



Where reaching for the stars creates life-long learning through Biblical & Creative stimulation

Policies and Procedures

The policies and procedures set forth provide children with a clean, safe, comfortable environment where they can play, learn, and grow with guidance and loving care from Proverbs Early Learning Academy staff. These policies and procedures will be kept current, made available to parents, and used to govern Proverbs Early Learning Academy operations 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 childcare provider.

**Proverbs Early Learning Academy
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AGES SERVED

Infant (0-12 months) Toddler (13 mos–2 yrs) Preschool (3 yrs – 4 yrs) School Age (5yrs or older)

MONTHS OF OPERATION

All January February March April May June
July August September October November December

DAYS OF OPERATION

Monday Tuesday Wednesday Thursday Friday

HOURS OF OPERATION

6:30 am to 6:30 pm Weekly

10:00 am the cut off time

No Child will be in childcare for more than 60 hours per week.

CLOSURE DATES

Will be posted on the parent information board.

Proverbs Early Learning Academy will be closed on the following holidays/dates:

ADMISSION REQUIREMENTS

All necessary enrollment forms must be completed and returned before admission. It is the parent's responsibility to ensure all kinds are updated immediately upon changes and at least once a year. Upon arrival at Proverbs Early Learning Academy, the parent or adult dropping off the child must escort the child into the home and ensure that the provider is aware of their presence.

Forms needed:

- *Parent Handbook
- *Policies and Procedures Handbook
- *Immunization Record
- *Transportation Agreement
- *Permission to Administer Medication

FORM 3300

- A parent/guardian must furnish a properly executed Form 3300 certificate to the school at first entry into Georgia Public Schools.
- The vision, hearing, dental, and nutrition screenings reported on the Certificate must have been conducted within one year before the time that the child is admitted for the first time to a public school, but this is also a requirement Proverbs Early Learning Academy.

SCHOOL FEES

A non-refundable deposit \$90.00 is due upon enrollment.

Tuition fees (\$_____ per_____) will be due _____ by cash. If payment is not received by the due date a late fee will be charged in the amount of \$40.00. Multiple late fees could result in immediate termination of your contract and you will lose your position.

Returned checks will incur an additional fee of \$40.00, along with the late fee.

The following fees will also apply based on your contract with the parents.

Fees for days your child is absent will still apply.

Late fees are applied at the cost of \$1.00 per minute after 6:30 pm.

TUITIONS

Infants \$195

One \$190

Two and Three \$185

Four \$180

School-age \$80 before or after-school

Daily \$50

PARENTS ENGAGING

Parents are encouraged to participate in our Adopt a Family community involvement program. This program will help a needy family for the winter Holiday season. The Adopt, a family, will also assist family with Toddler children. The program will provide free childcare when the parent needs to go on a job interview.

TRANSPORTATION

A transportation permission form signed for routine transportation, and other times, transported for emergency cases only. Parents notification before transported for medical services.

CURRICULUM

The curriculum includes the ABeka program, which is purchased by parents at the beginning of the school year at cost. The ABeka learning material or workbook will be at Proverbs Early Learning Academy and available for parents viewing.

DEVELOPMENTAL MONITORING

Proverbs Early Learning Academy uses the KWL chart to observe and evaluate what the child knows, what needs to work on, and what the child has learned monthly. Children's observation documentation of the child's milestones achievement identifies the child's strengths and weaknesses.

INCULISON

Many children with disabilities need developmental and educational professionals such as therapists, teachers, and others to support life-long goals. Proverbs Early Learning Academy welcomes those professionals and works with them to assure the child's successful achievements of goals. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment, and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. Proverbs Early Learning Academy supports the teacher's Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

PHYSICAL

The rule for Family Day Care Home: 290-2-3-.13(2)(c)- Such outside play areas shall be protected from traffic or other hazards by fencing or other barriers at least four feet in height and approved by the department. Fencing material shall not present a hazard to children. A fence shall be provided around swimming pools to make them inaccessible when not in use.

Playing outside is one of the best parts of being a kid! Using open space to fulfill basic childhood needs—jumping, running, climbing, swinging, racing, yelling, rolling, hiding, and making a big mess—is what childhood is all about! Getting outside each day helps keep children healthy. Outdoor play is one of the best ways for kids to develop their large motor skills and physical skills or abilities. Having time outside will help children release pent-up energy. Children create new words when they interact or communicate during a nature walk, as they point to things in nature and say the words. The children are supervised, and daily inspections of play equipment for their outside safety.

Outside time is 45 minutes in the morning and afternoon if weather permits.

CHILD RELEASE

Children are released only to an adult, age 18 or older, during pick up. Do not send a child under 18 to escort the child to your vehicles. The permitted persons for pickup from care must be allowed to pick up the child on the childcare contract.

Anyone picking a child up from care must have photo identification before the child is released in the individual's care.

Parents must communicate in advance of any alternate pick up arrangements.

CUSTODY & VISITATION ISSUES

All custody or visitation issues must be addressed in writing.

HOLIDAY

Holiday parties and traditions are essential for the children, but Halloween will not be celebrated. Christmas will be celebrated, but Jesus will be the focus. We respect our parents' views, and any input is welcome regarding your holiday or traditional practice.

MEALS & SNACKS POLICIES:

The provider will provide all meals and snacks unless there are dietary concerns, which would be unreasonable to accommodate.

There will be three scheduled meals and two snacks planned per day.

Each child will receive the meals and snacks that are scheduled during his/her hours of care.

Please do not send your child with chewing gum, candy, or sweets, as these items are not healthy choices.

TOYS

The child must leave all toys at home except on each Friday of the month. Proverbs Childcare has carefully chosen age-appropriate toys and activities for the children in the childcare setting. The toy brought to sleep with on Friday must be a soft doll or animal.

CLOTHING

Children must have a complete change of clothes, including a shirt, pants, undergarments, and socks.

Children will not be wearing shoes inside. The parent can provide slippers if they desire to be worn during the day.

Parents must provide a white over-sides T-Shirt for activities that may stain clothing.

DIAPERS & TOILETING TRAINING

Parents must supply adequate disposable diapers or training pants.

Please note that Proverbs Childcare does not believe in pressuring a child during toilet training.

Parents must bring at the beginning of the month (2) two 80 count pack of wipes used by all children in care.

Parents must communicate if the child is allergic to types of wipes. If allergic to types of wipes, parents must bring in wipes with the child's name on it, to be used only by the child.

NAPS

Children will be allowed to take a scheduled nap during the day.

Any child who does not take a nap is encouraged to sit quietly instead. There will be quiet activities that the child can do during this time.

Parents must communicate the desired sleep pattern if different from allowed nap time, from 12:30- 2:30.

Favorite naptime toy is encouraging to help child nap better.

SIGN IN/OUT SHEET

Proverbs Early Learning Academy is required by Bright From the State to maintain a sign-in/out sheet for (1) year. The child must be signed in/out daily.

DISCIPLINE

At no time will a child be subjected to physical punishment or shaming, frightening, humiliating methods, or any verbal abuse, threats, derogatory remarks, or deprivation of a meal or any part of a meal allowed. No person, including, but not limited to, parents, guardians, or other family members may use such methods of discipline while on the family childcare learning home's premises.

ADMINISTRATION OF MEDICATION

No child will be given any medication, prescription, or over the counter unless the parent provides written permission. Permission to Administer Medication forms filled out each time your child will need medication administered. Prescription medication shall have the child's name, doctor's name, pharmacy, prescription number, date, and directions for administering the drug. The medication must be in the original container as dispensed by the pharmacy.

ADVERSE REACTIONS TO MEDICATION

Parents will be notified immediately of any adverse reactions to medication.

PARENT NOTIFICATION

Parents of any child who becomes ill or is injured while in care will be notified immediately.

Any illness or injury requiring professional medical attention, or any illness or disease which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child, such as, but not limited to, any of the following: elevated temperature, vomiting, or diarrhea.

Particular problems or significant developments will be communicated to the parents as soon as they arise.

COMMUNICABLE DISEASE CHART

The current communicable disease chart of recommendations for excluding sick children from home and their readmission will be to childcare facility is as followed. All cases or suspected cases of reportable infectious diseases listed on the disease chart are reported to the local county health department. If a child in care contracts a contagious illness, the parents of all enrolled children will be notified of the occurrence either by a phone call, emails, posted notice, or written letter.

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.

EMERGENCY PLANS

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

Fire: Get the children out of the house, meet at the designated safe place as far away from home as possible, and conduct a headcount to ensure all children are safely out. Call the fire department, call the parents, and contact Bright from the Start - Child Care Services within 24 hours of the event.

Severe Weather: Remain calm. Move the children into a hallway or interior room away from windows. In the case of a tornado, the children place their heads between their knees and 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 colder weather, put on warmer clothing or get blankets out for the children. Call the parents if the power will be out for an extended time.

Loss of Water:

1. Have bottled water available for drinking purposes.
2. Call the water department if in the city.
3. Call the plumber if in a rural area. If water is out for an extended time, have water available for handwashing and toileting purposes.
4. Call the parents if the water will remain out of service for an extended length of time.

Serious Injury to a Child:

1. Call 911 or the police.
2. Keep the child calm and comfortable until the medical service arrives.
3. Call the child's parents to report the injury.
4. Report the event to Bright from the Start - Child Care Services within 24 hours.

Loss of a Child:

1. Call 911 or the police, the child's parent, to report the loss.
2. Keep the other children calm.
3. Call the neighbor to help assist in the search.
4. Look in the house, yard, and surrounding area.

Death of a Child:

1. Call 911 or the police.
2. Call the child's parents.
3. Keep the other children calm.
4. Report the death to Bright from the Start - Child Care Services within 24 hours.

EMERGENCY MEDICAL CARE

In the event of an emergency, call parents, and if necessary, the EMT will transport the child by ambulance to the nearest hospital.

PARENTAL ACCESS

Parents may visit the Proverbs Early Learning Academy unannounced, at any time, their child is at school; however, parents must understand the stress the child may experience from their visit. All information requested to the parent concerning the operation of Proverbs Early Learning Academy, or the care of the child will be provided to parents in writing. The parent(s) will be offered daily communication (verbal/written) regarding the child's care, especially with infants, toddlers, and nonverbal children.

NOTIFICATION OF THE EXISTENCE OF FIREARMS IN THE HOME

Notification of a firearm communicated to parents and firearms shall be stored, so they are not accessible to children.

NOTIFICATION OF CHANGES IN COMPOSITION OF HOUSEHOLD

Notification of any changes in the regular composition of the household will be given to parents. Parents will be given information of anyone regularly on the premises, including, but not limited to, spouse, a friend(s), relative(s), or significant other(s).

NOTIFICATION OF OTHERS PROVIDING CARE

Notification of staff's names and their number will be posted in Proverbs Early Learning Academy, parents board. Additional staff will receive orientation regarding these rules; the provider's policies regarding discipline, injuries and illnesses, and release of children; the provider's written plan for handling emergencies; and appropriate information about any child's specific health needs.

HOUSEHOLD PETS

Notification of any pets or other animals residing in the home or on the property will be given to parents. Pets in the home shall be vaccinated under the local county Boards of Health requirements, and unconfined pets will not be permitted in school areas when children are present. Proof of vaccination kept on file in the facility.

PROHIBITED SUBSTANCES

No person shall smoke, use tobacco, or prohibited substances on the premises, or use any vehicle to transport children during operating hours.

INFANT SLEEP POSITION PRACTICES

Based on the risk factors of Sudden Infant Death Syndrome (SIDS), all infants will be placed to sleep on the infant's back unless the home has been provided a physician's written statement authorizing another sleep position for that particular infant.

All infants will be placed to sleep on a firm, tight-fitting mattress in a sturdy and safe crib with no pillows, quilts, blankets, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib.

The infant's sleeping area will be maintained within a temperature range of sixty-five 65° to eighty-five 85° degrees depending upon the season.

When an infant can turn over onto his stomach, staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over onto his or her stomach as the infant prefers.

Positioning devices that restrict an infant's movement in the crib will not be used unless a physician's written statement authorizing its use is provided.

PRIVACY DISCLOSURE

The child's parent or guardian must provide prior and informed consent by signing an authorization for disclosure form before disclosing personal information to any State or Federal organizations. The document clearly states the program's purpose or service requesting the data, what data level will be revealed, and whom it receives the documents. The parent or guardian signed disclosure form permits a CACFP institution and SFSP sponsor to disclose the household's eligibility status or other meal application data, as appropriate to the requesting recipient of the information. CACFP institutions and SFSP sponsors may send out the disclosure form when the application is provided to households or as needed when services or programs become available. By signing this document, parents/guardians are giving Decal/Bright from the Start. And Quality Care for Children permission to access child's contract on an as-need basis. No information on Parent- Provider contract will be shared with anyone other than those stated without written permission. A prototype disclosure of information form is found at (<http://www.fns.usda.gov/sites/default/files/E-SchoolMealApp.pdf>).

REQUIRED REPORTING

Proverbs Early Learning Academy provider is a mandated reporter of suspected abuse, neglect, or deprivation of a child, which means the law requires the provider to report any known or suspected abuse, neglect, or poverty to the Department of Family and Children Services.

TERMINATION

Proverbs Early Learning Academy or Parents may terminate this contract at any time with a written two-week notice. All fees are due to become payable at the time the written termination letter is received.

I have read and fully understand the policies and procedures of Proverbs Early Learning Academy.

I agree to abide by the above policies and procedures.

I have received an exact copy of this Policies and Procedures Handbook for my records.

Parent/Guardian Signature_____ Date_____

Parent/Guardian Signature_____ Date_____

Provider Signature_____ Date_____