

Bulletin Board

Parents/Guardians will find the following information posted on the bulletin board:

- License
- Rules and Guidelines
- Communicable Disease Chart
- Statement of parental access
- Names of person(s) in charge
- Current Weekly Menu
- Emergency Plans
- Statement for Visitors

Safety Procedures

In the event of a fire, gas leak, bomb threat or physical facility problems, the building or vehicle will be evacuated. In the event that we must evacuate the building, we will notify parents to have their children picked up if needed. If we must evacuate a vehicle, you may contact the center for transportation backup plans.

In the event of severe weather problems, there are designated areas in the building where your children and the staff can go for safety.

Inclement Weather & other Closings

Whenever there is bad weather and the Atlanta Public School System is closed, the Center follows the same criteria. In the event that we care in school and inclement weather occurs, the Center will close. Parents are advised to pick up their child/children early.

We are also closed on the following days:

- New Year's Day (January 1st)
- M.L. King's Birthday
- Memorial Day
- July 4th
- 3-4 Teacher Planning Days (you will be notified at least 2 weeks in advance of these dates)
- Labor Day
- Thanksgiving Day & the following Friday
- Christmas Eve & Christmas Day

Sign-In/Out & Release

Upon arrival, parents/guardians are required to sign their child in, noting the time arrived. This is to be followed by signing the child out when they leave. A sign-in/out

sheet is by entrance door. Parents/Guardians will also be required to notify the Center of any injuries and illnesses their child may have.

The person who signs your child in and out must be designated on your child's application. If we are not familiar with this person, you must call the Center and verify the person with the Director or the Assistant Director. The person must show identification before your child is released. If the person is *not* designated to pick your child up, you must provide a letter upon your child's arrival consenting to their release. If the arrangement is made mid-day, you must fax the center a letter consenting to your child's release. This person must also show valid (military or state issued) identification before your child is released.

Toilet Teaching

When you feel your child is ready for toilet teaching, you must begin this teaching at home. We will follow through and encourage your child while in our care. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use pull-ups or training pants until your child can and will announce at the Center that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement.

During toilet learning parents will need to supply:

- Three complete changes of clothing (including socks)
- Pull-ups (6 pair per day)

Do not solely provide panties or underwear until naptime and bedtime control is established. If accidents are happening once every other week, panties and underwear can be used, however pull-ups must be worn during naptime.

Also during toilet learning, your child should be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists or dresses for girls.

Please try to avoid really tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many "gadgets" makes it harder to get the child on the potty in time.

Meals and Snacks

Delicious, nutritious vegetarian meals and snacks are attractively served by the Center each day. They are well balanced and no meat (flesh) is served. Your child will never be forced to finish their meal, but we do encourage each child to try a few bites of everything.

Please formally notify the Center's Director and your child's Teacher of any specific food allergies your child has.

Let the Director and your child's Teacher know at least two (2) days in advance if you wish to provide snacks at your child's birthday.

Naps

All children age five and under are required by state law to have a rest time. Each toddler child is assigned their own mat, while each Preschool and Pre-K child is assigned their own cot. No other child can use another's mat or cot. You must provide a blanket for your child's naptime. Providing a travel size (small) pillow for your child is optional.

Playtime

Please dress your child appropriately for the current weather, and in play clothes (with shoes that adequately protect their feet). When the weather permits we will spend time outdoors. According to state law children are supposed to go out a little each day except for really inclement weather, but the weather will have to be fairly mild before we take the children outside. During winter, spring and fall our outdoor play will probably range from 15-30 minutes increments, and in the summer it may be two or more hours long (maybe not all at once).

When the entire year is averaged, Indoor Play constitutes the majority of our playtime. We provide a variety of age-appropriate toys for your child to play with. **Please do not allow your child to bring toys from home because some toys may cause a choking hazard for children.** Also, we will not be responsible for toys from home that get broken or lost at the Center. Children are allowed to play with educational toys such as computers, manipulatives, books, and puzzles. We also have a dramatic play center, art projects, board games, and etc.

Transportation

Each child who needs transportation must have a *Transportation Agreement* on file. Parents/guardians must have the child ready at the designated time and a parent/guardian must escort the child to and from the school bus. If no one is home to receive your child, they will be brought back to the Center, where you must make arrangements to get your child. If you want the bus to bring the child back to you, you must pay an additional transportation fee per child.

Field Trips

In order for your child to participate in the field trip parents/guardians must sign the permission form provided by the Center. If swimming or water activities are planned, parents/guardians will be notified. Transportation will be provided by the Center.

Illness

We require that you provide an emergency contact (other than yourself) that we can call in the event your child becomes sick and we are unable to reach you. We cannot care for a child who has any severe illness. If your child is not feeling well, *please* do not give your child medicine to mask their symptoms. Children are often very affectionate with each other and it is very difficult to keep a sick child from infecting everyone else. Please see the *Common Infectious Illness* chart for more information concerning illness that will prohibit your child from promptly returning to the center.

If your child shows any of the symptoms of an Infections Illness while in our care, we will remove them from the group and notify the parent or authorized adult to pick up the child. **Parents have one hour from time of notification to pick up the child.** A written statement from your child's doctor is required upon their return to the Center.

Injuries & Medical Emergencies

Minor cuts and abrasions suffered while at the center will receive proper care. You will receive an incident report that you and the teacher must sign. A copy of this report will be placed in your child's file. Please note that we are required to keep a log of any injuries we observe on your child which have occurred outside of our care. The Center is obligated by law to report all known and suspected child abuse and neglect to the Department of Human Resources.

In the event of an accident or medical emergency, we will try to contact a parent first, unless doing so endangers the child's life. In that case we will take necessary steps, putting the child first (calling hospital, doctor, etc.). The center uses South Fulton Hospital for medical emergencies. We will call you once your child has started to receive appropriate medical attention. If a parent/guardian is unable to be reached, we will try to reach others that are designated as emergency contacts. A staff member will remain with your child until the Parent/Guardian arrives.

Medication

No Center teacher or staff member is able to dispense medication to your child.

Guidance & Discipline

NO CHILD IS SPANKED. The methods of discipline used by the Center include time-out, no outside play, no extracurricular activities (games, story time, art, etc.). If the problem continues and is extreme, your child's enrollment will be terminated. No physical, sexual,

corporal/physical punishment, shaking, jerking, pinching or rough handling is allowed in the Center. Parents are required to report any abuse, neglect, exploitation or deprivation to the Department of Family & Children's Services.

We try to stress two main patterns of behavior: respect for other people and respect for property. As a result children are not allowed to hit or shove other children or verbally abuse them. Neither rude nor disrespectful behavior will not be tolerated. We emphasize the importance and practice of good manners. Every young child is capable of learning some of the most important phrases, "Thank You", "No Thank You", "Please", and "You are Welcome". Children are also encouraged to use the phrases, "I'm Sorry", and "I Forgive You". We also stress that children treat material possessions with respect.

When a child does not behave in respectful ways, we first remind them of the proper behavior. If the behavior is repeated, "time out" is used. The amount of time a child sits in "time out" varies according to his age (one minute per year of age). When his "time out" is up, we talk to the child and try to explain why that behavior was inappropriate. If a child still has not calmed down or is really belligerent at this point we try to separate them from the other children with a quiet activity (book, puzzle, etc.). We skip the "reminder" and go straight to "time-out" if the offense involves hitting or otherwise physically abusing another child. If a child continues to behave inappropriately, we will talk to the parents/guardians about it.

If a child continues to abuse a certain toy the privilege of playing with that toy may be taken away. If the whole group of children is engaged in this, the area will be "closed".

Children are never punished for lapses in toilet learning or for accidents (i.e. spilled milk). In the case of the latter, we may have the child help me clean up, if possible, not for punishment, but to help teach responsibility.

Parental Involvement

Obviously, you are not able to be present with your child the entire time she/he is in day care, however, there will be times and ways you can get involved in your child's day care, Preschool, and Pre-K education. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include, but are not limited to:

- Abiding by daycare rules and regulations
- Volunteering with your child's class

You are welcome to drop-in and observe your child any time the center is in operation

Fees (Non-refundable)

Registration	\$50.00/annually
Toddlers (untrained).....	\$95.00/week
Toddlers (trained).....	\$90.00/week
Preschool.....	\$80.00/week
Pre-K.....	\$80.00/week
After School.....	\$70.00/week
Summer Camp.....	\$80.00/week
Drop-Ins.....	\$30.00/day
Transportation.....	\$22.00/week
Single Drop-off or Single Pick-up.....	\$6.00/trip
Late Fee.....	\$15.00/week
Late Pick-up Fee.....	\$1.00/minute
NSF Fee.....	\$35.00/each incident

Payment Procedures

Fees are due on Monday of each week. There will be a later charge of \$15.00 on fees not paid by Wednesday of the same week. **NO ACCOUNT IS ALLOWED MORE THAN ONE (1) WEEK DELINQUENT.** You may pay by cash, money order, or check. You will be notified if your check is returned. After the second (2nd) returned check, we will only accept payments by cash or money order. **If your child is present 0-1 day, one-half (1/2) of the weekly fee is due. If your child is present 2-5 days, the full fee is due.** Each family is required to pay these weekly fees, whether or not the child is in attendance. This weekly fee ensures that the child's spot is held for him/her. Drop-in care will continue to be charged on a daily basis.

Termination of Day Care

If for some reason you decide to stop bringing your child to the daycare center, we require a two (2) week written notice. Payment is due for the two-week notice period whether or not the child is brought to daycare. Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for us to resort to legal action to collect fees, the parent(s)/guardian(s) will be responsible for legal fees incurred on our part.

If we can no longer watch your child for any reason, we will give you at least a two (2) week notice. The following include, but are not limited to, the reasons we may terminate your child's care:

- Failure to complete required forms
- Failure of parent to pay weekly tuition in a timely manor
- Lack of parental cooperation with discipline, etc
- At our own discretion (we may not give you a specific reason)

I have received and read the Maranatha Community Daycare's Parent Handbook and will comply with the rules and guidelines listed therein. I also understand the following statements apply to all children enrolled in the Center:

My child must have current immunization and enrollment forms.

Tuition is due on Monday of every week and late payments will result in a late fee and possible termination of my child's enrollment.

My child must be signed in and out everyday and they can only be released to the designated person(s) listed on their enrollment forms unless I provide written notification to the Center's Director or Assistant Director.

The Center has an obligation to report all known and suspected child abuse and neglect to the Department of Human Resources (DFACS).

My child must be picked up from the Center within one (1) hour of notification of contagious illness or serious injury. My child can return to the Center only with a written notice from their doctor.

No Center teacher or staff member is able to dispense medication to my child

I must formally notify the Center's Director and my child's Teacher of any specific food allergies my child has.

I must dress my child appropriately for the current weather with shoes that protect their feet.

Beef, Chicken, Salmon, Tuna, Turkey, and Whiting are the only meats (flesh) that my child can bring into the center in the event they arrive after a mealtime.

My child is required to be respectful to everyone including other children.

No sexual, corporal/physical punishment, shaking, jerking, pinching or rough handling is allowed in the Center.

My child(ren)'s enrollment can be terminated at the discretion of the Center. The Center reserves the right not to disclose the reason for termination me.

Name(s) of Child(ren)

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date