day

Families will be notified in advance of closure dates if one of the holidays falls on a Saturday or Sunday.

In cases of inclement weather, LaTrenda's World for Learning will close when Bibb County school system closes. Parents are encouraged to listen to radio and/or television stations for closing announcements.

ADMISSION/ENROLLMENT REQUIREMENTS

Initial enrollment will be at the discretion of LWFL. Enrollment is based on availability and is first come, first serve. If the center does not have an opening for a child, he/she may be placed on the waiting list and will be enrolled as soon as a space is available.

Parents/guardians will be responsible for submitting all required documentation PRIOR to the child's scheduled start date. As the parent or guardian, it is your responsibility to submit updated information as it is available.

Required documentation:

- Enrollment forms
- Birth certificate, social security card, and proof of residency
- Authorization for emergency medical treatment
- Authorization to release to person(s) other than the parent
- Immunization Record
- Developmental history
- Health status/screenings – you must provide the eye/ear/dental screening if your child is 4 years of age

As part of registration, each parent is asked to provide a current home address, telephone number, and work number. This information will be updated annually, but we ask that you please notify the center immediately if there is a change to any of this information, as well as any other information related to your child, such as his/her doctor, emergency contacts, etc.

To allow us to provide the best possible care to each child, if there are any special considerations needed for your child, this should be clearly defined in writing before the child enters the program.

LWFL asks that each child have a developmental history form on file. This provides the center and teachers with information about your child that will help us provide the best quality program for each individual child. Parents of infants under 12 months are required to submit a daily schedule of feeding and sleeping times for the infant. Developmental history forms can be updated at any time, if parents request to do so.

The parent agreement form completes the enrollment process. Upon signing the agreement you acknowledge that you have read and agree to comply with the policies, rules, and responsibilities as outlined in both the handbook and the agreement form.

TUITION & FEE POLICIES

The tuition is charged weekly and is paid in advance for all children. Fees are due each Monday by 6:00 p.m. A \$20 late charge will be assessed per child to all accounts paid after Monday at 6:00 p.m. Your tuition must be paid Tuesday morning or your child will not be able to attend. If tuition and fees are not paid after one week, services will be terminated and the child's space will be filled with a child from the waiting list.

If there is an emergency that prevents you from picking up your child by the regularly scheduled time, you must call the center to inform the administrative staff you will be late and the reason why. Any parent that picks their child up late without calling to inform the administrative staff for approval will be charged \$5.00 for every 15 minutes after 6:05 p.m.

The center does not provide transportation. It is your responsibility to arrange transportation for your child to and from the center.

Refunds will only be given if payment is made for a child during enrollment and the child later does not attend the center. In these cases, please see the Director.

ATTENDANCE

Daily attendance will be maintained on each child on a continuous basis. At LWFL, we look forward to seeing your child every day. If your child will be absent, you are asked to call the center. If your child misses a week without notification, the center will assume the child has withdrawn from the center and his/her spot will be filled with a child from the waiting list.

Parents are responsible for the drop-off and pick-up of their child(ren) to and from the center. Every child must be escorted in and out of their assigned classroom and signed in/out daily. For the safety of our children, please do not allow your child(ren) to run or wander throughout the center without adult supervision.

DAILY PROGRAM/ACTIVITIES

Our day begins at 7:00 a.m. and runs until 6:00 p.m. Each day's routine promises activities that allow your child(ren) time to grow, room to explore, experiment, discover, and play.

In our Infant Program, the daily routine is determined by the individual needs and developmental level of each child.

Consistent with best practices, we provide a program of daily activities and relationships that offer opportunities for the developmental growth of each child in all of the following areas:

- Physical development, including fine and gross motor.
- Social development, including communication skills.
- Emotional development, including positive self-concept.
- Intellectual/cognitive development.

Each teacher creates his/her own weekly lesson plan based on the cognitive, emotional, social, physical, and developmental goals of each child and in accordance with The National Early Childhood Program Accreditation (NECPA).

HEALTH AND SAFETY

Parents are encouraged to keep up their child's health through routine doctor's appointments and well-child checks.

We are dedicated to providing a healthy and safe environment for the children, families, and employees that enter our program every day. Your support is needed to prevent the spread of germs.

Our efforts to minimize the spread of germs include daily cleaning of infant and toddler toys, certain equipment and classroom areas, kitchen areas and bathrooms.

Children's cots, mats and cribs are kept separate and are marked for use by one child only. They are also sanitized at least once a week. Sheets and blankets are kept separate and are used by individual child. These items are washed at least once a week.

All children and staff are required to wash their hands upon entering the classroom. Parents or other visitors that wish to remain in the room beyond the typical drop-off period are also asked to wash their hands. Children will be taught to wash their hands in warm running water for at least 20 seconds.

In addition, staff and children will be required to wash their hands:

- Upon arrival to the classroom (even when coming in from outside play)
- Before and after any food service activity
- After toileting or changing diapers
- After assisting a child with toileting or an accident
- Before and after eating meals or snacks
- After handling any animals
- After removing disposable gloves
- After having any contact with bodily fluids
- After blowing or wiping noses
- After playing in water used by more than one child

The center Director (or Administrative Assistant in her absence) is responsible for all health and safety issues at the program, including outdoor safety. If you ever have any questions or concerns, please feel free to address them with her.

SUPERVISION

Children are required to be within sight and sound of a caregiver at all times. Children are never permitted to leave their assigned classroom without an adult and may never be left in their classroom alone.

PETS

Please do not bring any personal pet into the center without prior authorization from the administration. If an animal is ever brought into the center for educational purposes, we will follow all safety precautions and ensure that the animal is properly cared for and appropriately vaccinated.

CONFIDENTIAL INFORMATION

To protect the rights of your child and your family, children's records are only available to program administrators, authorized staff of LWFL, authorized employees of BFTS, and the child's parent(s) or legal guardian(s).

Confidential and sensitive information will only be shared with employees who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents, as we strive to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information of anyone associated with LWFL.

Information concerning any child will not be released, whether written or orally, to any individual or agency without the approval of the parent, unless such disclosure is mandated by child care licensing rules, other statutes, or by a court of law.

PARENT CONFERENCES/INVOLVEMENT

LWFL values our relationships with our parents. Parents and other family members are always encouraged to visit the center and participate in classroom activities. Please be sure to sign in at the front desk.

Family members are also invited to share their culture and/or special experiences with their child’s class. If you are interested, you should let your child’s teacher know.

We value your input and welcome any suggestions you may have about our program. We will occasionally schedule parent meetings (at least twice per year), but we also welcome your individual comments at any time.

A conference will be held with you twice a year to discuss your child’s development and progress. Your child’s teacher will work with you to schedule a mutually agreeable time. You are also welcome to request a meeting with your child’s teacher in between our regularly scheduled parent conferences, should the need arise.

Should you ever have concerns you would like to discuss with the Director, please feel free to request a meeting at any time.

GRIEVANCES

Although we make every attempt to offer the highest quality care to all children and families, there may be occasions when parents have concerns about particular events, situations, or staff. In this event, parents are encouraged to talk to their child’s direct caregiver as a first point of contact. If they have tried this without satisfactory results, or if the concern is serious enough to warrant immediate administrative review, parents are encouraged to contact the center Director. The Director will then schedule meetings as necessary with appropriate parties to gather relevant information before deciding on a course of action. Parents will be informed, as appropriate within confidentiality requirements, as to the result of the Director’s inquiry and action taken. If necessary, the parent may also choose to contact a board member. Again, our goal is quality child care and we encourage everyone to bring their concerns to us so that we can work together to ensure that quality.

MEDICAL POLICIES

Illness/Communicable Diseases

This program is operated as a “well-child” facility. The following illness policies will be strictly enforced for the health, well-being and safety of all concerned.

Sick Child Policy- Every course of action is taken to reduce the spread of illness by encouraging hand washing and following other universal sanitary practices. Under no circumstance may a parent bring a sick child to the

child care program. If a child shows any signs of illness (see Symptoms Requiring Removal of Child from Care) or is unable to participate in the normal routine and regular activities, the child should be kept home. Sick children expose other children and the teachers to the spread of germs and require additional care and attention that may not be available.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contract person will be called and asked to pick the child up.

In accordance with state regulations and best practices, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24-48 hours (depending upon the illness) after they received the first dose of an antibiotic, or as otherwise indicated by a doctor's note. If you aren't sure about whether or not to bring your child to care, please call to discuss it. Confirmed allergy related symptoms and non-communicable illnesses typically will not require exclusion.

Symptoms Requiring Removal of Child from Care:

NOTE: A fever is defined as having a temperature of 100°F or higher taken under the arm (or 101°F taken orally or 102°F taken rectally). For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever. A child must be fever free for a minimum of 24 hours before returning to care. Please note that this means the child must be fever free without the aid of Tylenol or other fever reducing medication.

- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion
- Diarrhea: runny, water, bloody stools, or 2 or more loose stools within last 4 hours
- Vomiting: 2 or more times in a 24 hour period
- Breathing trouble: sore throat, swollen glands, loss of voice, hacking or continuous coughing
- Runny nose (other than clean), draining eyes or ears
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm
- Child is irritable, continuously crying, requires more attention than I can provide without risking the health, safety or well-being of the other children in care

In accordance with BFTS rules, the current communicable disease chart of recommendations for exclusion of sick children from care and their readmission will be followed. Any cases or suspected cases of notifiable communicable diseases listed on the disease chart will be reported to the local county health department. Ill children may return to care 24 hours AFTER symptoms of the illness end which means if the child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications.

Parents will be notified if a communicable disease is introduced into the center. Parents are required to notify the center immediately if their child contracts a communicable disease. Children with a communicable disease cannot attend the center and will not be re-admitted without written permission from a physician.

In the event of an emergency, your child will be transported by emergency medical service to:

The Medical Center of Central Georgia
Emergency Room
777 Hemlock Street

Macon, Georgia, 31201
(478) 633-1000

A staff member from the center will accompany your child and you will be notified immediately.

Injuries

When a child is injured, regardless of the nature of the injury, an accident report is filled out at the time of the incident. First-Aid is administered following national best practices and universal precautions.

- If the injury requires further evaluation and/or treatment, you will be notified immediately.
- Any time a child has a head injury, no matter how slight, a call is placed to the parent.
- In the event of serious injury, we will contact 911 (your child's medical authorization form must always be kept current for this reason).
- Any costs or charges for 911 emergencies will be the sole responsibility of the parent.

Medication

Medications will be administered by the Director or Administrative Assistant. A medical form **must** be completed for each medication and for each instance. The medication will be administered and any noticeable reaction will be recorded. The parent/guardian will be notified immediately if any adverse reactions are observed.

For medication to be dispensed, it must comply with the very specific guidelines. The medication shall:

- Be in the original container
- Be clearly labeled with the name and strength of the medication
- Be clearly labeled with the child's name
- Be clearly labeled with a prescription number and the name of the prescribing physician
- Be clearly labeled with the dosage and frequency to be administered
- Be clearly labeled with a date
- Include any possible side effects of the medication
- Include instructions for storage
- Include the expiration date of the medication
- Medication Authorization Forms must be filled out on a weekly basis until the medication has been discontinued

Non-prescription medications will only be administered to children if prescribed by a physician. The guidelines listed above are applicable.

GUIDANCE AND DISCIPLINE

It is the philosophy of LWFL that a child's early education experience should provide for the development of a strong, healthy self-concept and self-image. The lead teacher in each classroom is responsible for handling problem situations within his/her classroom. If the problem persists, the Director should be notified. Discipline (guidance) should always be positive, productive and immediately address any inappropriate behavior.

The goal is to help children develop a positive self-image. We want to encourage children to be self-directed and to exhibit self-control. Children need the opportunity to build their self-esteem with our help.

Humiliation or shame will not be used at our center. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by any staff member or by any parent while on the premises or when participating in any planned activity of the center.

Children whose behavior endangers others will be supervised away from the other children. The staff will then discuss the problem with the child and any other concerned party. Time out will only be used when a child is emotionally out of control and needs private time to regain control.

Caring for young children requires a lot of patience, as they often need to be reminded of safety rules over and over again. Each rule will be stated clearly and precisely. Showing a child other acceptable safe activities will help him/her with following the rules. Directions will be stated in a positive manner as well.

In a case where a child's behavior or actions have resulted in the destruction of property, the parent/guardian will be responsible for the repair or replacement of the property. On occasion it is in the best interest of the child and the program for the parents to seek alternative care.

In the case of continued discipline problems, staff will notify the parents to discuss possible solutions and/or recommendations. Written confirmations of these discussions will be available to the parents and kept on file.

Aggressive behavior, biting, hitting, etc. that cause on-going disruptions and/or confusion in a classroom may result in the child being dismissed from the program. Dismissal is always a final option and a rare occurrence at LWFL.

NUTRITION

Children receive breakfast, lunch and an afternoon snack at the center. These meals are well-planned for nutritional value and content. Our menus are in compliance with the USDA Nutritional Guidelines. We provide serving sizes consistent with the recommendations established by the United States Department of Agriculture Child Care Food Program.

We will begin serving breakfast at 7:00 a.m., lunch at 11:00 a.m. and afternoon snack at 2:30 p.m.

To ensure your child receives breakfast, he/she should be present no later than 8:30 a.m. If your child will arrive after this time, please be sure that he/she has eaten breakfast. Children are not permitted to bring food from home into the center.

Weekly menus are posted on the main bulletin board at the entrance of the center and in each child's classroom.

Below are some general guidelines followed by our program:

- Drinking water is always available to the children.
- Children are encouraged but, not forced to eat.
- Teachers NEVER use food to punish or reward children.
- Children are given necessary assistance in feeding and encouraged to develop good nutritional habits.
- Care is taken to ensure that hot foods are not served at a temperature which would cause the children to burn their mouths upon consuming the food.

Food exceptions will be made in cases of religious beliefs, allergies or special diets prescribed by a physician. It is the parent's responsibility to make the program administration aware of any of these situations.

Special Occasions

In consideration of children with food allergies, for special occasions such as classroom parties, birthdays, etc., parents are asked to check with individual teachers before bringing in treats. All food brought in for special occasions should be commercially prepared and in a sealed container.

INFANT/TODDLER PROGRAM

LWFL is dedicated to providing a quality learning experience for all children enrolled. All children under the age of two years will have a primary staff person assigned. We also will limit the number of caregivers who interact with any one infant to no more than three caregivers in a given day and no more than five caregivers across the period that the child is an infant in care.

To support the transition between home and child care, feeding, sleeping, and diapering/toileting activities are recorded daily for each infant and toddler. This information is made available to the parent at the end of the day.

NUTRITION FOR INFANTS AND TODDLERS

Parents/guardians who have children in our infant program are asked to provide all food and formula until your child(ren) is ready to enjoy our meal program. To get your baby off to a good start and make the transition easier, we ask that you give the first feeding at home.

Formula or breast milk must be supplied daily in bottles that are clearly labeled with your child's name. Only the current day's formula or breast milk shall be served. Refrigerated or frozen breast milk will only be heated or thawed under warm running water or in a container of warm water – a microwave will never be used.

Please note that, in compliance with state law and best practices, any formula or breast milk remaining one hour from the beginning of the feeding will be discarded or returned to parents.

LWFL encourages and supports breastfeeding. If you desire to visit your child during the day for nursing, you will be provided a private space for this purpose.

All parents/guardians must complete and sign a written feeding plan for children less than one (1) year of age. Instructions related to your child's nutritional needs must be updated regularly as new foods are added or other dietary changes are made. The feeding plan will be posted in your child's assigned room and will include your child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially pre-mixed formula which may not be used in an emergency because of food allergies.

All infants who cannot hold their own bottles or sit alone (typically children 6-8 months and younger) are held while being fed. Baby bottles are NEVER propped for feeding.

Hot dogs, grapes, and other foods that frequently cause choking will not be served to infants or toddlers. Honey will not be served to children less than one (1) year of age.

As soon as your child exhibits a desire to feed him/herself, the teachers will provide assistance and encouragement for the child to use their fingers for self-feeding, to eat with a spoon, and to drink from individual cups.

SAFE SLEEPING POSITION

In accordance with the recommendations of the American Academy of Pediatrics and GA state law, infants are placed to sleep on their backs. Infants who fall asleep in swings or bouncy seats will be moved to their crib and placed on their backs to sleep. Infants nap in their own assigned cribs according to their own individual schedules. Requests for infants to be placed to sleep in any other position will only be considered if accompanied with a physician's note that explains why your baby should sleep in an alternative position. Stuffed toys and blankets are not permitted in the crib with your infant. Blankets will only be used when required and must follow safe sleep practices.

DIAPERING AND TOILET TRAINING

Parents should talk with their children's teachers prior to beginning toilet training at the center. Toilet training usually begins at home. A well established routine at home will help with success at the center. Remember toilet training will be somewhat different at the center since each staff member is responsible for attending to the needs of more than one child. Staff will ask children every hour to hour and a half if they need to use the toilet. Additionally staff will assist individual children when they ask to be taken to the toilet.

The idea of training children to use the toilet is misleading, because children learn when they are ready. Trying to speed up their biological clock or force a child to sit on a potty chair can be frustrating for both the child and the adult. The child may use this as an opportunity to battle the adult for control of power. Having parents and other caregivers adopt an attitude that "it will eventually happen" will ease the frustrations that may occur and protect the child's self-esteem.

Children may begin toilet training at our center when they demonstrate the following signs of readiness for toilet training:

- Express verbally a need to go
- Follow simple instructions (e.g. going into bathroom when asked, being able to get clothing off when asked, etc.)
- Understand words about the toileting process
- Regulate the muscles responsible for elimination
- Keep a diaper dry for 2-3 hours
- Get to the potty on his/her own
- Pull diapers or underpants up or down

While a child is toilet training, you will be required to provide extra sets of clothing. Your child's teacher will provide these details. You will also be required to provide appropriate disposable diapers or pull ups. If the center must provide these, you will be required to pay \$1 per diaper/pull up when you pick up your child.

Staff and children (of all ages) must thoroughly wash their hands with soap and running water after each diapering and after cleaning up bodily fluids.

All staff are trained on proper diaper changing procedures and are expected to follow these best practices in every instance.

FIELD TRIPS/TRANSPORTATION

It is our philosophy to provide children with the opportunity to experience and learn about our community and the places around us. Field trips are an exciting opportunity for your child to learn more about the community or enjoy recreation away from the center. These adventures are planned and announced to you in

advance of the date. You must give written permission for each trip on a Field Trip Permission Form or your child will not be able to participate. Parents are encouraged to accompany the children on the field trips.

While on a field trip, all children will be required to wear a name tag with his/her name, the center's address and telephone number.

In addition to field trips, we also provide transportation for school age children to and from school. We only drop off and pick up from our local area schools. Upon enrollment of a school age child, you will be required to fill out transportation papers for your child before they will be able to get on the van. You will also have to fill out a Vehicle Emergency Medical Information Form as well. The van will leave the center promptly at 8:00 a.m. every morning to take the children to school.

OUTDOOR PLAY

Outdoor play is an integral part of our curriculum. All children, including infants, go outside on a daily basis, weather permitting.

To ensure proper staff/child ratios at all times, we cannot keep a child indoors. If a documented medical reason stipulating restrictions is provided, we will try to accommodate the request. Under certain weather conditions, if a child is dropped off and is not dressed appropriately for outdoor play, the parents/guardians will be contacted and asked to bring the appropriate articles of clothing.

There is a separate outdoor playground for infants and toddlers.

REST PERIODS

Each child enrolled at LWFL will be provided an opportunity to rest. Children under 12 months of age are permitted to sleep on demand. Children under the age of 12 months are provided with cribs especially designed for comfort and safety.

Quiet activities are provided for children not asleep after ½ hour.

All sleeping materials are kept separate and are labeled for individual child use. Cots, mats and cribs are sanitized at least once a week. Sheets and blankets are washed at least once a week.

POSSESSIONS FROM HOME

Children may not bring toys, food, or money into the center. Our toys and equipment have been carefully selected to provide a safe and stimulating environment and are shared by all children. We will occasionally have "show and tell" and this will provide an opportunity for children to share special items from home.

Children should not bring any sort of money to school.

Nutritious snacks and meals are also provided for all children therefore, there will be no need for children to bring additional food into the center unless your child requires food for a special diet.

CLOTHING/SUPPLIES

Dress your child for lots of fun and activity. The clothes should be loose and comfortable. Rubber-soled shoes are required during all activities. The shoes are necessary to avoid serious falls. Please clearly mark your child's name on all articles of clothing, including shoes, so we can help prevent losses.

All children, regardless of age, are required to have a complete change of clothes, including socks, with them at all times when in the center. The staff will use the extra clothing in case of any mishaps. Please place the clothes in a Ziploc bag with your child's name clearly marked on the bag.

Parents of infants are responsible for supplying disposable diapers and disposable wipes. Parents of toddlers are responsible for supplying disposable wipes, disposable diapers, and/or training pants. **PLEASE LABEL ALL ITEMS!**

The children are here to play and learn. This means they will be involved of lots of active learning. **Please do not send your children in special clothes** as LWFL cannot be responsible for damaged clothing. We cannot be responsible for the loss of items that are not appropriately labeled with your child's name.

Accessories

LWFL will not be responsible for any jewelry and/or hair bows worn by your child. We prefer that your child not wear these items, but if send your child to school wearing these items, they will be removed and placed in the front office for you to pick up. This is for your child's safety as we do not want these items to be placed in a child's mouth or become a potential hazard on the playground.

RELEASE POLICY

It is mandatory that every child has an enrollment form on file which identifies all persons who are authorized to pick up your child(ren). We ask that you provide at least two individuals with whom we may release your child(ren) to. Children will only be released to individuals listed. LWFL is not responsible for any injury or harm to a child who has been released to a person on the child's enrollment form or identified in the written exception request process (described below). Please ensure that your emergency contacts know that they will be asked to present a picture identification if they pick up your child(ren).

Special Exceptions

Should a parent wish to have a one-time special exception, we request that you submit to the office a signed, dated, written note the morning of the release.

COURT ORDER RELEASES

In cases where an enrolled child is the subject of a court order (Custody Order, Restraining Order, or Protection from Abuse Order), LWFL must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed.

In the absence of a court order on file with LWFL, both parents shall be afforded equal access to their child as stipulated by law. Staff cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, we suggest that the parent keep the child with them until a court order is issued. If conflicting court orders are presented, the most recently dated court order will be followed. Once presented with a Protection from Abuse Order or a Restraining Order, we are obligated to follow the order for the entire period it is in effect. Employees cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. We will report any violations of these orders to the court.

Release Verification

LWFL reserves the right to ask anyone, parents/guardians included, who may be picking up a child for picture identification. Refusal to show proper identification will result in refusal to release the child and possible dismissal from the program.

POSSESSION AND/OR USE OF PROHIBITED SUBSTANCES OR ITEMS

To comply with the Drug-Free Workplace Act and to protect your safety and the safety of all our employees and children, we will enforce the following policy:

No one may possess, be under the influence of, or use any alcohol, intoxicant, or narcotic on LWFL property.

LWFL is a smoke free facility. Smoking is prohibited on the grounds, within the center premises, or in any vehicle being used to transport children.

No person shall be allowed to possess a firearm while on the premises.

CHILD ABUSE/NEGLECT

All employees of LWFL are considered mandated reporters by Georgia state law. This means that we are required *by law* to report any suspected case of child abuse, neglect, exploitation, or deprivation to the Department of Family and Children Services.

TERMINATION AND WITHDRAWAL

We look forward to giving reliable and dependable service to you and your child(ren). The administration of LWFL and/or the parent/guardian have the right to terminate the child care agreement upon written (not verbal) notice to the other party.

Notice

LWFL requires a 2-week written notice prior to termination. Full tuition is due for the notice period, whether your child attends or not. There are no refunds. Failure to provide proper notice and payment could result in legal action.

Emergency Discharge Situations

LWFL reserves the right to terminate services with no notice if any of the following circumstances have occurred:

- Tuition is over two-weeks past due
- Habitual returned checks
- Habitual late pick-up
- If your child's continued participation in the program creates a direct threat to other children, teachers, administrators or to the child's safety (examples: excessive biting and aggressive behavior)
- If your child's behavior causes on-going disruptions in the classroom.
- If a parent presents an imminent hazard to staff, children or other families of the center.

Dismissal under these circumstances would be a final option.

Temporary Withdrawal

On occasion, due to family, work, or medical circumstances, a parent/guardian may be forced to withdraw their child/ren on a temporary basis. Proper termination notice and procedure must be adhered to. Once a child is withdrawn, we cannot guarantee enrollment for the child in the program or in the same classroom.

FIRE AND EMERGENCY

Your child's safety is our priority. Safety is emphasized regularly in all classrooms and during staff meetings. Fire and emergency evacuation drills are conducted monthly. An evacuation plan and diagram is posted in every room. In the unlikely event the center is ever severely damaged and considered unsafe, plans have been made to evacuate to Memorial Gym at 763 Long Street Macon, Ga 31206. The phone number for that site is (478) 751-9210. Should an emergency occur, the Director will attempt to notify all parents and post a notice at the center.

The following procedures will be followed in the circumstances listed below:

Fire: Get the children out of the building and moved to our emergency shelter location. Call the fire department, call the parents, and call Bright From the Start – Child Care Services within 24 hours.

Severe Weather: Remain calm. Move the children into the hallway away from windows. In case of a tornado, have the children place their heads between their knees with their backs to the wall. Listen to the radio for weather updates.

Loss of Electrical Power: Remain calm. Call the power company to report power loss. If in hot weather, open the windows, if possible. In cooler weather, put on warmer clothing or get blankets out for the children. Call the parents if the power will be out for an extended period of time.

Loss of Water: Have bottled water available for drinking purposes. Call the water department/plumber. If water will be out for an extended time, have water available for hand washing and toileting purposes. Call the parents if the water will remain out of service for a significant length of time.

Loss of a Child: Call 911 or the police. Call the child's parent to report the loss. Keep the other children calm. Look in the building, yard and surrounding areas.

Please note that if a child is picked up from our emergency evacuation location, children must still be signed out by the parent before he/she can be released.

In no circumstances will center personnel impede in any way the delivery of emergency care or services to a child by a licensed or certified emergency health care professional.

REFERRALS

LWFL is extremely dedicated to the well-being of your child and family as a whole. If you are in need of a referral to a social service agency, a specific type of health care provider, etc., we encourage you to speak with your child's teacher or the Director. We will do our best to assist you in learning about available community resources.

Parent Handbook Confirmation

Parents are expected to fulfill their responsibilities as a partner with the center. Failure to cooperate with the center staff or failure to abide by the center's policies may result in termination of services.

Parents will be provided a copy of the Center Policies before services begin in order that he or she may understand the relationship and responsibilities of the parent and the center. The parent is required to sign the last page of the Center Policies and return to the center on the first day of your child's attendance or before. This will be kept in your child's file at the center.

We reserve the right to make amendments to these policies and procedures in an effort to effectively provide quality services.

Please take a few minutes to read the entire parent handbook. Sign one copy of this agreement and return to your child's teacher. The second copy provided is for you to keep for future reference.

I have read and fully understand these policies and procedures. I have received an exact copy of this Policies and Procedures Handbook for my own records. I understand that these policies are reviewed annually and that I will be made aware, in writing, of any content changes.

Print Name

Child(ren)'s name

Signature

Date