Special Blessings Learning Center

Where every child is a special blessing

Parent Policy Handbook

1821 Macon Road
Perry, GA 31069

Phone: 478-987-0886 **Fax: 478-988-0286**

Visit us online at *www.sblckidz.com*

Facebook: *www.facebook/specialblessings.com*
Twitter: *www.twitter.com/SblcKidz*
Pinterest: *www.pinterest.com/sblckidz/*

Updated 6/2016

Welcome to Special Blessings Learning Center. I am delighted you chose to be a part of our family. Our goal is to provide a high quality, nurturing and safe environment for your child that will help him/her grow into a wonderful, curious, and happy person. We maintain a structured, yet flexible daily program with regards to scheduled meals, rest periods and activities because we believe children thrive when their lives are consistent.

Your child will be exposed to an exciting program that includes a variety of music, science, reading, arts and crafts, indoor/outdoor activities and free play activities, all designed to stimulate his/her physical, intellectual, social and emotional growth in a loving and comfortable environment.

We are licensed through Bright from the Start Georgia and take pride in the fact that all of our teachers participate in yearly continuing education and all are certified in Adult, Child and Infant CPR and First Aid. We carry all necessary insurance as stipulated by the State of Georgia. We are also NECPA accredited. NECPA standards meet and succeed those set by Bright from the Start Georgia. As of February 2, 2015, we officially began the process to be "Quality Rated" through the state of Georgia.

As a partner in your child's care, I will do everything possible to keep the lines of communication open. My interaction with you is as important as our interaction with your child. You are welcome to visit and/or participate in our daycare at any time. Feel free to call at any time during the day or set up an appointment with me after hours to discuss any problems or suggestions you have with regards to your child's care.

Please take the time to go over your Parent Handbook to ensure you understand the policies that are in place to help keep Special Blessings Learning Center a happy environment for everyone involved. If you have any questions at all, I will be happy to go over them with you. If your child requires any special care that is not covered in this handbook, please make sure that you put them in writing and that they are approved by the director before starting your child.

Thank you for choosing Special Blessings Learning Center for your childcare needs.

Sincerely,

Sabrina M. Pitzer

WHEN YOUR CHILD COMES HOME MESSY

Red paint in the hair? Blue paint on the jeans? Sand in the shoes? Peanut butter on a favorite shirt? White socks that look brown? Sleeves a bit damp?

YOUR CHILD PROBABLY....

Worked with a friend
Solved a problem
Created a masterpiece
Negotiated a difference
Learned a new skill
Had a great time
Developed new language skills

YOUR CHILD PROBABLY DIDN'T....

Feel lonely
Become bored
Do a repetitive task that is babyish
Do worksheets that are too easy
Do sit down work that is discouraging

YOU PROBABLY....

Paid good money for those clothes
Will have trouble getting the red paint out
Are concerned the caregiver isn't paying enough attention to your child

YOUR CAREGIVER PROBABLY....

Was aware of your child's special needs and interests
Spent time planning a challenging activity for the children
Encouraged the children to try new things
Was worried you might be concerned

Young children really learn when they are actively involved in play...not when someone is talking to them. There is a difference between "messy" and "lack of care." Your caregiver made sure your child was fed, warm, offered new skills and planned messy fun things to do because that's how your children learn!

Send your child in clothes that can get dirty! Keep extra clothes at the site for the times when the child gets really messy. But remember, your children need time to be kids.

~~~Author Unknown~~~
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HOURS OF OPERATION

Special Blessings Learning Center is open from 6:00 AM to 6:00 PM, Monday through Friday, January through December. Our center observes the following holidays and will be closed on these days:

New Year's Day ***Memorial Day*** ***4th of July*** ***Labor Day***

Thanksgiving (Thursday & Friday) ***Christmas Eve*** ***Christmas Day***

In the event that a holiday falls on a weekend, SBLC will follow the same closure dates as local banks and government offices.

Parents will be responsible for paying normal weekly fees during the weeks that these holidays occur in. If your child is left at the center after 6:00 PM, there will be a $7.00 per minute fee until 6:30 PM. At that time, if you have not picked up your child, he/she will be taken to the Perry Police Department.

ENROLLMENT FORMS

The following forms are required for enrollment. Your child will not be allowed to attend Special Blessings Learning Center unless these forms are on file.

Original Completed Enrollment Form

Vehicle Medical Emergency Form

Infant Feeding Options & Agreement (under 1yr. only)*

Infant Feeding Plan (under 1yr. only)*

Safe Sleep Policy (under 1yr. only)*

Transportation Agreement (School Only)

Parental Agreement Form

Parental Fee Agreement

Notice of Non-Pricing Child Care Program Statement

Receipt of Policy & Procedure Handbook

Income Eligibility Statement

Immunization Certificate

Department of Family & Children's Services Childcare Certificate (if applicable)

Parents are expected to notify the center immediately of any changes in name, address, phone number or change of employment within 5 business days of change.

WEEKLY FEE POLICY

Weekly child care fees are due each Monday morning for the current week, regardless of the child's attendance that day. Fees that are not paid by the due date will be charged an additional late fee of $40.00 and the child will not be allowed to return to the center Tuesday morning without the payment made in full. Accounts not paid in full by Tuesday of the current week will be terminated. SBLC utilizes Houston County Magistrate Court and Collection Bureau of Houston County as well as other collection agencies to collect outstanding balances.

You must pay all late fees, weekly fees and a $100.00 Registration Fee for your child to re-enter our center. Fees are not prorated based on the attendance of your child for full time care. Drop-in fees must be paid daily when your child is dropped off. Fees are non-negotiable. If you do acquire an over payment, it will be placed on your account as a credit.

CENTER DISCOUNTS

Monthly Pre-pay Credit: ***Applies to fulltime enrollment only*** each family that pays their childcare fee in its entirety by 6pm on the first Monday of the month will receive a **10% discount** off their childcare fee for that month.

Example: Preschool Child $113 / week - 4 weeks care = **$452.00**

- 45.20 (10% Discount)

$406.80 –Actual monthly charge

Workplace discount: If you work at Houston County Board of Education, Purdue, Frito Lay or are an active military member, you will receive a special benefit for having your child enrolled full time in our center. If this applies to you, please see a member of management for more information.

FAMILY REFERRAL PROGRAM

Everyone loves free money! Refer a family to SBLC. After they have been enrolled for 2 weeks, you will receive a $100 credit on your account. There is no limit to the number of families you can refer.

WEEKLY RATES

All fees are due for the current week. Fees are not prorated based on attendance of your child. Fees are paid to guarantee that your child has a spot at the center for that week. The only time that fees are not to be paid is if your child has attended SBLC full-time for at least 6 months and you are using a vacation week. Discounts are available for multi-child families, Military service, and Frito Lay, Purdue and Houston County Board of Education teachers.

Full Time Enrollment

$128.00 per week Infant (ages: 6 wks - 1 yr)

$123.00 per week Toddler (ages: 1- 3 yrs)

$118.00 per week Pre-school (3 yrs - school age)

School Age Enrollment

$74.00 per week before school care only.

$78.00 per week after school care only.

$84.00 per week for before & after school care

$89.00 per week for 3 day part time care (Monday, Wednesday & Friday only)

$65.00 per week for 2 day part time care (Tuesday & Thursday only)

$20.00 per day school holidays (in addition to normal weekly fee not to exceed $113)

$118.00 per week full-time care

Misc. Fees

$100.00 Registration fee (per child)

$100.00 Activity Fee (per family) due every Aug. 1

$125.00 Yearly Summer Activity Fee (guarantees summer & holiday school age care only)

$40.00 per day for drop-in care (infants-Preschool only, based on availability after 9am daily)

$15.00 per hour for drop-in care (infants – preschool only)

$20.00 per day drop in care AM school transportation (Perry Primary, Tucker, Morningside, Head Start)

$ 7.00 per minute charge for any child left at the center after 6:00pm. Charges are applied at 6:05 pm.

$ 2.00 per day charge if child is not checked in or out via Procare Timeclock.

$ 2.00 per center diaper/wipes used when parent fails to provide diapers or wipes as needed.

$40.00 late charge for any account not paid by 6:00 pm Monday.

STUDENT WEEKLY SCHEDULE INFORMATION

Below is a list of our available student schedules. We offer care for children ages 6 weeks – 12 years of age. Student schedules are used by the center to track and schedule room ratios and drop-in care availability. You will need to choose a schedule when enrolling your child. If you need to change your child's schedule, please give the center at least one week's notice.

All fees are due on assigned days regardless of your child's attendance that day/week. A $40 late charge will be applied to all accounts not paid as agreed.

SBLC Student Schedule	Days Attending	Comments
2 Day Part Time	Tuesday & Thursday	Space is guaranteed for these 2 specified days only. Withdrawal policy applies. ***Fee must be paid every Tuesday***
3 Day Part Time	Monday Wednesday Friday	Space is guaranteed for these 3 specified days only. Withdrawal policy applies. ***Fee must be paid every Monday***
Full-Time	Monday – Friday	Space is guaranteed for entire week. Withdrawal policy applies. ***Fee must be paid every Monday***
Before School Only	Monday – Friday Summer & Holidays	Space & transportation to school is guaranteed for entire week as well as summer & holiday care. Withdrawal policy applies. ***Fee must be paid every Monday***
After School Only	Monday – Friday Summer & Holidays	Space & transportation to center from school is guaranteed for entire week as well as summer & holiday care. ***Fee must be paid every Monday***
Before & After School	Monday – Friday	Space & transportation to and from school is guaranteed for entire week as well as summer & holiday care. Withdrawal policy applies. ***Fee must be paid every Monday***
Summer & School Holidays Only	$125 Summer & Houston County School Holidays	Space is guaranteed for summer and Houston County School holidays only with paid yearly activity/registration fee. ***Must be paid at time of enrollment and every Aug. 1st thereafter.***
Full-Time Family Yearly Activity Fee	$100 Due the first Monday of every August	Fee is due regardless of when your child enrolled in the center.

EMERGENCY CLOSURES

If the center is forced to close due to inclement weather or any other unforeseeable closure beyond the center's control, you will still be responsible for your regular fee as this is considered an "act of God" and unavoidable. We will follow the decisions of Houston County Board of Education when deciding to close due to inclement weather.

WITHDRAWAL NOTIFICATION

It is your responsibility to provide at least two (2) week's written notice to the center when withdrawing your child. Termination of Services forms are available in the parent information center located in the Parent Resource Room for your convenience. If you fail to provide this notice, you will still be responsible for your fee those weeks.

CENTER TERMINATION OF SERVICES

SBLC, Inc. reserves the right to terminate childcare services if the parent/guardian refuses to follow any of the policies set forth in this parent handbook, including but not limited to, payment of fees and threatening or harmful, parental/child conduct. Violations of SBLC policies will be addressed with a warning first. If the center must terminate services, you will be notified in writing.

SIGN IN / OUT

All children must be checked in and out daily on the black Attendance Computer located on the wall beside the reception counter. The state of Georgia requires that all childcare centers maintain accurate sign in/out records for every child they provide services for, for a minimum of 3 years. Failure to properly maintain these records will result in a fine and possible suspension of the childcare center's license. As of July 2012, all childcare centers in Georgia are subject to random attendance record audits. Due to the importance of keeping accurate records and the severity of the consequences levied by the state for not following this mandate, SBLC will charge all parents/authorized pick-up a $2.00 fee for everyday that a student is not checked in and out correctly.

Code Activated Door Lock: We have installed a security coded door lock on our foyer door that requires a code to unlock to enter our center. If you should forget your code, there is a door bell located in the front foyer that you may use to contact a staff member to help you. Please do not give this code out to anyone that does not have a valid reason for entering our center. This is for everyone's safety.

Children will not be allowed to leave with anyone except the parent or persons designated by the parents to pick them up. Anyone picking up your child, who is not known to our staff, will be required to show identification before children will be released to them. If at any time you need to add someone to your child's pick up list, written notification must be submitted by the parent in person to the center director. Telephone submissions of this information will not be permitted except in an emergency. Every child must be accompanied to their room by an adult. There are no exceptions.

While we do not require that your child be at the center by a certain time each day, we do ask that if your child is not going to attend the center for the day, or will be arriving AFTER 10:00am, please call the center and let someone know. We ask that you do this so that we have accurate lunch and snack counts and to ensure that we have the appropriate number of staff to keep our classrooms in ratio.

VACATION POLICY

IF YOUR CHILD DOES NOT ATTEND THE CENTER DURING THE SUMMER MONTHS, YOU WILL NOT BE ELIGIBLE FOR THIS ONE WEEK OF VACATION

After your child has been enrolled in our center full time for twelve (12) concurrent months, you will be eligible for one (1) week each year to take your child out of the center and not be responsible for normal weekly fees. The center requires a one (1) week written notice prior to using this vacation time. Notices must be submitted to the center director. Vacation time cannot be split into separate weeks. The purpose of this notification is to allow us time to fill the slot for the period of time that your child will be absent due to the fact that it is a financial hardship on the center when your child is absent and normal fees are not being paid.

SCHOOL TRANSPORTATION

(Transportation Agreement Required)

We provide transportation to and from school each day to the following schools:

Langston Road Elementary
Tucker Elementary
Morningside Elementary
Perry Headstart

- No student will be transported either to/from school or for a fieldtrip without documented parental/guardian consent.
- All SBLC drivers are at least 21 years of age and have current CPR/First Aid Certification.
- A signed checklist to account for the loading and unloading of students is used daily. When transporting children to the center, the checklist is turned over to the person in charge of the center upon arrival. At the completion of every trip, the vehicle is checked to assure that no child is left on the vehicle.
- All children ages 3-8 that are transported in a vehicle provided by or used by the center will be secured in a child passenger restraining system or seat safety belt in accordance with state and federal laws and regulations.
- Each vehicle has a satisfactory annual safety check of: tires, headlights, horn, taillights, brakes, suspension, exhaust system, steering, windshields and windshield wipers.

STAFF:CHILD SUPERVISION / QUALIFICATIONS

Children shall be supervised at all times. "Supervision" means that the appropriate numbers of staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, chaperons and students in training. The persons supervising in the child care area must be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperons and students in training, and provide timely attention to the children's actions and needs. If a teacher is absent for the day, an approved substitute may be called in to ensure proper ratios are followed.

SBLC follows the Georgia Daycare Regulations concerning staff: child ratios. Those ratios are as follows:

Ages of Children	Staff: Child Ratio
Infants less than one (1) year old or children under eighteen (18) months who are not walking	1:6
One (1) year olds who are walking	1:8
Two (2) year olds	1:10
Three (3) year olds	1:15
Four (4) year olds	1:18
Five (5) year olds	1:20
Six (6) years and older	1:25

Immediately prior to the center closing and being locked at the end of the business day, the staff member charged with the responsibility of locking the center shall make a physical inspection of the entire premises to verify that no child is left on the center's premises.

Staff qualifications: All persons that are to supervise students at this center must be at least 18 years of age, have a high school diploma or equivalent, and have a clean criminal background history. As of July 2011, all lead teachers must possess at least a Technical Certificate of Credit (TCC) in Early Childhood Education. All teachers are required to take at least 20 continuing education training hours yearly. Ten of these hours must be approved by Bright from the Start Georgia.

PARENT VOLUNTEERS

Volunteers are always welcome at Special Blessings. However, for safety reasons, volunteers are never left alone with students and must be at least 16 years of age.

Early learning depends on our parents and volunteers to make our program successful! There are many opportunities for you to get involved. We welcome mothers, fathers, grandparents, aunts, uncles and any other family members.
Ways you can volunteer and get involved…

- Health & Nutrition Activities: Help with health screenings, share family recipes, help with classroom cooking activities, help prepare and serve snacks.
- Classroom Opportunities: Read a story to children, share family traditions, sing a song/play an instrument, help with art activities, help with a fieldtrip, show kids how to use tools, cut things out at home.
- Other Activities: Answer phones, decorate bulletin boards, help with mailing and filing, put information in child's cubbies, photocopy fliers, type or work on copier, and help call other parents.

Volunteering gives you a chance to meet new friends, learn new skills and get job experience!

CLASSROOM SANITATION & STUDENT HYGIENE

Classroom Sanitation

SBLC does not have wall mounted drinking fountains. We do have a water fountain located in the front foyer that is used to provide students with water to drink in the morning and afternoon after outside play. This water fountain uses purified water only. Single use drinking cups are used and discarded after each use.

Garbage and organic waste is stored in containers that are lined with plastic liners and have tight-fitting covers. Trash and garbage is removed from the building daily or more often as necessary to maintain the premises stay in a clean and healthy condition.

The laundry area is located outside of the Toddler Room and is not accessible to any students in the center. Infant sheets and laundry is washed every day. The other classroom's are assigned a specific day of the week to wash their weekly laundry.

Stuffed animals and other washable toys are washed weekly. Toys that have crevices that a rag and spray cannot clean are soaked weekly in a bleach bath. All other toys as well as furniture is cleaned with disinfectant bleach spray daily during naptime.
Separate containers are used for storing soiled disposable items, such as disposable diapers and disposable washcloths and soiled non-disposable items such as cloth diapers, washcloths and bed linens. These containers are waterproof, covered, easily cleaned and maintained in such a manner so as the contents of the container are never accessible to the children.

Children's wet or soiled clothing shall be stored in individual plastic bags. In the event that the soiled clothing is from a potty accident, the clothing will be shook out as best as possible into the toilet and then placed in a sealed plastic bag.

Student Hygiene

To the best extent possible, teachers will keep students clean, dry and comfortable. Children's hands are washed with soap and running water when entering the classroom, prior to eating meals or snacks and after toileting as well as any other time during the day that is necessary. Washcloth hand washing is used for students under the age of two and for children with special needs who are not capable of washing their own hands.

Diapers are changed every 2 hours or more if needed. Students are not allowed to sit in soiled diapers or clothing.

CENTER PETS

At this time, the only pets that the center has on premises are fish. They are feed daily by either the teacher in the room or the student helper for that day. Tanks are cleaned periodically by the teachers.

CONFIDENTIALITY

Information pertaining to the children enrolled at this center is considered confidential and may not be released by center staff without first obtaining written permission by the parents or guardian that has signed the contract for services with Special Blessings Learning Center. The only exception to this policy is as follows:

1. Relevant information relating to the children's family situations,
2. Medical status and behavioral characteristics on the children enrolled at the center at any time shall be shared by center staff among caregivers on the center caregiver staff, with members of the Department or with other persons authorized by these rules or the law to receive such information, or with other persons in an emergency situation involving the child.

FIELD TRIPS

Field Trips are a fun way to incorporate learning and exercise into a child's daily routine. Whenever the children have the opportunity to take a field trip, we will send a notice home explaining when and where the field trip will be. We will then post a permission form at the front desk that each student's parent must sign in order for the child to participate. Any fees associated with field trips will be paid by SBLC.

All children under the age of 8 are required by GA state law to be in a booster seat when riding in any vehicle. SBLC provides booster seat for the children that are being transported to and from school. However, since more children attend field trips, parents may occasionally be asked to leave their child's car seat for use during a field trip.

All field trips will have extra staff participating as necessary. Each child will also have to wear a name tag with the center's contact information and the child's first name and first initial of their last name. This is to ensure the safety of your child at all times.

ILLNESS

BEFORE RETURNING YOUR CHILD TO THE CENTER, HE/ SHE MUST BE FREE OF ALL SYMPTOMS WITHOUT THE AID OF MEDICATION FOR 24 HOURS.

Promoting good health and safety is a goal at our center. To prevent the spread of childhood diseases and illness, please do not bring your child to the center if they are ill.

Each child is required by the state of Georgia to have on file a health statement signed by your doctor and immunizations continuously updated. Initial immunization certificates are to be submitted within 30 days of enrollment. New certificates are to be submitted anytime your child receives shots or if the certificate expires. These certificates are to be issued by wither your child's pediatrician or the county health department. The only acceptable immunization forms are to be printed on Form 3231 directly out of G.R.I.T.S (Georgia Registry of Immunization Transactions and Services). If you do not provide the center with the appropriate immunization record in the time requested, your child will not be allowed to attend the center.

If your child comes down with a communicable disease you need to notify the center director immediately as this center must notify all other parents and the Houston County Health Department. A list of communicable diseases is located in the front office and is available for viewing at any time.

The following rules from the Georgia Daycare Licensing Regulations will be strictly adhered to and no exceptions will be made.

A child will not be accepted nor allowed to remain at the center if the child has the equivalent of a one hundred and one (101) degree or higher oral temperature or another contagious symptom, such as, but not limited to, a rash, diarrhea or a sore throat.

Discharge - Pink eye or from a cold- must be gone before returning. Lice or nits - can return only after being free of them for 24 hours.

This is necessary to prevent the spread of infection to the other children in the center's care. Although it may seem inconvenient when your child is sent home, you should appreciate knowing your child's exposure is minimized when other children are ill also.

If you are called to pick up your child, you will need to arrive at the center within one hour or the center management personnel will begin calling the others that are listed on your child's account. You will be responsible for getting alternate care for your child while they are ill.

Parents of any child who becomes ill or is injured shall be notified immediately of any illness or injury requiring professional medical attention, or any illness 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.

When a child shows symptoms of illness during the day, the child shall be moved to a quiet area away from other children where the child shall be supervised and provided the necessary attention until such time as the child leaves the center or is able to return to the child's group. Parent's specific instructions shall be obtained, and followed if appropriate, until the child is picked up or is able to return to the child's group.

If the child becomes ill or experiences an adverse reaction to a prescribed medication or is injured during the day and the illness, reaction or injury does not warrant professional medical attention or causes less than moderate discomfort to the child, the parents shall be notified of the illness, reaction or injury by the end of the day on which the illness, reaction or injury occurred.

If your child cannot participate in outside activities due to health reasons, you must check with the center director to see if we are adequately staffed that day to provide special indoor care for your child as this is not always possible. We must have an excuse from your child's doctor stating the exact days that your child cannot participate in outdoor activities.

In the event that your child sustains an injury which requires more than simple first aid, you will be immediately notified and your instructions followed. If the injury requires immediate medical attention, 911 will be called and you will be notified immediately. Your child will be transported to Perry Hospital in the event of an emergency as this is the closest hospital to the center.

Keep Me Home If...

Two or more times in 24 hours.

Body rash, especially with a fever or itching. Lice or nits.

3 or more watery stools in 24 hours.

Thick mucus or pus draining from the eye.

With fever or swollen glands.

Unusually tired, pale, lack of appetite, confused or cranky.

Temperature of 100°(F) or more, (taken under the arm) AND sore throat, rash vomiting, diarrhea, earache or just not feeling good.

Seattle-King County
Department of Public Health

When Your Child is Sick:

1. Have plans for back up child care.
2. Tell your caregiver what is wrong with your child, even if your child stays home.

SYMPTOMS	COLD	ALLERGY	INFLUENZA
Fever	Rare	Rare	Very common
Headache	Sometimes	Unusual	Usual-can be severe
General aches and pains	Sometimes, mild	Rare	Usual- often severe
Fatigue and weakness	Sometimes, mild	Rare	Usual, severe
Extreme fatigue	Unusual	Rare	Usual early onset - can be severe
Runny, stuffy nose	Common	Very common	Sometimes
Sneezing	Common	Very common	Sometimes
Sore throat	Sometimes	Unusual	Very Common
Cough	Sometimes	Unusual	Very Common
Chest discomfort, coughing	Sometimes, mild	Rare	Usual - can be severe

MEDICINE

In most cases your child will have to remain home for the first 24 hours of being on medication. This center does not administer any medication other than the following exceptions:

1. **Rescue Inhaler needed for an Asthma attack**
2. **Breathing treatment due to Asthma or other breathing ailment**
3. **EpiPen used to treat allergic reaction**

If your child needs, or may need any of the above medications, please let office personnel know when enrolling your child or as soon as the need arises. Medicine ***WILL NOT*** be dispensed without a correct & completed medicine authorization/plan of action form on file.

OUTSIDE PLAY

All age groups are required to play outside daily, weather permitting. Please make sure that your child wears suitable clothing each day. If your child cannot participate in outside activities, we strongly advise that you keep your child at home that day. If you must bring your child to school, you must check with the center director to see if we are adequately staffed that day to provide special indoor care for your child as this is not always possible. If your child cannot go outside due to medical reasons, we must have an excuse from your child's doctor stating the exact days that your child cannot participate in outdoor activities. Per Georgia Daycare Regulations recommendations, children will play outside during cold or hot weather as follows:

0 - 35 degrees with wind chill included	-	Children will not go outside
35 - 40 degrees with wind chill included	-	Children will go outside for 20 minutes only
40 - 90 degrees w/ wind chill or heat index included	-	Children will follow normal outdoor schedule
90 - 95 Degrees with heat index included	-	Children will go outside for 20 minutes only
95+ degrees with heat index included	-	Children will not go outside

5 Things to Know About Play

(From The National Association for the Education of Young Children)

1. **Children learn through play.** Children learn and develop cognitive skills, physical abilities, new vocabulary, social skills and literacy skills.
2. **Play is healthy.** Play helps children grow and counteracts obesity issues facing many children today.
3. **Play reduces stress.** Play is joyful and provides an outlet for anxiety and stress.
4. **Play is more than meets the eye.** Play is simple and complex. There are many types of play: symbolic, sociodramatic, functional, and games with rules—to name just a few.
5. **Play and learning go hand-in hand.** They are not separate activities. They are intertwined. Think about them as a science lecture with a lab. Play is the child's lab.

Understand the Weather

Wind-Chill

- 30°is ***chilly*** and generally uncomfortable
- 15°to 30° is ***cold***
- 0° to 15° is ***very cold***
- -20° to 0° is ***bitter cold*** with significant risk of ***frostbite***
- -20° to -60° is ***extreme cold*** and ***frostbite*** is likely
- -60° is ***frigid*** and exposed ***skin will freeze*** in 1 minute

Heat Index

- 80° or below is considered ***comfortable***
- 90° beginning to feel ***uncomfortable***
- 100° ***uncomfortable*** and may be ***hazardous***
- 110° considered ***dangerous***

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

Air Temperature	Wind Speed in mph: Calm	5	10	15	20	25	30	35	40
40	40	36	34	32	30	29	28	28	27
30	30	25	21	19	17	16	15	14	13
20	20	13	9	6	4	3	1	0	-1
10	10	1	-4	-7	-9	-11	-12	-14	-15
0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

Comfortable for out door play — Caution — Danger

Heat Index Chart (in Fahrenheit %)

Air Temperature (F)	Relative Humidity (Percent): 40	45	50	55	60	65	70	75	80	85	90	95	100
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	105	109	113	117	122	127	132
94	97	100	103	106	110	114	119	124	129	135			
100	109	114	118	124	129	130							
104	119	124	131	137									

TOYS / CANDY / GUM / MOVIES / HAZARDOUS ITEMS

Children are provided toys to play with at the center and should not bring toys from home. If they do, the toys will be stored until the child is picked up in the afternoon. We are not responsible for lost, broken or misplaced toys. Also, children are not allowed to bring any candy, gum, jewelry or money into the center due to state regulations concerning choking hazards. We also ask that you leave all movies at home. Television viewing is only allowed for special occasions.

Per Georgia Daycare Regulations: Children shall not be permitted to wear around their necks or attach to their clothing, pacifiers or other hazardous items. All toxic materials (cleaning or otherwise) are to be kept in their original containers and only uses according to the manufacturer's instructions and intended purposes. They are not to be used when children are present. When not in use, these substances are to be kept in locked cabinets or containers that are not accessible to children at any time.

All craft supplies are non-toxic. Children and teachers are not allowed to eat or drink while using craft supplies.

Poisonous or potentially harmful plants are not in areas accessible to children. All plants accessible to children are identified and checked by name with the local poison control center to determine safe uses. If a child does accidentally come in contact with any hazardous materials, the poison control center will be notified and their instructions followed.

BIRTHDAYS

Birthdays are a special time for a young child. While we encourage parents to bring in treats for their child's birthday, we must limit those treats to cupcakes and cupcake "cakes" only. This is easier for the children to enjoy. Treat bags are not allowed due to daycare regulations concerning choking hazards. Afternoon snack time will be set aside for your child's birthday celebration.

APPROPRIATE DRESS

We ask that your child come to school properly dressed each day. Due to supervising requirements, do not bring your child to school in their pajamas. If you do, you will be required to stay and dress your child. All children age 12 months and older must wear appropriate shoes every day. If your child comes in with no shoes,

you will be required to furnish shoes for your child before they will be allowed to stay at the center. Also, during cold weather, each child must have appropriate outdoor clothing.

DIAPERING PROCEDURES

Diapers are to be changed every 2 hours or more if needed. No child will be allowed to remain in a soiled diaper for any length of time. Diapers are changed on our changing tables only. These are smooth, non-porous surfaces with guardrails that are cleaned with disinfectant and dried between every diaper change. Staff members wash their hands before and after every diaper change. If the child is old enough, they will also wash their hands after every diaper change. Soiled diapers are disposed of in an appropriate trash container that is kept out of the reach of children. There is also a NECPA Diapering Procedures poster posted above every changing table that you may view at any time to assure you that our staff is following proper procedures at all times. When your child needs supplies, you will be notified via Preschool Gazette. A notice will also be written on the classroom white board. If a child does not have diapers or wipes available when needed, and the parent has been previously notified, a $2.00 per diaper charge will be added to the parents account for every center provided diaper/wipes used.

POTTY TRAINING

We work closely with each parent concerning their child's potty training. If your child is potty training, we require that they wear either a "pull-up" (any brand) or cloth underwear with plastic training pants over them. Do not send your child to school in a diaper, as this is confusing to the child and will be removed by staff. Your child must always have several changes of clothing at the center during the potty training process as accidents will happen.

Each child will be allowed to go to the bathroom anytime they need too. We start the potty training process by taking the child to the bathroom every hour to hour and a half to get them use to the idea of sitting on the potty and gradually increase time between pottying as needed. We also utilize books, videos and praise as forms of teaching your child to use to the potty appropriately.

Consumer Product Safety Alert

FROM THE U.S. CONSUMER PRODUCT SAFETY COMMISSION, WASHINGTON, D.C. 20207

Soft Bedding May Be Hazardous To Babies

To prevent infant deaths due to soft bedding, the U.S. Consumer Product Safety Commission, the American Academy of Pediatrics, and the National Institute of Child Health and Human Development are revising their recommendations on safe bedding practices when putting infants down to sleep.

Here are the revised recommendations to follow for infants under 12 months:

A Safe Sleeping Environment For Your Baby

- Place baby on his/her back on a firm tight-fitting mattress in a crib that meets current safety standards.
- Remove pillows, quilts, comforters, sheepskins, pillow-like stuffed toys, and other soft products from the crib.
- Consider using a sleeper or other sleep clothing as an alternative to blankets, with no other covering.
- If using a blanket, put baby with feet at the foot of the crib. Tuck a thin blanket around the crib mattress, reaching only as far as the baby's chest.
- Make sure your baby's head remains uncovered during sleep.
- Do not place baby on a water bed, sofa, soft mattress, pillow, or other soft surface.

Placing babies to sleep on their backs instead of their stomachs has been associated with a dramatic decrease in deaths from Sudden Infant Death Syndrome (SIDS). Babies have been found dead on their stomachs with their faces, noses, and mouths covered by soft bedding, such as pillows, quilts, comforters and sheepskins. However, some babies have been found dead with their heads covered by soft bedding even while sleeping on their backs.

U.S. Consumer Product Safety Commission
Web site: www.cpsc.gov
1-800-638-2772

American Academy of Pediatrics
Web site: www.aap.org

National Institute of Child Health and
Human Development
"Back to Sleep" Campaign
1-800-505-CRIB

SIDS (Sudden Infant Death Syndrome)

In order to reduce the risk of Sudden Infant Death Syndrome (SIDS), infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over onto his or her stomach, staff will 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.

Infants will be placed for sleeping on a firm, tight-fitting mattress in a sturdy and safe crib that is in compliance with CPCS and ASTM safety standards. No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.

Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant. Swaddling will also not be permitted, unless a physician's written statement authorizing it for a particular infant is provided.

WHAT TO BRING FROM HOME

While SBLC provides most everything that your child may need throughout the day, there are a few things that you will be required to bring from home. A complete change of clothing is required to be left at the center at all times. We do not typically keep extra clothing at the center for accidents. If your child has an accident and doesn't have extra clothing, you will be contacted and expected to bring clothing immediately. Please place their extra change of clothing in a gallon ziplock bag with their first and last name on it. If they have an accident during the day, their soiled clothing will be placed in this bag and sent home with you. You will need to bring a new bag and change of clothing the next day. Also, make sure that your child has appropriate outer wear daily.

INFANTS

Due to space constraints, we ask that you bring only 1 small diaper bag for large gallon sized Ziplock storage bag for your child each day. Diaper bags are to be clearly marked with your child's first and last name and should only contain the following items:

Bottles: A separate, clean bottle must be provided for each feeding. Bottles and lids must be clearly marked with child's first & last name on the bottle and bottle cap.

Pacifier: only if needed, please put child's name and initial on the plastic part of the pacifier.

Change of clothing, diapers & wipes: All clothing needs to be clearly marked with your child's first & last name. If your child has any type of accident that requires that their clothing be changed, or has soiled their diaper and an extra set of clothing or diapers are not available, you will be contacted and required to immediately bring extra clothing or diapers to the center.

TODDLERS :Ages 1 thru 3 years old

Pacifiers and bottles are not to be brought for children age one and up. If a pacifier is brought to the center, it will be placed in the child's bag for the remainder of the day. Bottles that are brought into the center will be emptied into a cup for your child and the bottle placed in your child's bag.

Diapers & Wipes: Parents must furnish baby wipes & diapers or pull ups until the child is completely potty trained. You will be notified via tattler sheet when your child is out of supplies. You are required to bring the needed items in immediately. If your child runs out of supplies during the day, you will be called and required to bring the needed items immediately.

Change of Clothing: A complete change of clothing must be left at the center at all times to be used in case of emergency. All clothing needs to be clearly marked with your child's first & last name. If your child has any type of accident that requires that their clothing be changed and an extra set of clothing is not available, you will be contacted and required to immediately bring extra clothing to the center.

PRE-SCHOOL & SCHOOLERS: Ages 3 thru 12 years old

Change of Clothing: 1 complete change of clothing including socks and underpants must be left at the center at all times to be used in case of emergency. All clothing needs to be clearly marked with your child's first & last name and placed in a clear zip lock type bag only. No other type of bag is allowed per state regulations

NAPS

Supervised nap periods during the day will be provided for children less than five (5) years of age. Children who do not sleep during nap or rest periods will not be required to remain lying down for more than one hour. Quiet activities for school-age children and other children who are not asleep will be provided.

Each child will be issued a cot and covers and will use the same cot and covers each day. Covers are washed once a week unless washing is needed more frequently. If you would like to provide a blanket for your child, it must be clearly labeled with your child's first and last name and taken home each day.

DISCIPLINE / BITING

Center Staff: Behavior management includes positive guidance, redirection, and the setting of clear cut limits that foster the child's ability to become self-disciplined. These measures are clear and understandable to the child, are consistent, and are explained to the child before and at the time of any disciplinary action.

Teachers guide the students to develop self-control and orderly conduct in his/her relationships with peers and adults. Teachers also offer students positive alternatives rather than just telling children "no". Good behavior is rewarded by positive reinforcement. Teachers also respond quickly and calmly to prevent students from hurting each other while showing understanding of the student's needs and feelings. Behavior management practices established by SBLC are designed to encourage students to be fair, to respect property, and to assume personal responsibility.

SBLC staff will not:

- Physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in the center
- Inflict corporal/physical punishment upon a child
- Shake, jerk, pinch or handle a child roughly
- Verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity belittling remarks about a child or his family;
- Isolate a child in a dark room, closet or unsupervised area;
- Use mechanical or physical restraints or devices to discipline children;
- Use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent;
- Restrict unreasonably a child from going to the bathroom;
- Punish toileting accidents;
- Force-feed a child or withhold feeding a child regularly scheduled meals and/or snacks;
- Force or withhold naps;
- Allow children to discipline or humiliate other children;

- Confine a child for disciplinary purposes to a swing, highchair, infant carrier, walker or jump seat;
- Commit any criminal act, as defined under Georgia law which is set forth in O.C.G.A. Sec. 16-1-1 et seq., in the presence of any child enrolled in the center.

Students: Loud, profane or abusive language will not be tolerated at the center. The safety and well-being of each child enrolled at this center is our first priority. Positive redirection will be used and when necessary, time-out will be utilized. Behavior by any child that puts the safety and/or well-being of another child or staff member at risk, including but not limited to biting, fighting or blatant disregard for center rules, will be dealt with as follows:

- First Offence: Notify parents/Child sent home
- Second Offence: Suspension for 3 days
- Third Offence: Permanent Expulsion from center

There will be no exceptions to the above discipline rules.

BITING

Our program recognizes that biting is, unfortunately, not unexpected when younger children are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for children to do, we know that they bite for a variety of reasons. Our staff focuses on effective techniques that address the specific reason for biting. Our staff works to keep children safe and to help the child who has bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we will develop, along with the parent(s), a plan of specific strategies, techniques and time lines to address it. We do not use any response that will harm the child or is known to be ineffective.

We give immediate attention, and first aid if necessary, to children that are bitten. Parents of a child that has bitten, as well as the parents of the child that was bit, are informed personally and privately that same day. However, we do keep the name of the child who bit confidential. This is to avoid any type of labeling.

As committed as our center and staff are to the children and families that attend SBLC, sometimes a child needs a different type of setting to stop biting. This is especially true when there are other behavioral issues present. While we never like to terminate a child of this age due to biting, the health and safety of the other children in the room are as equally important as the safety and well-being of the child that is biting. After exhausting all other approaches, or if the immediate safety of the children in the class is put at risk, we will have no other option but to terminate your child's care.

PARENT & TEACHER COMMUNICATION

At the beginning of each month, (bi-monthly for Toddlers and Two's classrooms) you will receive a newsletter from your child's teacher stating what the curriculum topics for the month are, special activities that your child will be participating in, and teacher requests.. A copy of the newsletter will also be posted on the bulletin board located in the front foyer as well as uploaded to our website.

You will also receive notifications throughout the day through our online tattler app, "Preschool Gazette". This notification will tell you how your child ate, slept and went to the potty that day as well as their general mood. Teachers will also use Preschool Gazette to let you know if your child needs any supplies or if they have any concerns.

Cell Phone Policy: Please refrain from talking on your cell phone when dropping off or picking your child up from childcare. Pick up and drop off times are usually very hectic and our staff may need to speak with you concerning your child. Your undivided attention is greatly appreciated.

As always, our doors are always open to our parents. If you have a concern or recommendation, please feel free to stop by at any time or make an appointment for a specific time. We will be more than happy to talk with you. And of course, we always like visitors!

MEALS AND SNACKS

Special Blessings Learning Center participates in the USDA Food Program. The following guidelines are set forth by the USDA Food Program and must be complied with at all times.

Weekly menus are posted in the front foyer and kitchen, as well as in each classroom. Parents may refer to them at any time. We provide breakfast, lunch and afternoon snack. Breakfast is from 6:30am - 8:30am. Lunch is provided from 11:15am-11:45pm. Snack is served from 2:30pm - 2:45pm for full time care students and 4:00 - 4:15 for after school students. If you intend for your child to eat at the center, they must arrive at the center a minimum of 10 minutes before the end time of the meal. When bringing your child to daycare each day, please keep in mind these times. If you will be arriving after a meal has stopped being served, it is your responsibility to make sure that your child is fed prior to coming to the center.

Food exemptions are not made for individual children except in the case of allergies or a special diet prescribed by a physician. In these instances, written notification must be obtained from your child's doctor along with a

detailed list of what your child cannot be served. If the child cannot eat anything on the menu for that particular day, the parent will be required to furnish the child's meal. This includes milk and juice.

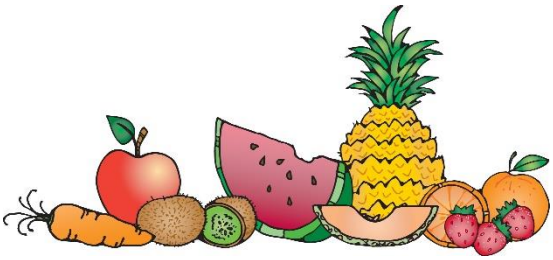
Children should not bring any other food to the center unless previously discussed with the director. If they do, the food will either be thrown away or stored until the child is picked up that afternoon.

Infant Feeding

Formula and bottles must be clearly marked with child's first and last name. All bottles that are brought into the center are to contain formula or breast milk only. If it appears that your child's bottle has been mixed with something other than formula or breast milk, you will be required to furnished unmixed bottles before SBLC staff will be allowed to feed your child a bottle. If your child requires something to be mixed with their bottle, SBLC must have a written statement from the child's physician with the date, amount, and duration of the treatment. The statement must be signed by a physician. No stamped or typed signatures will be accepted.

SBLC provides Nestle Good Start Soothe pre-mixed formula, rice cereal and all stages of Beechnut or Gerber baby food at no extra cost to you. If you wish for your child to be fed a different brand/type of formula, cereal or baby food, the parent will be responsible for furnishing the center with those items. Per state regulations, SBLC staff is not allowed to mix any formula. If you are bringing your child's formula, it must mixed and ready to feed.

Infant feeding plans must be completed and on file at all times for all children less than one year of age. The plan should include information about the TIMES AND AMOUNT of food or beverage offered to the child. Whenever there is a change in your child's feeding schedule, the feeding plan must be updated immediately. It is the parent's responsibility to let their child's teachers know whenever a new food is introduced to an infant and if any adverse reactions occurred. New foods will not be introduced to an infant without written permission from the child's parent.



This center participates on the CACFP under the sponsoring organization listed below. The CACFP is administered in every state and in Georgia by the agency listed below. Contact one of the following for questions about the CACFP.

Sponsoring Organization/Center	**State Agency**
Name and Title of Contact	Nutrition Services Director
Name of Sponsoring Organization	Bright from the Start: Georgia Department of Early Care and Learning
Street Address	10 Park Place South, Suite 200
City, State, Zip	Atlanta, GA 30303
Contact Number	404.656.5957 or www.decal.state.ga.us

Building for the Future

Meals

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to enrolled participants receiving care. Providers receive monetary reimbursement for serving nutritious meals that meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families. CACFP homes and centers follow meal requirements established by USDA.

Breakfast	***Lunch***	***Snack*** ***(2 of the 4 groups)***
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating facilities

Many different homes and centers operate the CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- Child Care Centers: Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- Adult Care Centers: Public or private non-profit and some for-profit centers.
- Family Day Care Homes: Licensed or approved private child care homes.
- Afterschool Care Programs: Centers in low-income areas provide free snacks to school-age children and youth.
- Emergency/Homeless Shelters: Shelters that provide residential and food services to homeless children. Shelters are the only residential programs that may participate.

State agencies reimburse facilities that offer non-residential day care to the following:

- children age 12 and under;
- migrant children age 15 and younger;
- youths through age 18 in afterschool care programs in needy areas;
- chronically impaired disabled adults 18 years of age or older; or persons 60 years of age or older in a group setting outside their home.

PARENT CONDUCT

It is a proven fact that children learn from what they see. All Special Blessings staff is expected to be courteous to every person that enters this center. In return, we expect the same treatment from anyone that enters our center.

VERBAL:

Cursing, rude, obnoxious, degrading or sexually explicit language will not be tolerated in this center or anywhere on the property of Special Blessings Learning Center. Any persons not adhering to this rule will be ask to leave the premises immediately. If the person(s) refuse to do so immediately, the Perry Police department will be notified and charges may be filed. If the person(s) in violation of this rule have children that currently attend our center, the child's care may be terminated. If anyone is heard to be speaking in the above manner to any child, including their own, he/she will be referred to DFACS.

PHYSICAL:

Special Blessings Learning Center ***WILL NOT*** tolerate any type of physical abuse in our center or anywhere on the property of Special Blessings. Fighting of any type will not be tolerated. If the physical altercation involves a child, whether enrolled at our center or not, the proper authorities will be immediately notified.

PARENTAL ACCESS

SBLC has an open-door policy concerning parent visitation. The custodial parent(s) of the child shall at any time the child is in attendance be permitted access to all child care areas of the center. All parents must make his or her presence known to center staff prior to visiting or removing the child from the center.

CHILD ABUSE / NEGLECT REPORTING

We feel that child abuse and neglect is a very serious situation and takes all evidence of such behaviors very seriously. We strive to make our center a place where all children feel safe and secure. All staff members of SBLC are mandated court reporters. We are required by law to report all incidents of child abuse, neglect, and/or deprivation to the Houston County Department of Family Services. Each staff member has been specifically trained to identify these particular behaviors in young children. It is neither our intent nor desire to judge anyone, but the safety and well-being of our students is our first priority. If any type of child abuse and / or neglect is suspected, the incident will be immediately documented and reported to the proper authorities.

RELIGIOUS ACTIVITIES

Every Monday during circle time, a non-denominational bible lesson will be taught. Any religious holidays will be celebrated as such. If you do not wish for your child to participate in any of these activities; please let the center director know and every effort will be made to accommodate your wishes within reason.

EMERGENCY PLANS

The center conducts drills for fire, tornado and other emergency situations. These drills are conducted every month for fire and every six months for tornado and other situations. The signal used for drills for these threats will be the activation of the fire alarm systems drill siren to signal the teachers to evacuate the building with the children and gather at the designated area. The all clear signal will be one long blow on a whistle.

In the event of any other emergencies that will prevent our caring for your child, you will be notified immediately to pick up your child.

Fire: The center has a built in fire alarm/burglar system which is connected to the local fire department. When necessary to protect children from fire or bomb threats, the center will be evacuated. The children will leave through the nearest exit and gather with the other children and workers in a pre-designated area. If the threat is from a tornado or other bad weather, the children will be gathered into the lowest room in the center, as far away from windows as possible

Loss of Power: In the event that there is a loss of power at the center, the power company will be immediately notified. Every attempt possible will be made to ensure that all students are calm and comfortable. If after 3 hours of no power, parents will be notified and ask to pick their children up from the center.

Loss of Water: In the event of loss of water, the center will bring in bottled water to use until the problem is corrected.

Severe Weather: There is a weather radio in the office that is monitored in the event of severe weather. If weather becomes a threat to the children, we will gather all the students into the lowest room in the center and keep them as far away from windows as possible. If the weather results in damage to the center or harm to students, parents will be notified as soon as it is safe to do so.

Serious Injury or Loss of a Child: In the event of a serious injury to a child, Emergency Medical Personnel will be immediately notified as well as the child's parents. If a child is lost while in our care, proper authorities

will be immediately notified as well as the child's parents. Every effort is made daily that such occurrences will not happen. SBLC staff will in no way impede the delivery of emergency care or services by licensed or certified emergency health care professionals.

STUDENT INCLUSION

Inclusion of children with disabilities in early childhood settings has been shown to be greatly beneficial to children with disabilities, as well as the other students enrolled in the childcare program. Children with special needs will never be singled out at our center. We feel that all children gain skills by interacting with one another despite physical and/or learning disabilities.

Some disabilities that may qualify a child for services are (but not limited to):

Autism	**Developmental Delay**	**Emotional Disturbances**
Blindness	**Hearing Impairments**	**Mental Retardation**
Orthopedic Impairments	**Speech or Language Impairments**	**Multiple Disabilities**

Referrals: SBLC teachers and management will work closely with the child's family, doctor(s), therapists and other family members to ensure that the child receives the best care and education possible. When the parent agrees that there may be a problem with their child, SBLC will help the family to find the appropriate services for the child and family's needs through referrals to the following agencies:

Babies Can't Wait
Child Care Resource & Referral Agency of GA
Peachcare for Kids
Houston County Board of Education
Phoenix Center Behavioral Health

Please let your child's teacher or a member of management know if you have any concerns about your child's development. We are happy to help in any way we can.

PARENT RESOURCE ROOM

Our Parent Resource Room is where you will find written information on many children and family topics from caring for children with disabilities to local services you may not know about. We have pamphlets, flyers,

videos and books available to you absolutely free. We also have computer and wireless access available for your convenience. Worn out after a long day at work and need a few minutes of quiet time? We have that too. Have a seat in our comfy chair and prop your feet up for a while before gathering your child for the day. Everyone benefits from a few minutes of down time.

On the table located in the Parent Resource Room you will find a suggestion box. We encourage everyone to leave suggestions or questions for management to help us improve our center. It is completely anonymous. If you do choose to leave your name, it will never be shared with anyone else in the center.

One the wall you will also find a business card rack with business cards from our parents, staff and local community members advertising their businesses and/or services. Please take a minute to look around. If you are searching for something in particular and can't find it, please do not hesitate to ask. If it is something that we don't have or you have a question that you don't know the answer too, we will do everything we can to find it for you.

STUDENT CURRICULUM

Special Blessings Learning Center feels strongly about each child's educational experience. We feel that learning begins at birth and continues throughout each individual's lifetime. We strive to offer a daily planned program of varied and developmentally appropriate activities that promote social, emotional, physical, cognitive, language and literacy development of each child. Some activities that we incorporate into our daily schedules are:

- Indoor and outdoor play.
- A balance of quiet and active periods.
- A balance of supervised free choice and teacher directed activities.
- Individual, small and large group activities.
- Large muscle activities, such as but not limited to, building with blocks or construction toys, use of puzzles, shapes, nesting or stacking toys, pegs, ;acing, sorting beads, or clay.
- Language experiences, such as but not limited to, listening, talking, rhymes, finger plays, stories, use of film strips, recordings or flannel boards.
- Arts and crafts, such as but not limited to, painting, coloring, cutting or pasting.

- Dramatic play, such as but not limited to, play in a home center, with dolls, puppets or dress up.
- Rhyme and music, such as but not limited to, listening, singing, dancing or making music.
- Nature and science experiences, such as but not limited to, measuring, pouring, activities related to the "world around us" such as nature walks, plants, leaves or weather. Also included are experiences in using the five senses through sensory play.

With that in mind, we researched several different early childhood education curriculums before choosing High Reach Bright Baby Curriculum for our infant's age 3 months to 1 year, and Funshine Express for our students ages 1 through 4. On the following pages, you will find a brief summary of the objectives from each age group. Current lesson plans are kept in your child's classroom. Daily schedules are also posted in the "Parent Information" center of each classroom. If you would like to review lesson plans for your child's class, please see their teacher or the center director.

Infant Curriculum: I Can Bright Baby

Experience the excitement and joy of baby's first year with Bright Baby*. Three sets of age-appropriate activities invite teachers to talk, play, sing, move, sign, and read with your infant. Each multi-sensory kit includes:

- 75 Activity Cards help babies explore new experiences, concepts, and skills.
- Photographic Book builds vocabulary and language skills.
- Plush Puppet keeps babies fascinated and engaged.
- Music CD introduces infants to world music through 8 sing-and-play-along songs.
- Brainy Bunny Tidbits explain how each activity supports infant brain development

Contains activities for infants 3-6 months, 6-9 months, and 9-12 months & incorporates American Sign Language & yoga.

Curriculum for Toddlers

Toddlers explore everything with boundless energy. Teachers encourage their sense of discovery with Curriculum for Toddlers while building vocabulary, encouraging imagination, and personalizing learning.

Skills and Concepts Covered:

- Talking & Listening
- Self-Concept

- Vocabulary
- Small/Large Muscle Development
- Colors Creative Expression
- Social/Emotional Development

Curriculum for Twos

Constantly in motion, two year olds are determined to learn on their own. This curriculum helps teachers provide a rich learning environment that helps students expand their vocabularies, find appropriate ways to express their creativity, and safely discover the world around them.

Skills and Concepts Covered:

- Talking & Listening
- Self-Concept
- Vocabulary Small/Large Muscle Development
- Colors & Shapes
- Creative Expression

Curriculum for Threes & Fours

This curriculum helps teachers provide creative, hands-on activities that allow children to learn through experimentation and exploration while encouraging development of higher-order thinking skills. Language, science, patterning, independent thinking, and creative expression are a few of the skills covered.

Skills and Concepts Covered:

- Language Development & Literacy Science
- Graphing & Problem Solving
- Phonological Awareness
- Alphabet
- Numbers 1-10
- Shapes & Colors
- Socialization
- Creative Expression
- Counting, Sorting & Patterning
- Socialization
- Health & Safety
- Independent Thinking
- Positional Concepts & One-to-One Correspondence

Social Media

We do utilize several social media platforms to engage the public. Upon enrolling with our center, you will be ask for your permission to photograph and/or video your child to use on these sites. Please know that your child's safety is our first and foremost priority. We will never portray your child in any way that embarrasses or sexualizes your child. If you do not wish your child's image to be used on any of these site, please do not hesitate to let us know. We will always follow parent's instructions explicitly.

Please join us on:

Facebook: *www.facebook.com/SpecialBlessings*

Twitter: *www.twitter.com/SblcKidz*

Pinterest: *www.pinterest.com/sblckidz/*

Google Plus: *plus.google.com/+SpecialBlessingLearningCenterPerry*

YouTube: *SBLC Channel coming soon!*

We'd love to hear from you. You can leave us a review on:

Yelp: *www.yelp.com/biz/special-blessings-learning-center-perry*

Google Plus: *plus.google.com/+SpecialBlessingLearningCenterPerry*

Our website: *www.sblckidz.com*

SBLC 2016 CLOSE DATES

Special Blessings Learning Center will be closed on the following days:

January 1	New Year's Day
May 30	Memorial Day
July 4	Independence Day
September 5	Labor Day
November 24 & 25	Thanksgiving Holiday
December 23 & 26	Christmas Holiday

Parents are still responsible for the full weekly fee even if the holiday falls Monday thru Friday.

Houston County 2016-2017 School Calendar

July 29, 2016	**-**	**First Day of School**
September 5, 2016	**-**	**Labor Day Holiday**
October 7 - 14, 2016	**-**	**Fall Holiday**
November 11, 2016	**-**	**Veteran's Day Holiday**
November 21 - 25, 2016	**-**	**Thanksgiving Holiday**
December 16 - January 3, 2017	**-**	**Christmas & New Year's Holiday**
January 16, 2017	**-**	**Martin Luther King, Jr. Holiday**
February 20 - 21, 2016	**-**	**President's Day Holiday**
March 27 - 31, 2016	**-**	**Spring Break**
May 24, 2016	**-**	**Last Day of School**

No Smoking, Alcohol, Illegal Substances or Firearms Are Allowed On Child Care Premises!

<u>Violators will be prosecuted!</u>

***** It is a misdemeanor for a person to smoke on the child care premises*****

NOTICE TO PARENTS AND VISITORS:

The Consumer Product Safety Commission provides important safety information about recalled children's products.

PLEASE VISIT THEIR WEBSITE:

www.cpsc.gov

OR CALL:

800-638-2772

TTY 800-638-8270

PARENTS

YOU HAVE THE RIGHT:

1. To access this facility anytime your child is in care. However, you need to immediately make your presence known to the person in charge of the facility.
2. To review a copy of the facility's latest licensure evaluation report, ask the facility director for this report.

A copy of the rules and regulations, which apply to this facility, is posted near the front entrance. These rules establish minimum requirements for the health, safety, and well being of all children in care.

The department is required by law to investigate all complaints regarding rule violations. These may be addressed to the Bright from the Start: Georgia Department of Early Care and Learning licensing office at (404) 657-5562.

DAYCARE SERVICES

The services that are provided here must be given without discrimination on the basis of political affiliation, religion, race, color, sex, physical or mental handicap, national origin or age.

If you believe that you have been discriminated against, see the Center Director or the local county DFACS director. Or write:

Title VI/Section 504 Coordinator
Division of Family & Children Services
Suite 426
878 Peachtree Street NE
Atlanta, GA 30309

Babies Can't Wait (BCW) is Georgia's statewide interagency service delivery system for infants and toddlers with developmental delays or disabilities and their families. BCW is established by Part C of the Individuals with Disabilities Education Act (IDEA) which guarantees all eligible children, regardless of their disability, access to services that will enhance their development. Additional information about IDEA and national efforts supporting the implementation of the early childhood provisions of the law is available through the National Early Childhood Technical Assistance Center

The Georgia Department of Community Health, Division of Public Health is the lead agency administering the Babies Can't Wait Program in Georgia. The Division ensures that:

- services are provided in accordance with federal guidelines;
- families have access to the services which are needed to enhance their child's development; and
- training is available to ensure that professionals who work with children and families have up-to-date information.

Babies Can't Wait is administered through 18 District offices throughout the state. Through the 18 offices, children and families in every county in Georgia can access early intervention services. Anyone can refer a child to Babies Can't Wait. In order to refer a child to BCW for an evaluation, contact the district office which serves the county in which the child and family reside. You may use the Children and Youth with Special Needs Coordinator Contact List for information on how to reach local Babies Can't Wait Programs.

How to Contact the Program

BCW has a statewide directory of information managed by Parent-to-Parent, Inc. of Georgia. The directory provides information about the BCW Program located nearest to the child and family. To access the directory, call 1-800-229-2038 or (770) 451-5484 in Atlanta. The State BCW Office number is (404) 657-2726 or toll free: 1-888-651-8224. You may also use the Children and Youth with Special Needs Coordinator Contact List for information on how to reach local Babies Can't Wait Programs.