



# *Parent Handbook*

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### **Detach, Sign and Return the following forms:**

Parental Agreements with Education Elevation Children's Academy Form \_Page 13

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## 1.0 MISSION STATEMENT

Education Elevation Children's Academy is committed to producing students with high standards in reading, writing, mathematics and computer readiness. To achieve this, Education Elevation Children's Academy employs teachers who are over qualified in education, experience, training and credentials. Education Elevation Children's Academy is committed to ensuring your child is socially, emotionally, cognitively and intellectually stimulated and challenged.

## 2.0 GENERAL POLICY STATEMENTS

The number one priority of our Center and staff is the general welfare of the children in our care. This includes, but is not limited to, 1) maintaining a healthy, clean and hazardous-free environment, 2) providing the children with excellent role models in nutrition, language and behavior, 3) promoting healthy and productive habits for life and 4) educating. In addition to this, we strive to provide each child with developmentally appropriate activities to enhance the child's overall social, emotional, cognitive and intellectual growth.

## 3.0 OPERATING SCHEDULE & CALENDAR

### 3.1 GENERAL

- 3.1.1 We are a year around facility, open January through December.
- 3.1.2 Generally, our Center operates from 6:30 a.m. to 6:30 p.m., Monday through Friday.
- 3.1.3 Parents are asked to synchronize their watches and clocks with the Center's official atomic digital clock.
- 3.1.4 The Center's official atomic digital clock is located on the front desk near the sign-in sheet.
- 3.1.5 In the event of harsh weather, we will operate on Dekalb County School System's schedule.
- 3.1.6 In the event of a declared emergency or disaster, the Center reserves the right to modify the schedule as needed.

### 3.2 PRIVATE PROGRAM SCHEDULE

- 3.2.1 We are closed on the following holidays:
  - 3.2.1.1 2019-Labor Day (Monday)
  - 3.2.1.2 2019-Closed Thanksgiving Eve, Thanksgiving Day and the day after Thanksgiving
  - 3.2.1.3 2019-Closed Christmas Eve
  - 3.2.1.4 2019-Closed Christmas Day and the following days after
  - 3.2.1.5 2020-Closed on Dr. M.L. King Day
  - 3.2.1.6 2020-Good Friday - Open
  - 3.2.1.7 2020-Open on Friday before Memorial Day
  - 3.2.1.8 2020-Closed on Memorial Day
  - 3.2.1.9 2020-Open on Friday before Independence Day
- 3.2.2 In the event the holiday falls on a weekend, we will close on the nearest Friday or Monday.
- 3.2.3 We also reserve the right to modify the schedule.

## 4.0 ADMISSION POLICY

- 4.1 Education Elevation Children's Academy does not discriminate in their admission policies, operations or hiring practices on the basis of race, religion, sex, color, national origin, or disability.
- 4.2 Any child attending the Center must be registered properly before admittance, with the completed registration packet, required health records, enrollment fee and first week of tuition paid. Parents are responsible for insuring records are updated (in writing) in the event of changes.

## 5.0 ENROLLMENT PROCESS

- 5.1 In order to enroll a child in our Center, the parent or guardian must complete the required enrollment packet including emergency information and authorized escorts over the age of 18 (unless the biological mother is under the age of 18) must sign students in and out each day.
- 5.2 Please inform the individuals that will be picking-up your child\children that they must present picture identification upon their initial arrival for security purposes.
- 5.3 A NON-REFUNDABLE RE-OCCURRING ANNUAL ENROLLMENT FEE OF \$75 must be paid at the time of enrollment.
- 5.4 The enrollment fee must be paid every year.
- 5.5 Prior to the child's first day of attendance, all enrollment forms must be completed and returned with any Necessary medical or verification forms.
- 5.6 As the information in these forms contains personal information, *confidentiality is guaranteed*.
- 5.7 If your child is enrolled in the program (except GA Pre-k), you will also need to pay an enrollment, book and supply fees. The enrollment fee covers the administrative cost for the entire year related to the individual student. The supply fee helps cover the classroom materials used by the individual student for the year.
- 5.8 If the student has been enrolled longer than 6 months by August, the student will need to pay a re- enrollment fee for the up-and-coming school year.

## 6.0 PROGRAMS AND SERVICES OFFERED

- 6.1 Education Elevation Children's Academy is licensed by the appropriate agencies that oversee licensure of childcare facilities in Georgia.
- 6.2 We offer childcare programs for children from 6 weeks of age through 12 years of age (including the Private Pre-K program). Our full time programs include a nutritionally balanced breakfast, lunch and snack.
- 6.3 The daily schedule includes a blend of activities and learning sessions appropriate for the age group; the daily schedule also includes a rest period (nap time).
- 6.4 Although Education Elevation Children's Academy is not a Christian school, we do utilize the Christian-based ABeka curriculum. The facility only recognizes religious or cultural dates observed by federal holidays.
- 6.5 Parents are permitted access to the Center at any time the child is present, but we ask that parents be considerate of activities in process.

## 7.0 TUITION AND FEES

- 7.1 The parents' tuition secures the child's seat (spot or slot) in the program. Even if your child is not in attendance, expenses are still incurred (i.e. Teacher salaries, electric, water, insurance, etc.). A payment of half of the child's tuition must be paid to secure the student's slot if the student will be absent for more than one week.
- 7.2 Parents must pay tuition weekly, even if the child is not in attendance for the up-and-coming week.
- 7.3 Item 7.2 includes times when the child is out for vacations (1-week vacations are earned after 1 year of non-interrupted patronage – see item 7.12)
- 7.4 Item 7.2 includes times when the child is out for sick days/weeks.
- 7.5 Item 7.2 includes times when the child is out for holidays the center is not closed for.
- 7.6 Tuition and fees are due and payable in full on the FRIDAY of the week prior to care.
- 7.7 Tuition may be paid by check, cash or money order. Education Elevation Children's Academy only accepts checks from the actual parent or guardian and DO NOT accept checks from Grandparents, Friends or Other (and third party and business checks are not acceptable).
- 7.8 Cash payments should be placed in an envelope, sealed with the dollar amount and parent's name students' name and placed in the tuition drop box.
- 7.9 A receipt will be generated within a week and placed in the receipt bin.
- 7.10 We cannot be responsible for cash payments without your receipt as proof-of-payment.
- 7.11 **THERE IS NO DISCOUNT IN TUITION FOR ABSENCES, HOLIDAYS OR CLOSINGS.**
- 7.12 Children enrolled for one consecutive and uninterrupted year is entitled to one free week vacation.
- 7.13 Children cannot be present during their vacation week and the week cannot be broken up into days.
- 7.14 When tuition is paid after the due date, the account will be charged a *LATE FEE of ten dollars (\$20)*, which will be due no later than Monday morning the week of care.
- 7.15 If the tuition and late fee aren't paid on Monday, services will not be rendered.
- 7.16 If tuition is not paid on Monday morning, the Manager or Director has the option to have the parent to sign a legally binding agreement stating the parent plans to pay tuition in full by a later date. If the agreement is signed, the parent will be able to leave their child that day (Monday). If the agreement is not given, the parent will have to take their child with them – services will not be rendered until the appropriate amount of tuition has been paid in full.
- 7.17 Because the center is a "for profit" organization, please understand that criminal charges can be brought against you if your childcare fees are not brought up to a zero balance before departure.
- 7.18 Also, the parent is responsible for giving the center a one-week notice before dis-enrolling the child from the center - if the one-week notice is not made prior to dis-enrollment, the parent will be responsible for one week of tuition payment.
- 7.19 For returned checks, parent must pay the face value of the check plus an additional \$30 bad check (or return check) fee. Both the check and fee must be paid the same day the center contacts the parent in regards to the returned check.
- 7.20 If the returned check and fee aren't paid the same day, services will not be rendered until the check and fee are paid. Also, a reimbursement of tuition for the current week will not be offered.
- 7.21 Education Elevation Children's Academy does not accept post dated checks, third party checks or business checks
- 7.22 If the parent dis-enroll the child and owes a back payment on a returned check, criminal charges can be brought against the parent.
- 7.23 If a child is withdrawn from the center by the parent before the end of the week, you will still be responsible for the full week's tuition.
- 7.24 After receiving 2 (two) returned checks, the individual will not be able to pay by check anymore – the individual will have to pay by cash or money order.
- 7.25 If the child is suspended from the center by the center, the **weekly tuition rate will be prorated** (rate/5-days) and the remaining balance will be mailed to the parent within one week of the suspension. It will be the parents' responsibility in making sure the center has the current mailing address on file.
- 7.26 A NON-REFUNDABLE INITIAL ENROLLMENT FEE OF \$75 must be paid at the time of enrollment.
- 7.27 **The RE-ENROLLMENT FEES are charged annually during the Center's enrollment season in August.** Also, book and supply fees are charged annually during the month of August (or when a new child starts).
- 7.28 Supply fees are non-refundable; supplies are considered Education Elevation Children's Academy's property.
- 7.29 50% of the Book fee is refundable up until November 1<sup>st</sup> (Abeka school books are not allowed to be sold to parents).
- 7.30 The Center operates from 6:30am to promptly 6:30pm. A **LATE FEE** is charged when the child is left after our designated closing time of 6:30pm.
- 7.31 The late fee will be calculated as follows: \$15 will be charged for the first minute and \$1.00 for each additional minute. Late fees are posted at the front desk.
- 7.32 The late fee is due at pickup time.
- 7.33 Also, if the parent is running late and if the Center has not been contacted by **7:00pm**, Education Elevation Children's Academy will consider your child abandoned. Education Elevation Children's Academy will then contact the

Department of Family and Child Services (DFACS) regarding the abandoned child and they will send the local authorities out to pick your child up. Please understand how this situation places the center. The safety of the child must come first.

- 7.34 The parent is responsible for paying the entire week's tuition during the weeks when the center is closed for holidays. Like most commercial business, Education Elevation Children's Academy pays employees for holidays and expenses are still being incurred when the center is closed (i.e. electric, insurance, mortgage, etc.).
- 7.35 Item 8.31 is typically a major problem for the center during Thanksgiving and Christmas holidays. Again, the center expects full tuition payments on time during weeks when the center is closed for holidays in maintaining your child's space in the program.
- 7.36 Item 8.31 is typically a problem during the summer months as well. Again, the center expects full tuition payments on time during summer weeks in maintaining your child's space in the program.
- 7.37 If a child is temporarily withdrawn from the center for any reason (i.e. in skipping tuition payments during holiday weeks or summer weeks), the full re-enrollment fee and supply fee must be paid before the child is **re-enrolled** in the program – also, space in the classroom must be available. Keep in mind that Education Elevation Children's Academy has a waiting list of students for most classrooms.
- 7.38 All tuition payments should be placed in the drop box near the Director's door. No need to place checks or money orders in an envelope for the drop box. You can drop your check or money order directly into the box. Only cash payments should be placed in an envelope with your name, your child's name and the amount.

7.39 Tuition and fees as of **August 2019** are:

<i>Infants</i>	<i>\$175/week</i>
<i>1 year old class</i>	<i>\$175/week</i>
<i>2 year old class</i>	<i>\$160/week</i>
<i>3 year old class</i>	<i>\$160/week</i>
<i>Private 4 year old Pre – K Private 5 year old</i>	<i>\$150/week</i>
<i>Before &amp; After School</i>	<i>\$90/week</i>
<i>After School Only</i>	<i>\$75/week</i>
<i>Late Pick up After 6:30pm</i>	<i>\$1each minute</i>

<i>School Closing Rate</i>	<i>\$70</i>
<i>Summer Camp Rate</i>	<i>\$150/week</i>
<i>Annual Enrollment fee</i>	<i>\$75/year</i>
<i>Annual Supply Fee</i>	<i>\$40</i>
<i>Student textbooks</i>	<i>Varies</i>

- 7.40 The after-school daily rate is a rate for parents needing only 1 or 2 days of service per week. Education Elevation Children's Academy does not offer a daily drop in service.
- 7.41 The parents needing the daily service are expected to pay tuition every Friday and all rules that apply to the other tuition rates also apply to the daily rate customers.
- 7.42 Daily rate customers are expected to pay tuition for the up-and-coming week even if the child will not be in attendance for the up and coming week. Although the child is on a daily rate (versus weekly rate), the child is still consuming a spot in the program from the State of Georgia perspective.
- 7.43 The tuition payments CANNOT be separated between parents (i.e. Father pays 50% and Mother pays 50%). Tuition can be only made in single transactions.
- 7.44 Parents who receive CAPS are responsible for keeping certificates current. If the center does not receive a renewed certificate by the end date, your child's spot will not be held.

## 8.0 TRANSPORTATION & FIELD TRIPS

- 8.1 Transportation is provided for before and after-school pickups. Transportation is also provided for all field trips.
- 8.2 Car/booster seats are required for children under 80lbs and under 4'9 when being transported by Education Elevation Children's Academy.
- 8.3 Education Elevation Children's Academy cannot store car seats or booster seats due to the lack of storage space – the seats could be a fire safety obstacle.
- 8.4 Children cannot participate in field trips or extra-curricular activities if any monies are owed to the center.
- 8.5 Children may not attend field trips if the parent does not sign a field trip permission form.

## 9.0 BREAKFAST/LUNCH

- 9.1 Breakfast will be served up until 8:30am everyday. Breakfast cannot be served after 8:30am.
- 9.2 Like most commercial daycare centers, Education Elevation Children's Academy has a definite cut-off time in serving breakfast to allow the cook time to clean up and prepare for lunch.
- 9.3 As stated earlier, breakfast is served until 8:30am; after 8:30am, it is the parents' responsibility to make sure their child has had something to eat.

- 9.4 Please do not bring food into the Center for the child to eat. It is a distraction to the other children and disrupts the centers' program.
- 9.5 If your child has any allergies to food, please make sure it is documented in the child's enrollment form and bring it to the attention of the Director, Manager and Teacher along with a completed Physician's form.
- 9.6 Education Elevation Children's Academy has a definite cut-off time in preparing and serving lunch to allow the cook time in cleaning up and preparing for the next workday.
- 9.7 Lunch preparation will be based on the number of children physically in attendance at the Center at 9:45am. A head count will be conducted at 9:45am for lunch. Your child will be served lunch if he or she is in attendance by 9:45am.
- 9.8 Parents cannot call in a request for breakfast to be set-aside for their child when running late (or after the breakfast cut off time).

## 10.0 PARENT RESPONSIBILITIES

- 10.1 Parents' responsibilities include keeping the Center informed of any applicable changes in enrollment information or the child's residence and/or guardianship.
- 10.2 PARENTS ARE REQUIRED TO SIGN IN AND OUT THEIR CHILDREN ON A DAILY BASIS AND ESCORT THEIR CHILDREN IN AND OUT OF THE BUILDING. Parents have the right to access all parts of the facility when their child is enrolled.
- 10.3 We will not release the children to any unauthorized escorts; identification will be required from unfamiliar escorts. ALL ESCORTS MUST BE ADULTS (18-years-of-age or older – unless it is the parent). The parent must authorize unfamiliar escorts in writing.
- 10.4 Parents are required to give a one-week notice before withdrawing their child. If not, the parent will be responsible for paying one week of tuition.
- 10.5 Parents are not allowed to take the student from the Center and return the student to the Center during the day (unless for emergencies and medical appointments). For medical appointments or emergencies, the child must be back to the Center no later than 1:00pm with a medical excuse in hand. Either case could be disruptive to the school schedule and confusing to the child.
- 10.6 Parents are required to keep the Center supplied with a change of clothes and other required supplies as requested by the child's teacher. Toddler parents must keep the Center supplied with diapers, pull-ups and wipes.
- 10.7 Parents should provide the child with washable, comfortable clothing appropriate for outdoor play.
- 10.8 Parents must remember to send coats or jackets, as the weather requires. Please label all coats, jackets, extra clothes, and etc. with the child's name. The Center will not be responsible for lost or stolen clothes – this is due to the large number of students and false claims made throughout the year.
- 10.9 Except for show-and-tell, children are not permitted to bring any favorite items from home (i.e. toys, dolls, etc.); items can get lost or stolen. The Center will not be responsible for lost or stolen items.
- 10.10 If you put jewelry on your child, Education Elevation Children's Academy will not be responsible for lost or stolen jewelry.
- 10.11 Parents are asked to synchronize their watches and clocks with the Center's official atomic digital clock. The official atomic digital clock is located on the front desk.
- 10.12 The Center will not allow car seats to be stored in the Center throughout the day due to potential fire exit obstacles.
- 10.13 Make sure your child is in attendance in the Center by no later than 9:30 am. A child arriving late can: (1) disrupt learning activities, (2) wake other children and (3) put your child in a disposition of being around other children eating (or preparing to eat).
- 10.14 Education Elevation Children's Academy asks PARENTS to keep the relationship between themselves and the staff on a business level (and not on a personal level). Personal relationships could cause a conflict-of-interest between the parent and the center. Please do not exchange telephone numbers and addresses with staff. Education Elevation Children's Academy requests the same from staff.
- 10.15 Parents are not to park at the front door or either in the manager's or director's parking space. This could be a safety issue for people leaving from and coming into the building. If you park at the front door or either in the manager's and director's parking spaces, you will be asked to move your vehicle
- 10.16 Any phone calls needing to be made to a teacher should be made through management in avoiding any mis-communication problems (this also applies to teachers needing to call a parent).
- 10.17 Parents please DO NOT SOLICIT center employees to baby-sit your child or children after hours (or during the weekends) – it is a violation to the Center's employee rules and will cause the employee to lose their job.
- 10.18 Parents please DO NOT ENGAGE A CONVERSATION with teachers over **5 minutes** unless you have arranged a scheduled conference meeting with the teacher. A lengthy conversation with a teacher could distract the teacher from

doing her job and being attentive to the children – numerous lengthy conversations with parents could lead to an employee losing their job. The Center puts the welfare of the children first.

## 11.0 CENTER RESPONSIBILITIES

### 11.1 GENERAL

11.2 The Center is responsible for keeping the parent informed of their child's activities, interests and growth.

11.3 The Center will utilize informal and formal conferences with parents, daily information sheets, website, monthly newsletters and parent bulletin boards in keeping lines of communication open.

11.4 Education Elevation Children's Academy encourages parent comments, concerns and involvement.

11.5 In the event of a grievance, concern, or helpful comment regarding a teacher or the Center; address concerns to the Director or Manager.

11.6 The Center will not be responsible for any lost or stolen items.

11.7 Regarding all child custody issues, the center must have legal documentation on file clearly showing which parent has legal custody in avoiding any domestic issues at the center.

11.8 The requirement of legal documentation by the center is for the protection of all students and staff. 11.8 The center reserve the right in verifying any legal documents in regards to custody – the child cannot enroll (or re-enroll) until the center has had the opportunity to verify the legal documentation.

11.9 In regards to graduation/moving along ceremony, only students whose balance is completely up-to-date will be allowed to participate in the May graduation/moving along ceremony.

## 12.0 HEALTH AND SAFETY INFORMATION

12.1 Please complete an Authorization to Dispense External Preparations form which permits Education Elevation Children's Academy staff members to administer first aid ointment, antiseptic(s), lotion, Vaseline, or other creams as needed, especially if your child's skin looks dry or irritated. (i.e. hydrocortisone cream, anti-biotic and diaper rash cream).

12.2 If your child has any allergies, please have his/her pediatrician complete the appropriate Special Care Plan form.

12.3 *Medication* is administered to the children at the Center only if it is prescribed and/or recommended by the child's doctor and requested by the parents in writing via the appropriate form – the form must be filled out completely and correctly.

12.4 We will keep all State required documentation on medication dispensation and document and the Director or designated staff member will immediately notify the parent (by telephone) of any noticeable adverse reactions the child may have.

12.5 Medication must be sent to the Center in the ORIGINAL CONTAINER and labeled with the child's full name. A medication permission form must be filled out completely including the medicine name,

RX number, date, dosage, and time to dispense, date to be dispensed, full name of child and parent signature and date.

12.6 If the parent does not correctly fill out the medication form completely, we cannot dispense the medication.

12.7 We will not deny admission to, terminate enrollment of, or otherwise discriminate against any child because of that child's disability. In addition, we will administer emergency care to any child and administer medications (including inhalers or over the counter medications e.g. antihistamines, pain relievers, etc.) in accordance with the instructions provided by the child's doctor. We will review our policies annually in order to assure that it meets the requirements of the Americans With Disabilities Act of 1990, 42 U.S.C. §§ 12181-89 and its implementing regulation, 28 C.F.R. pt. 36. All students are accepted on a trial basis; we reserve the right to dismiss any student.

Care plans may be downloaded as follows:

Food Allergy Care Plan <https://www.foodallergy.org/faap>

Asthma Care Plan pp. 422, 423

[http://sbctc.edu/college/studentsvcs/2002\\_national\\_health\\_and\\_safety\\_performance\\_standards.pdf](http://sbctc.edu/college/studentsvcs/2002_national_health_and_safety_performance_standards.pdf)

Diabetes Care Plan <http://www.diabetes.org/living-with-diabetes/parents-and-kids/diabetes-care-at-school/written-care-plans/>

This policy is in compliance with the National Health and Safety Standards for educational settings: When the parent or legal guardian of a child identifies that a child has special needs, the program administrator and the parent or legal guardian will meet to review the child's requirements for care. The program accepts children for whom the facility is equipped or can be equipped to provide care CFOC3 Std. 5.1.1.4 and staff members can provide a safe, supportive environment. CFOC3 Standards. 1.3.2.2, 1.4, 1.6.0.1, 2.1.1, 2.3.3.2, 3.5, 8.2, 8.7, 9.2, 9.4, 10.3.4.5, 10.3.4.6 The Americans with Disabilities Act (ADA) requires that programs make reasonable accommodations for children with special needs, including special health care needs. Program decisions about accepting children with special needs are



- consistent with the requirements of the Americans with Disabilities Act. CFOC3 The child's needs will be specified in a care plan completed by the child's health care professional(s) or in the Individual Family Service Plan/Individual Education Plan.
- 12.8 Prescribed medicine will be administered only after 9:30am and we will only give your child only one dose maximum while they're in our care. The Center does reserve the right to administer the medication at their discretion.
- 12.9 If your child is asthmatic we will provide treatment as directed by the pediatrician or emergency medical services.
- 12.10 Education Elevation Children's Academy will only administer over-the-counter medications (i.e. Tylenol, Motrin or Dimetapp, cough drops, etc.) with consent form properly filled out by the Parent and accompanied with a dosage recommendation on doctor's letterhead or Doctor's name and number for staff to confirm dosage recommendation by doctor over the phone.**
- 12.11 *Health Policies* at our center require that any child with a communicable disease (or contagious symptoms) be prohibited from attending the Center (i.e. flu, ringworm, fever, diarrhea, etc.).
- 12.12 Any child with:
- \* a temperature of 100.3 or higher,
  - \* symptoms such as diarrhea, cough, pink inflamed eye(s), vomiting,
  - \* rashes such as measles, chicken pox, scarlet fever, flu and impetigo,
  - \* strep throat, ringworm, and mumps, serious lung congestion,
  - \* infestations such as lice and scabies, or
  - \* bad colds exhibiting heavily running nose, discolored mucus, and uncontrollable coughing
- cannot attend the Center until either (1) symptoms have ceased for a period of 24 hours or (2) the parent provides a Physician's note clearing the child to return to school.
- 12.13 The Director or a designated staff member will notify the parent (by telephone and/or letter) if their child has been exposed to a communicable illness within 24 hours or by the end of the day.
- 12.14 If the child becomes ill or is injured while at the Center, the Director or a designated staff member will call parents immediately. You will be expected to pick the child up from the Center with in **1 hour**. When staffing allows, during the 1-hour wait-for-the-parent-arrive-time, the child will be isolated from the group until picked up
- 12.15 If the child exhibits any of the above conditions, PLEASE do not bring the child to the Center until he or she is either (1) cleared of the symptoms for 24 hours, (2) been on antibiotics for 24 hours or (3) officially excused by a Physician in writing.
- 12.16 If a child has a doctor's appointment in the morning (i.e. 9am), the child can return to the center the same day if the child can be dropped off by or before 1pm. A medical excuse must be given at the time of drop off, if not, the child cannot be dropped off.
- 12.17 Refer to the Center's posted communicable disease charts for more details.
- 12.18 In case of an *Emergency*, parents will be called immediately by the Director or a designated staff member.
- 12.19 In case of an emergency, if transportation to a hospital is required, paramedics will be called to transfer your child to Dekalb Medical Hillandale, 2801 Dekalb Medical Pkwy, Lithonia, GA 30058 (404) 501-8000, unless otherwise directed by EMS.
- 12.20 If the emergency is not life threatening, the Center will transport the child to the nearest hospital or physician as directed.
- 12.21 Periodic fire and storm safety drills are held to familiarize the children with appropriate emergency procedures.
- 12.22 In the event of a gas leak, bomb threat, chemical or radiation exposure, structural damage, or any physical plant problems, the students will be transported to Fairington Elementary School 5505 Philip Bradley Dr, Lithonia, GA 30038 (678) 676-8702 and the parents will be called as soon as possible by an administrative staff member. If severe weather arises and a tornado alert is issued, we will proceed to the dining room and/or closets and restrooms, where the children will crouch and cover their heads. Parents will be notified by telephone. In the event our property is unsafe; the children will be evacuated. Emergency plans are posted for parent viewing.
- 12.23 *Updated emergency information* is required from the parents whenever there is a change. This includes addresses, phone numbers, place of employment, child's medical status including any daily medication changes.
- 12.24 State regulations disallow smoking on childcare properties. For this reason and for the health of our children, **SMOKING IS NOT ALLOWED AT Education Elevation Children's Academy (inside or outside).**
- 12.25 Education Elevation Children's Academy is mandated by law to report suspected child abuse or neglect to the Dekalb County Department of Family and Children Services (DFACS) child protective services office.
- 12.26 Any suspected cases of child abuse or child neglect will be reported to DFACS and photos of the child will be taken.
- 12.27 Hair beads are not allowed (1-year-olds through Pre-K) – hair beads can be a choking hazard for your child and other children provided the beads fall out. If the beads are not removed after

the parents are notified, the student cannot be dropped off due to potential choking hazards – if the child is already dropped off, the parents will need to pick up the child within 1 hour – if not picked up within 1 hour, the beads will be removed from the child's hair.

12.28 State Health regulations mandates that children immunization records be kept up to date. The County also does an annual immunization inspection of daycares and schools. Therefore, if your child's immunization record is expired over 30 days your child cannot return to the Center until his\her record is updated. The Center and the parent can be charged with a misdemeanor if a child is in the facility with an immunization record that has been expired over 30 days.

### 13.0 SICK POLICY

13.1 The parent will be notified by the Director or a designated staff member immediately to pick up their child\children in minimizing the spread of communicable (contagious) diseases (i.e. ringworm, fever, diarrhea, etc.)

13.2 In complying with State regulatory requirements, if your child displays symptoms of the following:

- a temperature of 100.1 or higher,
- symptoms such as diarrhea, cough, pink inflamed eye(s),
- vomiting,
- rashes such as measles, chicken pox, scarlet fever, flu and impetigo,
- strep throat, ringworm, and mumps,
- serious lung congestion,
- infestations such as lice and scabies, or
- bad colds exhibiting heavily running nose, discolored mucus, and uncontrollable coughing

Your child may not attend the Center until either (1) symptoms have ceased for a period of 24 hours or (2) the parent provides a Physician's note clearing the child to return to school. We are required to notify the Dekalb County Board of Health in the event there are three or more cases of a communicable disease or any disease listed on the communicable chart as reportable.

### 14.0 DISCIPLINE POLICIES

14.1 Education Elevation Children's Academy discipline policies reflect the latest research in early childhood education. Education Elevation Children's Academy uses re-direction, positive guidance/counseling, time away, parent involvement and suspension to handle discipline problems as they arise.

14.2 Absolutely no physical or emotionally belittling punishment is allowed in our Center.

14.3 The Center reserves the right to dis-enroll, without notice, any child whose behavior is disruptive or threatening to the safety of other children or staff.

14.4 The Center has the right to suspend a student for intolerable behavior.

### 15.0 YOUR CHILD'S ADJUSTMENT

15.1 Attending a new childcare center can be both an exciting and stressful time for the child and the child's family.

15.2 We make the following suggestions to parents of a new child in our facility:

15.3 Allow your child to visit the Center with you initially to meet the staff and other children.

15.4 After visiting, discuss the Center with your child and talk about the routine he or she will be involved with on a daily basis upon enrollment.

15.5 When bringing the child the first few days, give them a hug and a kiss and inform them you will be back in the afternoon or evening.

15.6 Say a firm "good-bye" and leave. Your child's teacher or other staff will take over from there.

15.7 Allow time for the child to adjust to the Center, and accept any emotional reaction from your child as normal.

15.8 Reassure the child of your love, they will adjust more quickly.

### 16.0 Nap Time

All children under the age of five are required to have a rest period while at daycare. Our rest period is typically from 1:30 pm to 3:00 pm although this may change based on the ages of children in care. Children are not expected to sleep the

entire time unless needed; it is a time for calm and quiet. To avoid disturbing the children who are napping, please do not schedule visits, drop-offs or pick-ups during this time. If you must pick up your child during quiet time please notify us in advance so that we can have your child ready for your arrival. Infants younger than 12 months are placed on their backs for every sleep time unless the child's health care professional completes a signed-and-dated statement that the child requires a different sleep position. Except for a fitted sheet to cover the mattress and a pacifier, no other items are in an occupied crib with an infant, and nothing is attached to the crib or within reach of the child. Wedges, infant positioners, and blankets may not be used unless prescribed by the child's health care professional with a written note *CFOC3* Stds. 3.1.4 The center provides and launders all sleeping materials.

## 17.0 DIAPERING/POTTY TRAINING

Parents must provide disposable diapers and wipes for infants and toddlers. Diapers are checked periodically (every 1 ½ hours) and changed as need. No soiled clothing has its contents dumped or is rinsed at the child care facility. Disposable diapers are placed in a hands-free, plastic-lined, lidded container. Soiled cloth items are completely contained in a non-permeable, sealed plastic bag before being moved from the location where the child is being changed. Soiled cloth diapers may be stored in a labeled container with a tight-fitting lid provided by an accredited commercial diaper service. Otherwise they are placed in a sealed plastic bag for removal from the facility by an individual child's family. Potty training a child who attends daycare requires a team effort with the center and the parents. Often, it is the very fact that a child is around other children in a care setting that serves to motivate a young child to use the potty! Parents are encouraged to discuss and agree on the planned potty training process with the child's teacher. A consistent approach and common encouragement techniques can tremendously help a child during this time, and help to set the environment for a successful transition to becoming potty trained!

When you feel, your child is ready for toilet teaching, we ask that you 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 diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, also) and can control his/her bladder and bowels for a few minutes beyond that announcement. When the child has reached this point, training pants (5-ply, not plain terry cloth) with plastic pants may be used.

During toilet learning parents will need to supply:

Three complete changes of clothing (socks and shoes included). 5-ply training pants (3 pair per day).

Plastic pants (3 pair per day). Pull-ups for naptime.

When accidents are only happening once every other week, 5-ply training pants will be used without plastic pants.

Do not bring your child in panties or underwear until he/she has naptime and bedtime control established. We also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid tight clothing, pants with snaps and zippers, and overalls as often as you can.

PARENTAL AGREEMENTS WITH EDUCATION ELEVATION CHILDREN'S ACADEMY

1. Education Elevation Children's Academy agrees to provide day care service for \_\_\_\_\_ (child's name) on Monday – Friday (days of weeks), from 6:30 am to 6:30 pm.
2. I have read and downloaded Education Elevation Children's Academy Parents' Handbook. I fully understand and agree to abide by all the policies stated in this handbook.
3. I have read the parents handbook and fully understand it. All questions regarding the parent handbook were asked and resolved.
4. Before any medication is dispensed to my child, I will **completely** fill out the Authorization of Medication form provided by Education Elevation Children's Academy I understand Education Elevation Children's Academy does not administer over-the-counter medications.
3. My child will not be allowed to enter or leave the facility without being escorted by the parent(s); person authorized by parent(s), or facility personnel.
4. I acknowledge it is my responsibility to keep my child's record current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status and immunization records, etc.
5. The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, and exposure to communicable diseases, which include my child.
6. Education Elevation Children's Academy agrees to obtain written authorization from the parent before my child participates in routine transportation, field trips, and special activities away from the facility.
7. I agree to make my tuition payments on Friday morning. If I can't make my tuition payment on Friday evening, I will make the payment on Monday morning with a \$20 late fee before dropping off my child. I also understand criminal charges will be brought against me if I do not bring my balance to zero before dis-enrolling or not bring my child\children back to the center. I also understand this applies to returned checks that have not been paid.
8. I understand that if tuition isn't paid, Education Elevation Children's Academy will not render service.
9. I agree to pick-up my child no later than 6:30pm; if I am unable to pickup my child by 6:30pm, I will pay the late fee at my arrival.
10. I understand I will be charged the daily rate if I dis-enroll my child before the end of the week.
11. I will not **SOLICIT** center employees to baby sit my child and I will not engage my child's teacher in lengthy **CONVERSATIONS** lasting over **5 minutes** that could distract the teacher from doing her job and being attentive to the children.
12. I understand that 50% of the book fee is refundable up until November 1<sup>st</sup> and ABeka does not allow schoolbooks to be sold to parents.

(Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_ (Admin.Initials) \_\_\_\_\_ Date \_\_\_\_\_

***Education Elevation Children's Academy Internet Release Form***

I hereby grant **Education Elevation Children's Academy** permission to use photographs of my child or myself on their website for business purposes only. I do reserve the right to later have myself and my child's photo(s) removed via a written and signed request.

Parent/Guardian (Print) \_\_\_\_\_

Parent/Guardian (Signature) \_\_\_\_\_ Date \_\_\_\_\_

***THANK YOU FOR ENTRUSTING US WITH THE CARE OF YOUR CHILD!!!***