



JW ELC
The Academy of Early Learning

Parent Handbook

*A great place for your child to grow,
learn and succeed!*

Updated March 2021

Dear Family,

Thank you for choosing JW ELC, The Academy of Early Learning for your family. As parents, we truly understand the worry when seeking a childcare program. It is the desire of JW ELC to ensure that all enrolled children are attending a safe, high quality program filled with loving teachers and caregivers. At JW ELC, your child will be cared for in a safe and nurturing environment of learning that enables children to grow through fun, intentional, and developmentally appropriate activities. I am proud of the remarkable and dedicated teachers that work for our company. We understand you, the parents, count on our center to have teachers who are loyal, educated, and caring, and I assure you that is just what we have.

Our program is designed with families in mind. We seek to form a partnership with you that promotes the learning and healthy development of your child. You are welcome in the center at any time during the day to join your child for lunch, to observe your child in the classroom, or to meet with the teachers, center directors, or other families.

Enrolling in a new center is a big change for your child — and for you. We recognize that adjustment periods will vary depending on the age of your child and prior experiences in a classroom setting. Our teachers and center administrators are very experienced in welcoming new families and will work with you to make the process as seamless as possible. The following are some suggestions for easing the transition for you and your child:

- Visit the center with your child before his or her first day. On one of those visits, let your child explore his or her new classroom while you step out for 15 to 20 minutes. This time will allow your child to associate your departure with a return, and it will allow you to observe your child at play with other children.
- Establish a routine of reading a story or playing a game together in the classroom before you leave. The routine will tell your child that you feel the classroom is a good place to be, not a place from which you want to hurry away.
- Bring a family photograph for your child to look at during the day.
- Say goodbye to your child rather than slipping out. Your child will recognize that although you are leaving, you will be back.

As we build our partnership together, please feel free to share new ideas and suggestions. We value the need for close communication between families and teachers. We look forward to getting to know you and to offering you and your child a safe, caring, and joyful educational environment.

Sincerely,

Kawalski Washington
Executive Director/Co-Owner

Sincerely,

Taurus Jackson
ELC Academy Director/Co-Owner

Table of Contents

About Us	2	Medical Records	17
Mission Statement.....	2	Child Illness	18
Our Philosophy	3	Infection Control	18
Our Vision	3	Allergy Prevention	19
Our Guarantee.....	3	Diapering.....	19
Our Center.....	3	Diapering Procedures.....	20
Our Staff.....	4	Toilet Learning	20
Our Programs	5	Injury Prevention	21
Our Curriculum.....	7	Biting.....	22
Classroom Routine	8	Infant Sleep Positions and Crib Furnishings.....	24
School Calendar	8	Safe Sleep	24
Family Involvement	9	Policies and Procedures	25
Family-Teacher Partnerships.....	10	Registration Procedure	25
A Community of Caring	11	Tuition & Fees	26
Primary Caregiving	11	Payment Schedule	27
Family Communication	11	Hours & Days of Operation.....	27
Letters from Home	11	Drop & Pick Up.....	28
Parent Teacher Conferences.....	12	Enrollment Procedures.....	29
Grievance Policy.....	12	Enrollment Forms	29
Family Referral Program.....	12	Enrollment Contract.....	29
Program Standards	13	School Vacation/ Report Days	30
Transitions.....	13	Emergency Closing.....	30
Program Quality Standards.....	14	General Attendance Policy.....	31
Positive Guidance	14	Tuition Subsidies	31
Handling of Confidential Information in Incidences of Children’s Aggressive Behavior.....	16	Schedule Changes	31
We Care: Health and Safety	17	Withdrawal Procedures.....	32
Health and Safety Practices.....	17	Child Custody	32
		Transportation.....	32

Late Pick Up	32
Emergency and Back-Up Care.....	33
Program Placement.....	33
Parental Access	33
Non-Discrimination/Confidentiality	34
Children’s Records.....	34
Regulatory Agencies.....	34
Research Conducted in Center	34
Classroom Observation.....	35
Discipline	35
Unrelated Activities.....	35
Babysitting by Center Staff.....	36
Child Injuries and Medical Emergencies	36
Incidents and Accidents.....	36
Child Illness Policy	36
Sick Policy	37
Exclusion of Sick Children	38
Illness Chart.....	38
Medication Policies.....	39
Breastfeeding	42
Meals and Snacks.....	43
Nutrition and Physical Nutrition ...	43
Nutrition.....	43
Child Abuse and Mandated Report	44
Child Abuse Policy.....	44
Relationship with Media	45
Anti-Bullying Policy.....	46
Protection of Children in the Event of an Emergency.....	47
Rest.....	48
Clothing Suggestions/Items Needed	48
Special Celebration	50

Photograph, Publicity, Video	
Surveillance	50
Field Trips.....	50
Television and Electronics.....	50
Center Safety.....	51
Parking Lot Safety	51
Process of Suspending a Child’s Enrollment.....	51
Process for Disenrolling a Family..	52
Family Behavior	52
Acknowledgement	53

(Children’s File)

1

About Us

Excellent education and care replicates many of the aspects of a good and loving home, where caring adults nurture children and help them to learn and grow.



Our role is to supplement, but not take the place of, the primary role of families in providing care for their children. By establishing and maintaining open and ongoing communication with families, we can strengthen the ties that connect the home with our center and enhance the individual development of the children in our care. When families entrust their children to us, we are challenged to have a significant and positive influence by providing a program of the highest quality designed to help give children the foundation they need to build self-esteem, develop school readiness, and reach their full potential in learning.

Mission Statement

The mission of JW ELC is to be a leader in child education, inspiring lifelong learning by providing a quality program that benefits the child, the parent, the staff, and the community.

OUR PHILOSOPHY

JW ELC strives to provide a quality Early Childhood Education Program filled with carefully chosen staff members, filled with love and compassion for children. We believe that children are our most important resource and that their early childhood experiences are crucial in the development of their future. Each staff member strives to offer an environment that is high in quality and stimulates the child's senses and where warmth and friendship are abundant, to meet the needs of the total development of your child. The program we pursue is geared toward helping your child develop habits of observation, questioning and listening while building a positive self-esteem. Our staff members are partners with our parents working together to meet both the needs of the children and their families.

OUR VISION

JW ELC strives to provide an educational program to every child enrolled while offering a network of support to each family.

Our teachers work in partnership with each family to identify individual goals and plans for the children. The curriculum we implement provides a comprehensive program for children of all ages, including our youngest infants and toddlers. Teachers and parents of children 6 weeks through 3 years, work toward development in the areas of communication, gross motor, fine motor, problem-solving, and personal-social.

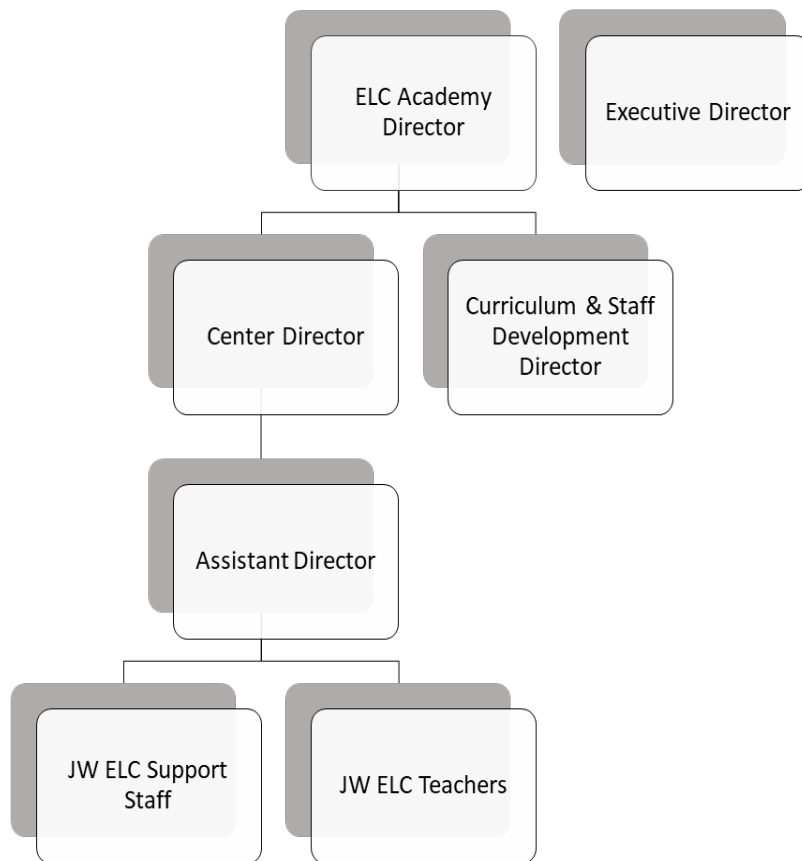
As children 3, 4, and 5 years-old transition into our preschool program, their goals focus on developing approaches to learning, social and emotional development, physical development and health, language, literacy, and communication, mathematics, creative arts, science and technology, and social studies. Progress occurs when adults scaffold the children's learning. Teachers support children at their current skill levels as well as provide opportunities for them to advance toward the next level of development.

Program success requires a strong partnership with each family. Teachers, administrators, and parents work together to utilize a variety of resources within the program as well as the community, to ensure that all members of the family receive the support they need and/or desire.

OUR CENTER

JW ELC, provides licensed childcare and education for children 6 weeks to 12 years of age.

OUR STAFF



The JW ELC teaching team consists of educated and experienced early learning and care professionals. Lead Teachers possess degrees in the fields of education and child development, and teacher assistants and aides have completed college level training as well. Each staff member strives to create a warm and loving environment filled with experiences that will foster intrinsic motivation for children to enjoy school and learn.

We provide continued growth and educational opportunities for our team members. In addition to providing ongoing coaching for our teaching team, in-service training and professional development is continually provided by JW ELC to all teaching staff in the areas of early childhood education, and child development.

All staff members maintain certification in first aid along with infant/child and adult CPR. Annual training in the areas of infant safe sleep, prevention of shaken baby syndrome, medication administration, child abuse and neglect mandated reporting, and blood borne pathogens and universal precautions is provided as well as continuous reviews of all of our health and safety policies.

OUR PROGRAMS

Children Served:

Ages: Six Weeks – Twelve Years Old

Infant Programs: The first year of life is a critical time for brain development as well as social and emotional development. Our infant program teachers have specialized training to ensure that they are not only providing excellent childcare but are also beginning the learning process that will allow each baby to begin to observe his/her surroundings, to retain information he/she gains from his/her experiences, and to form attachments with others. The teachers plan activities for each individual child based on the continuous assessment process that is in place. They also work in partnership with each infant's family to set goals for him/her and to continuously evaluate progress toward these goals.



Infant classrooms are staffed to ensure a ratio. Infants less than one (1) year old or children under eighteen (18) months who are not walking 6 children to 1 adult. At the time of enrollment, each infant is assigned to a primary caregiver. Primary caregiving provides continuity of care and allows each baby to develop a secure relationship with someone special in the program. Each infant is on his/her own feeding and sleeping schedule depending on his/her own demands, and each infant develops differently. Primary caregivers are responsible for managing the blend of the basic caregiving needs with the educational needs of each individual child. They work diligently to provide a well-rounded experience for each family in the infant program.

Children may be enrolled in our infant classrooms as young as 6 weeks old and typically begin the transition to the toddler program approximately 15-18 months old. The decision to make this transition is made cooperatively between each child's parents and teachers and is based upon each individual child's skills and needs.

Toddler Programs: The toddler age group is a diverse one, and each child is different. We recognize and encourage these differences, and our toddler teaching team's practice a variety of strategies that allow for each child to begin defining his/her own sense of independence while dependent on the adults caring for and teaching him/her. We maintain an 8 child to 1 adult ratio in our younger toddler classrooms and an 10 child to 1 adult ratio in our older toddler classrooms. Each toddler is assigned an individual teaching team member as his/her primary caregiver.

Our toddler classrooms follow a daily routine that is consistent yet flexible. The children quickly learn to anticipate what will come next in their day and begin to demonstrate initiative. A typical day includes Greeting Time, Choice Time, Group Time, and Outside Time. The teaching teams plan their lessons daily to ensure that they are supporting the children's current interests and developmental progress. Observation and assessment provide key insight into the needs of the individual children and serve as a foundation for goal setting and lesson planning. Toilet training is also incorporated into the daily routine for the older toddlers who demonstrate interest and developmental readiness. Teachers and parents work in partnership to develop a toilet training plan for their child that is consistent between home and school. Our toddler program provides a solid steppingstone into our preschool.

Toddlers typically begin their transition to preschool between 33 and 36 months old. At that time, the child has many opportunities to visit his/her new classroom for short periods of time to become acclimated with the larger class size and the preschool routine. Once the child is feeling comfortable in his/her new setting, the teachers and parents agree upon a date for the child to move into the preschool program.

Preschool Programs: Preschool is the beginning of a very exciting time in the life of a young child. Our days are filled with a variety of learning opportunities that become the building blocks for each child's preparation for kindergarten. We focus on developing social skills and developing a desire for learning in each child. While it feels like "we play all day", we are very strategic in our planning to ensure that our expectations are appropriate for the current group of children we are working with. Through play the children learn problem solving skills, develop initiative, and practice math, science, reading, and writing throughout every part of the day. Our individualized assessment and planning strategies provide a comprehensive preschool program that blends into our pre-kindergarten program with a smooth transition.

Our preschool classrooms follow a ratio of 15 children per 1 adult, and each student is assigned to a small group teacher who is responsible for the planning and assessment of that child.

Georgia Pre-Kindergarten Programs: Our pre-kindergarten program serves children who will be entering kindergarten the following fall and are 4 years of age. We maintain a ratio of no more than 11 children per adult, and the goals set for these children are based upon the *Early Childhood Standards of Quality for Prekindergarten* defined by the Bright from the Start, Georgia Department of Early Care and Learning.

Questionnaire and enrollment meeting are required to determine eligibility for this program.

The pre-kindergarten curriculum we implement provides for individualized instruction and assessment and focuses not only on academics, but also problem solving and social skills. We enjoy special events, parties, and field trips throughout the school year and conclude with a graduation ceremony. Pre-kindergarten is a year of tremendous growth and development as the four-year old's turn five and become kindergarteners. The children transition from our program prepared for success in their school years to come.

School-Age Programs: We offer two programs for school-age children, 5 to 12 years old. Our latch-key program offers care before and after school as well as on days school is not in session including, holiday breaks, snow days, early release days and ½ days. Time for relaxing with friends and planned activities are both provided for the students.

During summer vacation, our day camp is filled with activities. Highlights include field trips, swimming, talent shows, art, sports, and the end of the summer celebration. Our teachers also incorporate math, science, social studies, and language arts into their plans so that the students' learning continues throughout the summer...usually without them even realizing it. Community service projects and mentoring for our preschool children are additional opportunities we provide to the school-age students. A maximum of 20-25 children with 1 teacher is scheduled for each school-age group.

OUR CIRRICULUM

We use the Creative curriculum at JW ELC. We know that children construct their understanding of the world from their active involvement with people, materials, and ideas. Children gain knowledge and develop by exploring the world around them through creativity. Allowing them to explore, make choices, manipulate objects, transform items, and experiment is what JW ELC's Creative curriculum is all about.



CLASSROOM ROUTINE

Following a consistent daily routine each day helps to build the children's sense of security and independence to make choices and takes risks, leading to exciting learning opportunities. Each classroom decides on the daily routine that works best for its settings, schedule, and children enrolled in the classroom. A daily classroom schedule is posted inside the classroom for review anytime.

2

Family Involvement

The center partners with you, the family, to ensure your child's success in school and in life.

Family involvement, family satisfaction, and shared decision making about your child's experience are essential to the JW ELC program. We believe the center develops a caring learning community in which families, staff, and children can interact and grow. We actively work to support family life and create ways to involve families in our program. Family involvement is an all-purpose term that encompasses family partnership groups and committees, volunteering, family education, and special events. We believe the key to family involvement is giving families a variety of ways to be involved, if they are able, in the life of the center.



FAMILY-TEACHER PARTNERSHIP

The family-teacher partnership at JW ELC helps children build a positive attitude toward themselves, toward language, literacy, and all other areas of the curriculum. Together, we can provide a stronger program for your child to foster a lifelong love of learning. The best teacher and family partnerships are based on frequent opportunities to share information. You can strengthen your family's role as your child's first and most important teacher and share in learning by participating in activities at home as well as at the center.

The following are some of the many ways you can be involved:

- The center's open-door policy welcomes and encourages you to call or visit at any time.
- Family resources are available so that you can find books, articles, and other helpful materials on parenting, child development, health and nutrition, and general work/life and family topics.
- You and your child can grow with us by visiting our blog postings on JW ELC's website: www.jwelc.org a resource area for families filled with information about early literacy, science, and getting your child "Ready for School."
- A Family Partnership Group provides a forum to discuss center-wide activities and promote collaboration.
- Parenting workshops, curriculum nights, special events, family breakfasts, and potluck dinners may be held throughout the year.
- Twice per year surveys allow you to rate and comment on all aspects of the program.
- Daily, weekly, and monthly formal and informal communication takes place through vehicles such as morning and afternoon greetings, ProCare Electronic Communication System, classroom bulletin boards, center calendars, posted lesson plans, newsletters, documentation of your child's learning, and conferences.
- We encourage you to share your ideas and concerns with center management and staff at any time.
- You are invited to come into your child's classroom and may choose to share a special activity or project.
- You are welcome to join your child for lunch or participate in any part of their day any time you wish.

A COMMUNITY OF CARING

JW ELC, The Academy of Early Learning is a community of caring, with policies and practices that reflect the community ideas and values of the families served, while respecting the diversity of families and individual differences. JW ELC provides a strong vision of quality, appropriate educational practice, and the fundamental characteristics of the community. The partnership between families and centers consists of the continual exchange of communication. In this process, families learn a lot about child development and curriculum, and the center learns what parents/guardians feel is important for their children to grow up to be the kind of people they expect them to be. We encourage dialogues with parents/guardians about curriculum, caregiving practices, guidance, cultural events, and celebrations of holidays. The goal of full family partnerships is to build a community and recognize and respect the differences of families and children.

PRIMARY CAREGIVING

At JW ELC we believe in the practice of primary caregiving. Each child at JW ELC Preschool and Child Care Center is assigned a teacher as the primary caregiver who assumes special responsibility for that child and for communication with his or her parents/guardians, especially during conferences. Primary caregiving strengthens the link between families, children, and teachers. By assigning a primary caregiver to your child, we are encouraging you to establish a relationship with a particular staff member who will be especially focused on your child's needs and development as well as your concerns. At the same time, education is a team responsibility; all teachers on your child's team will interact with and provide learning experiences for every child in the classroom.

FAMILY COMMUNICATION

We are committed to creating a strong home and center connection by developing a process of open, honest communication with you regarding your child's development and experience at the center. This includes a continual exchange of information between you and the center staff and management.

Postings: Bulletin boards are located throughout the center (in the foyer, hallways, and classroom entrances) to communicate news, daily events, staff notes, holiday closing dates, center visitors, etc.

Cubbies: When center management or teachers have information to share with all families, this information could be left in your child's cubbies for you, e-mailed to you via the center or classroom distribution list, or left at the receptionist desk. Check with your center to find out where your mailbox is and please make sure to check it daily.

Partnership Groups: Family Partnership Groups provide an opportunity for you to be part of a forum in your center to discuss center-wide activities, family education, center updates, and much more. Ask center management for more information about the Family Partnership Group and other ways you can become involved.

LETTERS FROM HOME

Everyone loves to receive letters in the mail. JW ELC has our own in-house mail delivery system that allows parents to write a letter to their child by writing a note and dropping it off in the blue mailbox designated for children's letters near the office area. Mail is "delivered" to the children on Wednesday's and Thursday's of each week.

PARENT TEACHER CONFERENCE

JW ELC hosts a Curriculum Night in the fall and conducts parent conferences several times each year. During the conference you will review a portfolio of your child's development along with a written assessment from your child's teacher. This is also an opportunity to speak with the teacher about any concerns that you may have. Interim conferences are always available at the parent's request. If screening results reflect an area of development that additional support would benefit your child's development, the teachers and director will provide a list of the resources available and assistance with referral process. Transition conferences are held during the preparations for your child to move to each new classroom and provide the opportunity for you to talk with your child's new teacher.

GRIEVANCE POLICY

In any community, and in the routine and regular process of daily living, there are inevitable situations or conflicts that are potentially negative for individuals or for the community. It is critical that long before conflict arises, an environment already exists that fosters mutual respect, tolerance, and clear, honest communication. The emotional health of a center is determined not by the absence of conflict, but by its quick and intelligent resolution. JW ELC is committed to responding to all family grievances within a 24-hour period and to resolving those grievances as quickly as possible. Concerns and grievances are most effectively addressed within the center. If a specific classroom concern arises, you should discuss the issue with the appropriate teacher. We encourage you to discuss more general center concerns with center management, who will involve staff members as needed. If you feel that your problem is not yet resolved, you may then wish to speak with the Academy Director, Mr. Taurus Jackson taursu.jackson@jwelc.org or the Executive Director, Mr. Kawalski Washington, kawalski.washington@jwelc.org to pursue the matter further.

FAMILY REFERRAL PROGRAM

Satisfied JW ELC families are always our best ambassadors. We are thankful when a family who is satisfied with their child's experience tells another family. To reward families for their consideration, we have designed the JW ELC Family Referral Program. Through the Family Referral Program, you are eligible to earn unlimited tuition credits. When an enrolled family refers a new family to JW ELC Academy, and the new family enrolls, the referring family receives a tuition credit after the new family has been enrolled for 30 days. To learn more, please see your Center's Director (s) for details and availability.

3

Program Standards

TRANSITIONS

We recognize how important new beginnings are to each child and to each child's family.

At JW ELC, we recognize how important new beginnings are in each child's development and to each child's family. We call these new beginnings transitions. We take great effort to make transitions as special and as smooth as possible for children and their families. This is done by slowly integrating children into a new program and by customizing care and communication throughout the transition period.

Initial Transition from Home to Center: The first transition families experience is from the home to the center. We realize that this can often be a difficult period for families as everyone adjusts to new routines and new people. During the transition from home to center, you will receive general information on the program and a daily schedule, meet with your child's teachers, tour the classroom, and meet the other children in the classroom. You are encouraged to discuss the communication methods that work best for you with your child's teachers. Please mention any adjustment problems you anticipate, and, together, we will work to foster the best possible transition.

Transitioning to a New Classroom: As children grow and develop, they need new challenges and social interactions with other children in their peer group. Children will make a transition to the next program based on their age, developmental readiness, state licensing requirements, and space availability. There is no set formula. This allows for greater flexibility so that each classroom can change to fit the developmental characteristics of the children enrolled. During the transition from one program to another, current and future teachers meet with you, and your child is then gently integrated into the new environment through a series of visits to the new classroom. We encourage you to visit the new classroom as often as you can so that you too can become accustomed to the environment and bond with your child's new primary caregiver.

Taking the Next Big Step: Transitioning to elementary school JW ELC assists families in the transition from the center to elementary school. Teachers will provide you with information on local schools, help you with ideas on how to talk to your child about going to elementary school, and provide information on what to expect. Transition activities are integrated into the preschool and pre-kindergarten curricula. Children may take a field trip to a local school. Parent meetings on "READY for SCHOOL" will be hosted and kindergarten teachers will be invited to participate and share what you can expect as your child transitions to elementary school. You may also ask your center management for information on advocating for your children as they enter and transition to elementary school.

PROGRAM QUALITY STANDARDS

We believe that quality is a goal to work toward every day. That is why we have made ongoing self-assessment an integral part of our programs. In addition, our centers participate in a voluntary rating process through the state of Georgia **Quality Rating Program** and **Improvement System, QRIS**.

POSITIVE GUIDANCE

JW ELC consistently emphasizes basic respect for the individual child. Young children are striving for understanding, independence, and self-control. Children learn by exploring, experimenting, and testing the limits of their environment and experiencing the consequences of their behavior. In this way, they begin to understand how the world works, their own limits, and appropriate assertiveness. Children learn self-control and how the world works in a relaxed, positive atmosphere of support and understanding that recognizes the child's struggle toward independence. Children are accepted as they are — development is viewed as a process of growing, with each age and stage having its own characteristics, its own challenges and needs. Behavioral guidance is viewed by adults as an important aspect of teaching and learning. Through positive guidance of behavior and modeling, staff members help children to feel good about themselves and to behave in responsible ways. When children are verbally, emotionally, or physically abusive, we take the following steps until the problem is solved.



Six Steps of Conflict Resolution

1. The teacher will approach calmly, stopping any hurtful action.
2. The teacher will acknowledge the children's feelings.
3. The teacher will gather information.
4. The teacher will restate the problem as described by the children.
5. The teacher will ask for ideas for solutions to the problem and they will choose one together.
6. The teacher will be prepared to give follow-up support.



In our approach:

- Expectations are limited to what is realistic for the developmental level of the child, and they are clarified for children, so they understand what is expected of them.
- A “yes” environment is created, which enhances and encourages children’s positive behavior.
- Teachers model appropriate behavior.
- Teachers encourage children’s efforts to build feelings of self-worth.
- Children are given alternatives, which enable them to turn destructive situations into constructive ones.
- Natural and logical consequences are used to motivate and empower children to make responsible decisions about their behavior.
- Behaviors such as cooperating, helping, negotiating, and problem solving are encouraged.

The following methods of discipline are prohibited:

- Corporal punishment, including spanking.
- Shaking, jerking, squeezing, or physically indicating disapproval.
- Shaming, humiliation, or verbal abuse.
- Labeling, such as indicating a child is a “bad” girl or boy, or otherwise implying that he or she, rather than the behavior, is the problem.
- Using bribes, false threats, or false choices.
- Withholding of food or drink, outdoor time, or unrelated activities (e.g., special events) as punishments.
- Retaliating or doing to the child what he or she did to someone else.
- Punishment for soiling, wetting, or not using the toilet.



Handling of Confidential Information in Incidences of Children's Aggressive Behavior

In social settings where young children are just beginning to explore and experiment with ways of interacting effectively with their peers, it is not unusual for incidences of aggression to occur. At certain stages in early childhood development, children's desire to communicate their feelings and the need to assert themselves as individuals may often be expressed in non-constructive ways. Children at this stage in their development may sometimes express themselves by hitting another child, grabbing toys, or even biting. As an organization committed to the education and development of young children, JW ELC understands the developmental context in which these behaviors may occur, and we provide an environment where children can develop and grow as individuals as they learn more constructive ways of interacting with their peers. When incidences of aggression do occur, parents/guardians of the children involved are informed of the incident and of any specific information pertinent to an understanding of the situation. The information shared typically includes the details of the incident itself (e.g., the time and the place, preceding and subsequent events, the specific steps taken to comfort the child who was hurt and, more generally, to handle the situation).

Plans are developed to teach more appropriate interactions and to prevent the recurrence of the aggressive behavior and are shared with parents/guardians. However, the identity of the child who engaged in aggressive behavior is not disclosed.

Our policies are designed to promote respect for every child and family we serve. Each child's record is confidential. Consequently, we will not reveal the identity of a child who has engaged in an aggressive act against another, even at the request of the parent/guardian whose child has been the target of that aggressive incident. Knowledge of the aggressor's identity is not necessary to parents'/guardians' understanding of an incident of aggression, or of the actions taken by the center staff to ensure the well-being of their own child. In fact, such knowledge may serve only to stigmatize the other child unnecessarily (and inappropriately, given the developmental context of such behaviors). It may even add to the stress of this child's parents/guardians, who already find themselves in the midst of a difficult situation.

The interfamily conflicts that could also result add nothing constructive to the situation and may hinder its speedy and natural resolution. Therefore, it is in the best interests of all involved parties to maintain a policy of confidentiality in such cases. This policy is consistent with standards for excellence in early childhood education, and it is one practiced consistently by other high-quality childcare organizations. If, in our judgment, any child's behavior places the well-being of others at risk of injury, we will act quickly and decisively to resolve the situation (e.g., through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting, and/or provision of alternative outlets for the expression of feelings).

If the aggressive behavior continues after exhausting our resources, we may conclude it is in the best interest of the program to suspend a child's enrollment from our tuition base program until appropriate outside resources are identified and implemented to both support the child in our program and to reduce the opportunity for injury to others. Children are not excluded or expelled from JW ELC because of the need for additional developmental, medical support, assistance with toileting, or staff attitudes and/or apprehensions. Our commitment is to provide a quality group-learning environment for every child.

4

We Care: Health and Safety

We Care: JW ELC's Program for Health and Safety is an umbrella for our policies and practices that nurture children and keep them healthy and safe.

HEALTH AND SAFETY PRACTICES

JW ELC maintains stringent health and safety practices. Our health and safety policies and practices are based on the Caring for Our Children, National Health and Safety Standards; Guidelines for Early Care and Education; Third Edition, a joint collaborative project of the American Academy of Pediatrics, the American Public Health Association, and the National Resource Center for Health and Safety in Childcare and Early Education.

Staff members undergo a thorough screening and hiring process, including state-required background check. Staff members who are certified in first aid, CPR, and bloodborne pathogens (infection control) are always present in the center. Comprehensive health and safety checklists are completed, and routine fire and emergency drills are conducted on a regular basis. In addition, each center has an individual emergency response plan in place to ensure the safety and well-being of all students. If an emergency requires the center to evacuate and leave the premises, families will be contacted immediately to receive information about the safety and location of their children.

Families of enrolled children are welcome to visit at any time during the day; however, this "open door" policy may not be used to supplement a custody or visitation schedule. In addition to security measures promoting indoor and outdoor safety on the center grounds, JW ELC provides its own security keypad system and secured access, ensuring that access is available only to parents/guardians and authorized personnel. To make certain that the center is kept as secure as possible, we ask that you not allow others to "piggyback" on your entrance or enter the center upon your departure. Center management will review the center's security program with you upon enrollment.

MEDICAL RECORDS

In order to protect the health of all children and to satisfy childcare regulations, current medical information for each child is required prior to enrollment. These records need to be updated annually, or as required by state licensing if more often, and when new immunizations are given to younger children.

CHILD ILLNESS

On average, babies experience eight to ten illnesses a year and preschoolers experience almost as many. If a child in care is ill, it may be more difficult for families, staff, and children to balance their respective needs. For example, it may be inconvenient for the family member who has to leave work or school or difficult for staff who are trying to care for a sick child despite other demands of the day. Although everyone shares a concern for the child's well-being, it is easy to get frustrated under the circumstances. We are committed to implementing policies that balance and respect the needs of children, families, and staff in these circumstances.

Child's Wellness Check: If your child appears to be ill when brought to the center and he or she cannot be made comfortable, you will be asked to take your child home. If we feel that your child is well enough to attend the center but may be becoming ill, we will monitor your child and update you, as necessary.

Reportable Communicable Diseases: When JW ELC is notified that a child enrolled in one of our centers or an employee has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. Authorities may require further information, testing, or preventive measures. JW ELC will give serious consideration to all recommendations made by the public health agencies in order to promote the health and safety of staff members and the children and families we serve. We believe it is extremely important to notify families about exposure so their children can receive preventive treatment if available.

Included among the reportable illnesses are the following:

- Bacterial meningitis
- Chicken pox
- Diphtheria
- Hemophilus influenza (invasive)
- Hepatitis A
- Measles (including suspected)
- Meningococcal infection (invasive)
- Pertussis
- Poliomyelitis (including suspected)
- Rabies (human only)
- Rubella congenital and non-congenital (including suspected)
- Tetanus (including suspected)
- Any cluster/outbreak of illness

Please refer to your local Public Health Department for the additional requirements in your state or ask center management for a complete listing.

INFECTION CONTROL

All teachers are trained in proper hygiene practices, which include hand-washing procedures, general infection control, safe food handling, and diapering and toileting procedures (procedures are posted in each classroom). Adults are encouraged to sanitize their hands when entering classrooms and other common areas as an additional precaution to prevent the spread of germs. Teachers will also engage children in learning activities designed to teach healthy habits.

To prevent the spread of infections and viruses, equipment and toys used by the infants and toddlers will be disinfected daily. Equipment and toys used by the preschoolers and school-age children will be disinfected daily.

The following duties are performed on a regular basis:

- Cribs and infant toys are washed and sanitized daily or after they have been mouthed.
- Crib sheets, crib blankets, and machine-washable fabric toys are washed on a weekly basis or more often if needed.
- Blankets and washable toys that belong to children are sent home at the end of each week for washing.
- Diapering surfaces are cleaned and disinfected after each use.
- Food preparation surfaces are cleaned and sanitized before and after each use, including tables and highchair trays.
- Toilets, toilet seats, flushing handles, containers/lids used to hold soiled papers, water tables and water play equipment, play tables, and smooth nonporous floors are cleaned and disinfected daily or whenever there is visible contamination.

ALLERGY PREVENTION

Families are expected to notify the center regarding children's food or environmental allergies. Parents/guardians of children with diagnosed allergies or asthma are required to provide the center with an individualized health care plan, signed by the child's physician, detailing the child's symptoms, reactions, treatments, care, and all necessary medication (See Medication Policies). A list of children's allergies with their pictures is posted in all the classrooms throughout the center, including the kitchen. Staff members are trained to familiarize themselves with the list and to consult as appropriate to avoid the potential of exposing children to substances to which they have known allergies. Contact with peanuts, or products containing traces of peanuts or peanut oil, can be critical or even fatal to a child with a severe peanut allergy. **JW ELC Academy of Early Learning has taken a proactive approach to create a "nut free" environment** or will do so in the event a child in the program develops such an allergy or a child with this allergy is newly enrolled in the program. In these programs, all families and staff are asked to carefully monitor all food ingredients to avoid tree nuts and tree nut products. Despite our diligent efforts, it is impossible to eliminate all risk for children with food allergies. Some allergies are so severe that the presence of the allergen in proximity of the child causes a reaction. Similarly, it is impossible to prevent children from sharing food or for an allergen to be brought into the center by a family member or child, despite our best efforts to educate families and raise awareness. Ultimately, parents/guardians will need to decide whether group care is appropriate for their child with allergies in light of the risks that cannot be eliminated.

DIAPERING

Children's diapers will be checked at least every two hours and upon awakening and will be changed promptly when soiled or wet. We understand that as part of the diaper-changing process, you may request that we use baby powder. However, it is JW ELC's advise not to use baby powder as it can get into the baby's lungs, causing swelling and irritation, and could lead to breathing problems. It can also cause an inflammatory reaction in some children when exposed to the broken skin of a diaper rash. A better choice for reducing rubbing and preventing diaper rash is cornstarch, which is coarser and safer than powder. (See the Medication Policies for information regarding the use of diaper cream.)

DIAPERING PROCEDURES

- Children's hands are washed with liquid soap and warm water as follows:
 - Immediately upon arrival for care, when moving from one childcare group to another, and upon re-entering the childcare area after outside play.
 - Before and after eating meals and snacks, handling or touching food or playing in water.
 - After toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids, such as mucus, saliva, vomit or blood.
 - After contamination by any other means.
- Washcloth hand washing shall be restricted to infants who are too heavy to hold for hand washing or cannot stand safely to wash hands at a sink and to those children not capable of washing their own hands.
 - an individual washcloth should be used for each child
 - washcloths should only be used one time between launderings
- Between each diaper change, the diaper change surface shall be cleaned with disinfectant, and dried with a single-use disposable towel.
- Employees shall wash their hands with liquid soap and warm water as follows:
 - Immediately upon arrival for the day, when moving from one childcare group to another, and upon re-entering the childcare area after outside play.
- Diaper changing areas shall be cleaned with disinfectant after each use as follows:
 - Before and after diapering each child, dispensing medication, applying topical medications, ointments, creams or lotions, handling and preparing food, eating, drinking, preparing bottles, feeding each child, and assisting children with eating and drinking.
 - After toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, and handling bodily fluids.
 - After contamination by any other means.

To ensure appropriate supervision of all children prior to starting the diaper changing procedures please ensure an additional staff person is present when utilizing changing stations facing the wall in classroom B, C, I and J. As an added measure to ensure appropriate supervision of the remaining children present a mirror has been added above all diaper changing stations.

TOLIET LEARNING (Potty Training)

Toilet learning is of no small concern to all the adults in a the center. In our environment, a family-teacher partnership most important factor in making this experience succe possible. There are different views on the when and how culture approaches it differently. Research indicates t successfully learn how to use the toilet until they ar emotionally ready. Many pediatricians say that most children under 24 months of age regulating bladder and bowel muscles. Thus, toilet learning when it is started around that age or later. Most positive toilet learning will occur only after children show signs of physical control (or awareness) of their bodily functions and when they demonstrate an interest or curiosity in the process. JW ELC's toilet learning procedures follow the recommendations of the American Academy of Pediatrics and state regulations. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.



The following guidelines will be followed:

- Children will be supervised during toilet learning and will be encouraged for their efforts and accomplishments.
- Toilet learning will not be coerced. The individual developmental abilities of each child will be considered. Children will not be punished emotionally or physically for soiling, wetting, or not using the toilet.
- Families will provide enough extra clothing for their children to change into in the event of a toileting accident. Any extra clothes that are worn home should be replaced the next day.



INJURY PREVENTION

Teachers for each age group are responsible for daily safety inspections of their assigned area and equipment. Defective equipment will be removed or repaired as soon as possible to prevent injury. Small toy pieces or other objects that could pose a choking hazard to infants and toddlers will not be allowed in areas designated for children under age three. For the same reason, children's personal items such as barrettes, hair ties, earrings, necklaces, and beaded jewelry are also strongly discouraged in these areas. When visiting your child's classroom, please ensure that purses, briefcases, or backpacks are not left within the reach of children.

Balloons: Broken balloon pieces can be ingested and cause an obstruction of a child's airway. This is possible whether a balloon is inflated or not, as children may bite the balloon or suck it in while attempting to inflate it. As a result, latex balloons are not allowed in JW ELC's centers. If you wish to send something special in for your child's birthday or for another celebration, other items could be used such as birthday hats, beach balls, or streamers. Check with center management to find out what is allowed in your center and is appropriate for your child's age group.

Clothing Hazards: Playground safety is a major concern in childcare. One aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment and creates a hazard that might lead to strangulation or other serious harm. Parents/guardians should be aware of the potential strangulation hazards of drawstrings on clothing. To prevent injuries from strangulation, children will not be permitted to wear any shirts, jackets, sweatshirts, jewelry, or articles that are tied around the neck or waist, including scarves and mittens or gloves secured with a string through the sleeves of a jacket. Please check your child's clothing carefully and remove all drawstrings.

Footwear: Footwear (e.g., sneakers and sandals with backs) that is appropriate for active, outdoor play such as climbing, running, and jumping on various surfaces is strongly recommended. Closed-back shoes are always preferred.

Bibs and Pacifiers: Bibs will not be left on babies when they are placed in cribs or while mobile due to the potential strangulation hazard. If your child uses a pacifier, you will need to provide staff with at least two pacifiers and instructions for use. Infants will not be forced to take a pacifier for any reason; should the pacifier fall out of the infant's mouth; it does not need to be reinserted. Pacifiers attached to strings or ribbons cannot be placed around infants' necks or attached to infants' clothing at any time, including activity time and while in their crib, due to the risk of strangulation. Pacifiers should be labeled using only a non-toxic marker. Tape, adhesive labels, or similar products may become loose over time, becoming a choking hazard.

BITING

Biting is a normal stage of development, commonly seen in infants and toddlers, and sometimes even among preschoolers. It is something that almost all young children will try at least once. It is a natural phenomenon and not something to blame on children, families, or teachers. Still, when it happens, it is scary, frustrating, and very stressful for everyone involved. Brief episodes of biting do not mean that a child is having a social or emotional problem. Nor does it mean the family is to blame. It simply indicates that your child is going through that particular stage in his or her development. As with developmental stages, biting soon ends. In all cases of biting, our response will be to care for the child who was bitten, to help the biter learn a more appropriate behavior, and to examine our program to maintain an environment that is consistent with children's needs. Our focus will not be on punishment but rather on effective techniques that address the specific reason for biting. We encourage you to talk to your child about this behavior, but we also caution that delayed punishment at home, hours after the incident, will not be understood by the child.



Biting may occur for any of the following reasons:

- Oral exploration
- Teething
- Hunger
- Fatigue
- Lack of awareness that biting hurts
- Frustration, anxiety, or stress
- Inability to express feelings or needs verbally
- Mimicking behavior
- A way of showing affection
- Exploring cause-and-effect relationships
- Exploring holding on and letting go of relationships
- Making an impact
- Impulsiveness and lack of self-control
- Excitement and overstimulation

Biting may occur for any of the following reasons:

- Oral exploration
- Teething
- Hunger
- Fatigue
- Lack of awareness that biting hurts
- Frustration, anxiety, or stress
- Inability to express feelings or needs verbally
- Mimicking behavior
- A way of showing affection
- Exploring cause-and-effect relationships
- Exploring holding on and letting go of relationships
- Making an impact
- Impulsiveness and lack of self-control
- Excitement and overstimulation

INFANT SLEEP POSITIONS AND CRIB FURNISHINGS

At JW ELC, your child's health is our primary concern. The Department of Early Care and Learning strongly regulates that infants be put to sleep on their backs in a crib on a firm mattress to reduce the chance of Sudden Infant Death Syndrome (SIDS). At first, some babies do not like sleeping on their backs, but most quickly get used to it, and this is the best sleep position for your baby. At JW ELC, infants will be put to sleep on their backs. Where allowed by state regulations, parents/guardians who choose to have their child put to sleep on his or her side or stomach (or any other variation other than to sleep on their back) must provide written documentation authorizing JW ELC to make an exception to its policy and to release JW ELC from any liability. This release must be signed by the child's physician. Infants who fall asleep, in any position, in the activity area, on a chair, boppy, or any other type of furniture or equipment that is not a safety-approved crib, will be gently picked up and placed in a crib on their back for the duration of the nap time. In keeping with our safe sleep practices, if your infant arrives at the center asleep in a car seat, he/she should immediately be removed and placed in their assigned crib on their back.

The standard practice at JW ELC is to not allow soft items (***such as stuffed animals and blankets***) inside the crib as required by the Georgia Department of Early Care and Learning. Exceptions to this practice should be requested in writing and may depend on the licensing regulations.

If requested, infants may be swaddled with signed, written permission from the parents/guardians and the child's physician. Swaddling is for nap time only and will be stopped when any of the following occur:

- **The child begins to roll over**
- **Swaddling begins to limit the child's movements**
- **The child becomes overheated**

Parents/guardians will demonstrate the proper way to swaddle their infant. The use of one-piece blanket sleepers and sleep sacks are permitted.



5

Policies and Procedures

JW ELC views each child as an individual with a unique learning style and way of responding to the world.

Given the diversity of the families and communities we serve, we recognize and appreciate the characteristics and behaviors that each child brings to our programs.



REGISTRATION PROCEDURE – TUITION BASE PROGRAM

An JW ELC enrollment application must be completed and returned to center management along with the registration fee (where applicable). Upon receipt of the enrollment application and registration fee, your child will be registered based on availability. If current space is not available to meet your needs, your family's name will be placed on a waiting list. We cannot guarantee that a space will be available for your child on the day you desire. Enrollment is based on availability and may be subject to priority enrollment rules of the center. Families may choose to be on the wait list with payment of a single registration fee, where permitted. When a space becomes available, the center will invite you to visit with your child to discuss the enrollment process. The visit will give your child an opportunity to spend time in his or her classroom and be introduced to the children and staff. During the visit, you will have an opportunity to observe your child in the classroom, meet with center management to schedule a start date, and review the enrollment procedure. Registration is required annually.

REGISTRATION PROCEDURE - GEORGIA LOTTERY FUNDED PRE-K PROGRAM

Joint Recruitment for the Georgia Pre-K classrooms offered at JW ELC is facilitated by the Georgia Department of Early Care and Learning (DECAL). Interest forms are available on the DECAL website www.decals.ga.gov.

TUITION & FEES

Tuition is due in advance with no deductions for any absences, holidays, illness, or closures due to inclement weather, power outages, or other situations beyond JW ELC's control. If tuition is not paid on the day that it is due, a late fee will be added to the tuition for each day that it is late until it is paid in full. When a payment is delinquent for one week or more, care may be suspended until the balance is current and your child's space will not be reserved. Tuition is due regardless of a child's absence from the program for any reason and is required to hold a child's space. A fee will be charged for a check returned for insufficient funds. If this occurs, JW ELC will have the option to refuse any future checks or Tuition Express. There may be additional fees associated with special summer activities or field trips for the children. When you withdraw your child, you must give one month's notice prior to withdrawal, in writing, to center management.

TUITION FEES ARE AS FOLLOWS

Enrollment Fee	\$150.00 (Reservation & Pre-Registration Fee)
Annual Registration Fee (Infant, Toddler and Preschool)	\$150.00 (non-refundable)
Annual Registration Fee (Extended Care and Summer Camp)	\$100.00 (non-refundable)
Infants	\$200.00 per week
Toddler One	\$185.00 per week
Toddler Two	\$175 per week
Preschoolers (Three)	\$160.00 per week
Pre-Kindergarten	\$150.00 per week or Lottery Rate
Extended Care (including Pre-K)	\$75.00 per week
Pre-K Extended Care (Drop-In)	\$25.00 per day
Summer Camp	\$125.00 -\$150.00 per week
Drop-In Rate for Full Day	\$50.00 per day (not to exceed two days per week)
Drop-In Rate for Extended Care	\$40.00 per day (not to exceed two days per week)
Late fee	\$1.00 for each minute after 6:30PM additional \$25.00 will be added after 7:00 PM \$2.00 for each minute after 7:00 PM

**Late fees are due upon arrival. If unable to clear full late fee at time of pickup, it will be added to the tuition balance and must be cleared within three (3) school days.*

Note: If the extended care child utilizes full day services any time during his/her enrollment, the fee will increase to the full-time tuition rate per week.

The drop-in rate is only available for a period of four consecutive weeks. After the four weeks, the fee will increase to the full-time weekly rate.

Tuition is due the Friday prior to the week of service and must be **paid no later than 10:00 a.m. on Monday of the service week**. If tuition payments are late, a **delinquent surcharge or late fee of \$10.00 per day** is assessed for each day that the current payment is late.

At registration, the first week's tuition payment and registration fees are due. If payment plus late fees is not received by the close of business on Tuesday of the service week, entry will not be granted for the week. Service will not be granted for the remainder of the week. Parents will be given up to two weeks to make restitution. If, after that period has expired, the account has not been settled, children will be disenrolled.

Parents will be charged regular tuition when the student is absent for the entire week. This fee is due regardless of inclement weather or school closure days.

Also note if the student attends one day, or more, out of the week, FULL tuition is due for said week.

Full or partial payment will be accepted from the Department of Early Care and Learning CAPS program. Application forms and a contract must be submitted at the time of enrollment. If your enrollment status changes, the parent is required to set up an immediate payment plan.

All payments are to be made in the form of a check, credit card, or money order on Friday prior to the week of service. The returned check fee and declined credit card fee is \$35.00.

WE DO NOT ACCEPT CASH.

Parents have the option to set up automatic payment processing for childcare tuition. See the front office for setup details.

PAYMENT SCHEDULE

Payments are due, as per your contract, regardless of a child's absence for any reason. These include a child's illness, family illness, vacations, doctor appointments, parent's days off work, etc.

Payment for additional services received outside of the contracted hours are due at the time services are provided.

If tuition is delinquent for a period of five (5) days, the child will be suspended from the center. At that time, the parent must then make payment arrangements for the outstanding balance. Parents may re-instate their enrollment by making appropriate payment arrangements with the Center Director. Accounts left unpaid accumulate late fees and if necessary are sent to a collection agency.

DAYS AND HOURS OF OPERATION

The center is open year-round, Monday through Friday, 6:00 AM - 6:30 PM.

The center will be closed on the following days: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Winter Break – Christmas Eve Day through New Year's Day, returning January 2.

MONDAY-FRIDAY

Center Opens: 6:00 AM.

Check-in Time: 6:30 AM - 9:00 AM (note: no child will be accepted after 9:00AM without proper notification **(signed medical excuse, prior approval from the Academy director, or other valid excuse to be permitted into class)**).

Check Out Time: 5:00 PM - 6:30 PM

Center Close: 6:30 PM

Check-in and check-out times can be confusing times for children. We have learned that a quick transition of authority is best. If you are unsure as to how this is done, we suggest a hug, a kiss and "I'll pick you up later. I love you and have fun today." We will greet your child and immediately engage them in conversation or direct them toward an activity that will quickly capture their interest. Any stress on your child's part is usually over before you drive away. Children are to be dropped off no later than 9:00AM.

To aid in the security of our staff and families, a doorbell must be used to gain access to The Center. All children must be signed in and signed out at the front desk. If a parent desires classroom access, visitation may be granted at the front office.

Holidays	Dates
New Year's Day	January 1 st
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th

DROP-OFF AND PICK-UP

To ensure each child's safety and to encourage daily communication between families and staff, parents/guardians are responsible for physically checking their child in and out of the center each day. Teachers ensure safety throughout the day with rollcalls, head counts, and checking children in and out whenever a child leaves or enters a classroom. Parents/guardians must accompany each child into the classroom and confirm that their child is under adult supervision before leaving the premises.

Families are required to re-enter the center when picking up children at the end of the day. Please note children must always be under direct adult supervision while on the premises and parents or guardians are responsible for children once they are checked out. Children will be released only to parents, legal guardians, or persons whose names are listed on the Child Release form. Authorized persons picking up children will be required to show photo ID. For the safety and trust of the children in our care, we will not release children to a person they do not know. On occasion, you may wish to allow friends, coworkers, or family to visit your child(ren) at the center. The names of those

permitted to visit must be specified in writing. All visitors will be asked to present a photo ID and sign the Visitor's Log.

ENROLLMENT PROCEDURES

In order to secure appropriate staffing levels at all times of the day, we will ask you to provide the specific hours of care needed for your child, recognizing that you may need to change these periodically. Prior to your child's start date, please feel free to schedule as many visits as necessary to help familiarize you and your child with the center. This is an excellent way to help your child feel comfortable in his or her classroom. During the enrollment process, you must complete forms regarding your child's health and development. These forms include family information, a medical authorization and consent form, and a developmental history. An updated physical and immunization record is required for your child prior to enrollment. You are also expected to read and sign an enrollment contract that outlines the program's policies. All forms in your child's file must be updated annually. Please remember to provide the center with additional updates as needed (e.g., phone numbers, work information, change of emergency contact or medical information, including allergies).

ENROLLMENT FORMS

Your enrollment will be complete when the following forms are on file in our office:

- **Immunization Record.** The immunization record must show that the child has received age appropriate prophylaxis; this must include immunizations against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, hepatitis B, varicella, (chicken pox), rubella and hemophilia influenza type b
- **Health Statement** (for school age children) This form must be completed annually by the parent.
- **Child Information Form (completed annually)**
- **Medication Permission Form**
- **Field Trip Permission Slip (completed annually)**
- **Photography/Video Tape Permission Form**
- **Consent for Child Record Access**
- **Child Care Contract**
- **ACH Payment Authorization Form**
- **Emergency Information Form (required for children with Special Needs)**
- **Ages and Stages Questionnaire (ASQ)**
- **A Copy of your Child's Birth Certificate (GSRP Group Only)**

Space will not be reserved for a child until all forms have been returned to the center and all fees are paid.

ENROLLMENT CONTRACTS

Our contract year extends from September 1 through August 31 of each year. A contract may be arranged by the parent for any portion or for the full contract period. Contracts will be updated at the end of each year, August 31. In the event you find that you need to discontinue services prior to the end date of the contract one month written notice must be provided. Your weekly fee will be adjusted from the start of the contract to the new ending date. Parents requesting to cancel contracts to modify days in attendance may do so once during the contract year by providing a one month written notice. Additional requests will be honored by the center after receiving payment of the \$100 contract cancellation fee. Contracts must be signed by all parties responsible for payments. If parents elect to arrange payments from multiple responsible individuals, separate signed contracts will be required for all parties the agency is asked to bill for services.

PUBLIC SCHOOL VACATIONS, REPORT DAYS

Any child enrolled for regular care at JW ELC is eligible to attend the center any day there is no public school and the center is open. Children must register for these extra days in advance on the sign-up sheets provided. Extra days will be charged and due at the time of attendance. Care will not be guaranteed for children who **do not sign up**. Children who sign up and do not attend **will be charged for the time they requested additional care**. Cancellation may be made one week prior to care.

EMERGENCY CLOSINGS

If the center must close due to an emergency, we will put a message on the voice mail system and send email messages. If you have questions before you bring your child to school, please call 404-445-7590 for information.

Closings due to weather will be noted on the local television channel. Email messages will also be sent to parents with notification of the closing. A decision of any closings will be made by 5:30 AM.

Please watch your local television channel for a listing of school closings and delays. Childcare will be available for parents that need care for their children, in the event classes are cancelled or delayed due to weather. Parents will need to contact the center prior to 7:30AM to schedule care during those times and discuss payment arrangements.

If the center must close due to weather during the center's regular hours of operation, parents will be notified and will need to make arrangements for their child to be picked up. Staff will stay with the children until all children have been picked up.

If JW ELC must close due to a power outage, gas leak or any other event that may create an unsafe situation for the children during JW ELC's regular hours of operation, the parents will be notified and will need to make arrangements for their child to be picked up as soon as possible. The staff will stay with the children until they have been picked up. If an event like this happens during the regular business hours, we will make

every attempt to contact families before their normal arrival time to the center.

There is no tuition refund for emergency closings.

GENERAL ATTENDANCE POLICIES

Children should not come to JW ELC care if they are sick. Please refer to the illness policy section in this handbook for full details about symptoms and illnesses that require children to be excluded from the program. If your child is going to be absent due to illness, please call JW ELC by 9:00 AM that morning to let your child's teachers know.

Center policies provide for strict safety measures regarding the arrival of students who ride the bus to JW ELC from school. Parents must ensure that the office is aware of schedule changes and alert the center when their child will not be riding the bus after school as planned.

It is also very important that each child be correctly checked in and out on the time clock each day. Please be sure that all adults who come to pick-up your child have their own code and use the time clock to ensure that your child's times are logged accurately.

TUITION SUBSIDIES

Parents who receive assistance for childcare from the Department of Early Care and Learning or other agencies, must have proof of current authorization, showing the amount to be received for assistance each week, prior to registration. If a child starts prior to authorization approval, or if there is a lapse time between approvals, the parent is responsible for 100% of the tuition payments until the center receives notice of authorization. Any funds received from the parent during this time will be held until final payment is received from the State of Georgia for the child's attendance. The parent is responsible for any of the tuition that is not covered by the payments received from the assistance program.

*Note: JW ELC requires that parents sign in and out recording the times in the classroom in addition to clocking in and out via Procure App. Parents must also note any absences on the classroom attendance sheet with the reason for the absence from our program.

SCHEDULE CHANGES

In order to provide sufficient supervision and to appropriately schedule staff, families are asked to carefully adhere to the schedule they choose for their child. We ask that schedule changes be made in writing to center management at least one month in advance. If you have an emergency and need to alter your child's schedule, please do not hesitate to contact the center.

WITHDRAWAL PROCEDURE

Parents may withdraw their child from the program at any time. **A one month written notice is required.** Parents who withdraw their child without providing a one-month notice will be liable for an additional month of tuition. Withdrawal and subsequent re-enrollment are subject to space availability and will entail an additional registration fee and contracted rates based on the rate schedule at the time the new contract goes into effect. A child must be absent a minimum of one month, with a written advance notice given to the Center Director, to be considered withdrawn from the program. Children absent for less than thirty (30) days, or failure to submit a written notice, will be billed at their regular contract rate. The center is unable to guarantee that space will be available for withdrawn children unless full payment is made during their absence. Children who are asked to leave the center due to an outstanding tuition balance will be required to pay all outstanding tuition, late fees, registration fees, a one-month tuition security deposit and pay the first ½ month's tuition in advance to return to the center, space permitting. If JW ELC finds it necessary to discontinue services once again for non-payment the family will be unable to resume services at JW ELC. The center has final determination on refusing a child's attendance at JW ELC, for any reason including but not limited to behavioral concerns that compromise the safety of the other children in the program.

CHILD CUSTODY

So that all parents/guardians feel equally welcome at the center, JW ELC strives to remain neutral in all custody disputes. Legally, unless there is an active restraining order, court order, or court ordered visitation schedule on file at the center that designates otherwise, the center cannot deny a parent or guardian access to his or her child. We require all families to resolve their differences or unsettled court orders through legal channels. Ultimately, JW ELC's primary concern is the safety of all children and staff at the center. For that reason, the center cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits.

TRANSPORTATION

See Exhibit A-Transportation Policy

LATE PICK-UP

Children should be picked up at their scheduled time. Because it can be distressing for a child to be left in the care of others after hours, late pick-up should be considered an unusual occurrence. Please allow enough time to arrive at the center, pick up your child, and leave the center by closing time. We do, however, understand that special circumstances arise. If, in the case of an emergency, you cannot pick up your child on time or send one of your emergency contacts, please notify the center immediately. Children left in our care after hours will be supervised for as long as possible. In the absence of contact from a parent/guardian, we will call all the numbers listed on the Child Release form; please make sure these numbers are up to date. Child Protective Services will be called if we are unable to reach you or an emergency contact after one

hour. A late fee will be charged (where applicable) if a child is picked up after the center's closing time.

Late Pick Up Fees:

- At 6:30 PM - \$1.00 per minute
- 7:00 PM – an additional \$25.00 will be added to late fee balance
- 7:00 PM late pick up rate to \$2.00 per minute and the Local Police Agency and the Department of Family and Children Services will be contacted

EMERGENCY AND BACK-UP CARE

Sometimes a child needs care for a few days because a regular caregiver is ill, school is canceled due to bad weather, or there is a school vacation day scheduled when a parent/guardian must be at work. In situations like these, JW ELC Academy may be able to provide back-up childcare. Each child must be pre-registered before using back-up care. **To preregister, families need to fill out a registration form** at the JW ELC Center when care will be needed. When care is needed, call the center to reserve a space. Reservations for back-up care are filled on a space-available, first- come, first-served basis.

PROGRAM PLACEMENT

Children are placed in programs based upon a combination of their developmental and chronological age, as well as space availability. State regulations classify the specific age range and the number of children that may be enrolled in each program/classroom.

PARENT ACCESS

Information the Parental Authority shares with JW ELC childcare program or DECAL, will remain confidential in accordance with any applicable state or federal regulations/confidentiality policies.

The Parental Authority has the right to have access to his/her child during all times the child is present for care.

NON-DISCRIMINATION/CONFIDENTIALITY

JW ELC's programs are designed to support children's growth and to challenge them to learn. JW ELC views each child as an individual with a unique learning style and way of responding to the world. Given the diversity of the families and communities we serve, it is necessary for us to recognize and appreciate the characteristics and behaviors that each child brings to our programs. Our hope is to build programs that are responsive to the wide range of individual learning styles and needs in our classrooms — programs that truly celebrate and value the individuality of each child. JW ELC provides full-day and part-day programs for children between the ages of infancy and 12 years without regard to race, religion, color, creed, gender, cultural heritage, parent/guardian marital status, parent/guardian political beliefs, parent/guardian sexual orientation, disability or special needs, child's toileting ability, medical condition, medical status, or any other consideration made unlawful by federal, state, or local laws. The Americans with Disabilities Act requires that reasonable accommodations be provided to people with disabilities. The law covers children with disabilities seeking reasonable accommodations in a childcare setting, as well as the parents/guardians served. JW ELC will conduct an individualized assessment of the particular needs of a child and family and engage in an interactive dialogue with parents/guardians, caregivers, and medical professionals to identify reasonable accommodations and to safely integrate the child into the program, given each individual's capabilities, and to give the family full access to and participation in our programs to the extent feasible. Any information regarding a child, a child's family, or other matters discussed with center management or staff will be held in the strictest confidence.

CHILDREN'S RECORDS

Confidentiality and Distribution of Records: The information in your child's record is considered privileged and confidential. Only those persons directly related to the care of your child, center management, or regulatory agencies will have access to the record unless your written permission given. As a parent/guardian, you may have access to your child's records within a reasonable time upon your request. Upon withdrawal of your child from the center, files will be retained for four years. As a parent/guardian, you have the right to add information, comments, data, or other relevant material to your child's record. You also have the right to request, in writing, deletion or amendment of any information contained in the record. When your child leaves the center, center management will provide a copy of your child's record to you within a reasonable time of your written request.

REGULATORY AGENCIES

Regulatory agencies (DECAL, DFACS, and Law Enforcement) may review your child's record in order to ensure the center has followed its requirements. All information in the record is kept confidential. JW ELC is required to have a copy of all state regulations available at every center. These regulations are available to all parents/guardians.

RESEARCH CONDUCTED IN CENTER

Occasionally, JW ELC will authorize research at centers. This increases our collective

knowledge about children and their development and/or trains professionals in careers in early childhood education or related fields.

JW ELC requires the written informed consent of parents/guardians if research will be conducted in a classroom. The following information will be included in the consent form:

- The identities, positions, and qualifications of the individuals conducting the research.
- The nature and purpose of the research.
- The duration of the research and the frequency of contact between the child and the researcher.
- The specific location where the research is to occur.
- An ethics statement regarding research at the center.

CLASSROOM OBSERVATION

As part of the center's activities, outside childcare professionals not employed by JW ELC may observe children in their classroom from time to time. If this occurs in your center, families will be notified, and the confidentiality of child information will be maintained. In addition, teacher candidates may spend supervised time in the classroom with our regular staff as part of our hiring process.

DISCIPLINE

The Center uses a Peace Education curriculum that engages children in self-regulating practices. Making good choices is the goal of this plan and bad choices are handled using consequences such as removing themselves from play or work until they are ready to make good choices. The primary practice for the discipline of children is positive reinforcement and redirection.

Corporal punishment is not an accepted method of discipline. The staff will not physically or sexually abuse a child or engage in or permit others to engage in obviously sexual behavior in the presence of any child enrolled in The Center. Staff will not shake, jerk, pinch, handle a child roughly, or use any substance in or on the child's mouth including, but not limited to, lemon juice, vinegar or soap; verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or 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; unreasonably restrict a child from going to the bathroom; punish toilet accidents; force or withhold naps; allow children to discipline or humiliate other children; confine a child for disciplinary purposes to equipment such as, but not limited to, a swing, highchair, infant carrier, walker or jump seats.

UNRELATED ACTIVITIES

JW ELC will not authorize any activities unrelated to the direct care of children or allow any third parties to contact you without your written, informed consent. JW ELC does not share customer information, for any reason, without your consent. "activities" include, but are not limited to, publicity or media events, taking of photographs or videos, media, and participation in surveys (other than those carried out by JW ELC).

BABYSITTING BY CENTER STAFF

To maintain the professional status of JW ELC's staff and prevent any potential conflict of interest, babysitting by center staff is strongly discouraged by JW ELC. However, if a center staff member elects to babysit for a family, all such activities must occur outside center premises and with the understanding that such arrangements and payment for services is solely between the staff member and the child's family and that JW ELC is in no way responsible for the child's care in connection with these activities. The arrangements are not sanctioned by the center, by the corporate sponsor, or by JW ELC. Babysitting should not interfere with the staff member's center schedule. If a babysitting arrangement should be made between a staff member and a family, the family is required to complete a Babysitting Release form, which can be supplied by center management.

CHILDREN INJURIES & MEDICAL EMERGENCIES

If your child sustains a minor injury while at the center (e.g., scraped knee), you will receive an Accident Report outlining the incident and course of action taken by the staff member. Minor wounds, such as cuts, scrapes, or bites, will be washed with liquid soap and cool, running water followed by rinsing. A dry bandage or dressing may be applied as appropriate. You will be contacted immediately if the injury produces any type of swelling on the face or head or needs medical attention. If a serious medical emergency occurs, the child will be taken to the hospital immediately by ambulance, and a staff member will contact you (or a designated emergency contact if you cannot be reached).

INCIDENTS AND ACCIDENTS

The Center will keep parents informed of any concerns and incidents concerning their child (without breaching confidentiality), including illnesses, injuries, adverse reactions to medications, etc. If the concern has to do with a child's behavior, The Center will discuss the concern with parents first and decide how to deal with the problem.

CHILD ILLNESS POLICY

Our Child Illness Policy is based upon the standards developed by the American Academy of Pediatrics and DECAL. JW ELC understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Exclusion from the center is sometimes necessary to reduce the transmission of illness or because the center is not able to adequately meet the needs of the child. Mild illnesses are common among children and infections are often spread before the onset of any symptoms. In these cases, we try to keep the children comfortable throughout the day, but will find it necessary to exclude them from the childcare setting for the following reasons:

- Illness that prevents the child from participating comfortably in program activities.
- Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.
- Illness that poses a risk of spreading harmful disease to others.
- Fever (100° axillary (armpit), 101° orally, 102° aural/ear) * and behavior change or other signs and symptoms such as sore throat, rash, vomiting,

diarrhea, lethargy, irritability, constant crying, or difficulty breathing.

- Diarrhea — more watery stools or decreased form of stool that is not associated with change of diet. Exclusion is required for all diapered children whose stool is not contained in the diaper, and toilet-trained children if the diarrhea is causing “accidents.” Diapered children with diarrhea will be excluded if the stool frequency exceeds two or more stools above normal for that child.
- Blood or mucus in the stools not explained by dietary change, medication, or hard stools, and/ or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet. Special circumstances that require specific exclusion criteria include the following:
 - *Toxin-producing E. coli or Shigella infection, until the diarrhea resolves and the test results of two stool cultures are negative for these organisms.* – *Salmonella serotype Type infection, until diarrhea resolves. In children younger than 5 years with Salmonella serotype Typhi, three negative stool cultures are required.*
- Vomiting more than two times in the previous 24 hours unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
- Mouth sores with drooling unless the child’s medical provider or local health department authority states that the child is noninfectious
- Abdominal pain that continues for more than two hours or intermittent abdominal pain associated with fever, dehydration, or other signs of illness.
- Rash with fever or behavioral changes, until a medical provider has determined it is not a communicable disease.

We ask that for your child’s comfort and to reduce the risk of contagion, children be picked up within 1.5 hours of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

SICK POLICY

The sick policy is put in place to protect the teaching staff as well as the other students in the classroom. The teachers in the class have the right to enforce The Center’s policy at any time. The policy is as follows:

NO child who arrives noticeably ill, with a rash, or with a fever will be admitted for the day.

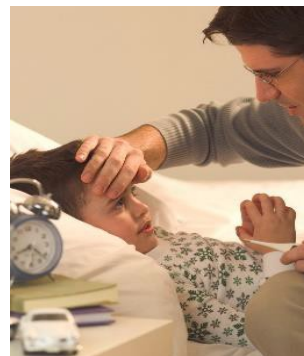
- If a child has a fever of **101.0 or higher**, a teacher must contact the child’s parent or emergency contact to pick up the child. Documentation will be made of the time of the call, as well as the time of pickup. The child must be fever free for 24 hours before they can return to school.
- If a child has 3 or more loose stools **within an hour**, a teacher must contact the parent or emergency contact to pick up the child. The child must be symptom free for 24 hours before they can return to school.
- If a child is sent home with symptoms of the pink eye or ring worm, the child must be on prescribed medication for 24 hours and must have a doctor’s excuse which includes the diagnoses and recommended time of return to school.
- **If we are notified of a communicable disease outbreak (i.e. strep throat, viruses, scarlet fever, etc.) and we notice symptoms in a child at school, a parent or emergency contact must be notified immediately by a teacher and the child cannot return without a doctor’s excuse. If the center is informed of an outbreak,**

a sign will be placed on the front door and parents will be notified via email.

EXCLUSION OF SICK CHILDREN

Children who have been excluded may return when:

- They are free of fever, vomiting, and diarrhea for a full 24 hours. – Readmission after diarrhea can occur when diapered children have their stool contained by the diaper (even if stools remain loose) and when toilet-trained children do not have toileting “accidents.”
- They have been treated with an antibiotic for a full 24 hours.
- They can participate comfortably in all usual program activities, including outdoor time.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child’s medical provider signs a note stating that the child’s condition is not contagious.
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.



If a child is excluded because of a reportable communicable disease, a note from the child’s medical provider stating that the child is no longer contagious and may return is required. The final decision whether to exclude a child from the program due to illness will be made by the childcare center.

ILLNESS CHART

<u>Diagnosis</u>	<u>Suggested Home Stay Periods</u>
Chicken Pox	When all blisters have scabs (usually 6 days after start of rash)
Conjunctivitis (pink eye)	24 hours after start of treatment (if specifically, drainage and excessive tearing have stopped)
Coxsackie viruses (Hand, foot and mouth disease)	72 hours after onset of lesions
Croup	After illness has subsided
Diarrhea-Gastro Enteritis movement	24 hours after last loose stool or after 1 normal bowel
Rubella	At least 7 days after the onset of the rash
Hepatitis A	At least 7 days after onset of illness
Impetigo covered	24 hours after treatment has started, lesions must be
Fever	24 hours after temperature is normal

Influenza	24 hours after symptoms have subsided
Measles	At least 2 weeks after onset of the rash
Lice	24 hours after treatments has begun and child is not free
Whooping Cough	At least 7 days after therapy has started
Pin Worms	After treatment is completed
Ring Worm	Once treatment is started
Roseola	After illness has subsided
Scabies	24 hours after start of treatment
Strep Throat	48 hours after start of treatment
Poison Ivy	After lesions have dried up
Pneumonia or Epiglottitis	Written note from physician (if due to H-Flu, Health Dept. must give order)
Bacterial (Spinal) Meningitis	When Health Dept. gives OK Mumps When Health Dept. gives OK
Scarlet Fever	With doctor's approval

A written statement by a physician, physician's assistant or nurse practitioner may be required for certain conditions stating able to return to school that the child is able to return to school.

Designated staff members will administer medication according to the Six Rights of Medication:

- | | |
|----------------------|------------------------|
| 1) Right Child; | 4) Right Dose: |
| 2) Right Medication; | 5) Right Time: |
| 3) Right Dose; | 6) Right Documentation |

MEDICATION POLICIES

Every child has an occasional need for medication. We encourage you to discuss with your child's medical provider dosing schedules or once-a-day regimens that can be administered at home. You are also welcomed to come to the center to administer medication to your child during the day, but we ask that you do so away from the other children. When such options are impractical, the center can be authorized to administer medications to your child. Such occasions are governed by specific rules enforced by state regulations.

All medications (including non-prescription acetaminophen and antihistamines, as well as all ointments, lotions, sunscreens, insect repellants, and remedies for diaper-rash) will require a parent's or guardian's signed Authorization for Administration of Medication form (available from center management).

- Non-prescription medication necessary for more than three days will also require a written order from the child's medical provider or nurse practitioner/physician's assistant, if allowed by the state licensing agency.

- The current prescription label from the pharmacy with complete information and instructions will suffice as the medical provider's authorization for prescription medication. If the label does not include all necessary information, a signed Authorization for Administration of Medication form will be required from the medical provider.

Doses will be tracked on an Administration of Medication log; all unused medications will be returned to parents/guardians. We ask that the first dose of any new medication be given at home to note any side effects. Please note that we are unable to administer expired medications of any kind.

Other general medication rules:

- All medication—prescription and nonprescription—must be brought to the center in the original container and labeled with the child's full name, instructions (precise dosage, time to be administered), current date, and name and telephone number of physician, where necessary. Medication spoons and other dosage implements must be provided and be labeled with the child's name (medication cannot be given without this).
- Medication cannot be administered in a child's bottle without specific orders from the child's medical provider.
- All medications must be handed directly to center management. Please do not leave medication—including ointments, lotions, and lip balms—in lunch bags, backpacks, or a child's cubby.

Changes in medication/dosage require a new Authorization for Administration of Medication form and, where pertinent, an updated prescription or note from the child's medical provider.

MEDICATIONS: Medications are kept in the front office. Any prescription medication to be administered by a staff member must be in its original container and labeled. The label is to contain the child's name, physician's name, pharmacist, medication, dosage, frequency, starting date, and expiration date if applicable. This information is checked when the medication is received from the parent. An individual Authorization for Medication form is signed by the parent/guardian authorizing its administration. A staff member will triple-check the label before administering the medication (once before opening, once after opening, and once after closing the container after the medicine has been completed). The Authorization for Medication form will be filed with the child's health record.

Any unused portion of a prescribed medication will be returned to the parent or destroyed by The Center. Medications having a specific expiration date will not be used after the date of expiration.

The parent will be notified, via telephone, when any medication is given or any adverse reaction to medications occur. The Center will not dispense non-prescription medications to children.

Medication for Chronic Conditions: Children with chronic illnesses such as severe allergies or asthma, or those children with special circumstances such as monitors or catheters, must have an individualized health care plan on file from the child's medical provider. Professional training for staff caring for the child will be the responsibility of the parent/guardian. New medications, those not included on the child's individualized care plan, or changes to doses or instructions for existing medications are subject to the general medication rules (above). Information must be updated annually.

As-Needed Medications: As-needed medications are non-prescription, over-the-counter medications such as acetaminophen, ibuprofen, or antihistamines. These are given to a child for a specific reason when the child presents with mild symptoms. These medications are not usually needed on a continuous basis but are administered as the need arises.

As-needed medications will require:

- Written authorization (Authorization for Administration of Medication form) from the child's medical provider.
 - List the reason to give the medication (e.g., teething, fever over 100°).
 - List the dosage.
 - Be given according to the instructions on the medication label or instructions provided by the child's medical provider, in writing, on the Authorization for Administration of Medication form.
- Have a start date and an end date and be written for no longer than six months.

The parent/guardian will be notified each time the medication is given.

NOTE:

- **Fevers:** Fever-reducing medications such as acetaminophen cannot be administered by staff or parents/guardians so that a child can remain at the center. Such medications can only be administered to reduce a fever while a child awaits pick-up, and only for children with signed "as needed" instructions on file. Children can return after being fever free for 24 hours with no other symptoms.
- **Orajel:** Due to the recommendation of the FDA and the AAP, benzocaine products, such as Orajel, can only be administered to children less than two years of age with a medical provider's written permission, and not for more than 7 days.

Non-Prescription Topical Ointments: Before center staff can administer any non-prescription topical ointments (e.g., diaper cream, sunscreen, Vaseline, lip balm, and other ointments free from antibiotic, antifungal, or steroidal components) to a child, JW ELC requires written authorization signed by the parent/guardian. The parent/guardian should provide a completed Authorization for Administration of Medication form and instructions (precise dosage, times to be administered). Duration of administration cannot exceed one year. If the child has open and/or oozing sores,

the ointment can be applied for three consecutive days with written authorization and instructions from the parent/guardian. Written authorization from a medical provider will be required after the three days or any time within the three-day period if it appears the sores are worsening.

NOTE:

Diaper Rash Prevention: Diaper cream may be applied to a child as a protective measure after diapering to help prevent diaper rash or to a child with a mild diaper rash. Duration of administration cannot exceed one year. If a child has diaper rash that persists and/or has a rash that is red, irritated, and has open, oozing areas, the child should be seen by a medical provider.

The Center will keep parents informed of any concerns and incidents concerning their child (without breaching confidentiality), including illnesses, injuries, adverse reactions to medications, etc. If the concern has to do with a child's behavior, The Center will discuss the concern with parents first and decide how to deal with the problem.



NOTE:

Solid food and cereal will not be fed in a bottle unless the child has specific written instructions from their medical provider. Solid food in a bottle is not only a choking hazard, it also teaches the child to eat solid foods incorrectly. Additionally, please note that medications should not be put in a child's bottle. If your child is not feeling well and does not complete the bottle, he/she may not get the full dosage of the medication. See the Medication Policy for further information.

BREASTFEEDING

A meaningful benefit of having childcare near your work site is the opportunity for a new mother to breastfeed throughout the day. If you are a nursing mother, we will be more than happy to make arrangements for you to visit your infant at any time. If the center is not convenient to your workplace for nursing visits, please feel free to supply us with expressed milk to feed your baby. All breast milk bottles will be marked with a red band for identification purposes in addition to the child's first and last name and color code. We will store a frozen supply not to exceed 30 days, or, you may provide milk daily.

NOTE:

Although some literature suggests that breast milk may be frozen for a longer period, given the types of freezers in our centers and the frequency with which they are opened, it is recommended that breast milk be kept frozen no longer than one month.

MEALS AND SNACKS

JW ELC believes that meals and snacks are critical to a child's health and development. They are also an important part of the center's curriculum. Breakfast and snacks are provided by JW ELC. Every effort is made to ensure that mealtime is enjoyable for children. When providing lunch from home, we offer the following suggestions. All food should be cut into bite-size pieces that are easy to swallow. Please make sure all lunch boxes, bags, and containers are labeled with your child's full name. Additionally, we strongly recommend avoiding foods that are high in fat or sugar in your child's lunch and using the USDA's MyPlate recommendations to ensure your child's meal is well-balanced. Providing a healthy lunch will ensure your child has the energy and stamina to get the most out of their day and fully participate in all the fun learning experiences. You should provide infant formula, breast milk, and food until your child is old enough to eat table food; however, it is up to you to introduce your infant to solid foods, usually around the age of 6 months, and let us know when it is appropriate to begin to offer our snacks. Menus with snacks and meals served are posted on the parent information board. If your child has special dietary needs or food allergies, please work with center management to find suitable accommodations (See Allergy Prevention).

NUTRITION AND PHYSICAL NUTRITION

The Center believes that birth to age five are some of the most formative years for child development. Good nutrition and physical activity practices are essential to proper development in the early childhood years. The Center creates a healthy environment for our children by following proper nutrition and physical activity practices. Our policies are based on best practices and are listed below:

NUTRITION

The Center will meet the nutritional needs for all children enrolled by providing daily nutritional breakfast, lunch, and an afternoon snack. We ask that you do not bring food to The Center unless your child is on a special diet. Breakfast is served at 8:00 AM. Lunch begins at 11:30 AM. and snack time begins at 2:15 PM. Meals are in accordance with the U.S.D.A. Food and Nutrition program. Your child will enjoy appetizing, well-balanced meals that promote healthy growth of young minds and bodies. We encourage children to try new and different food and to eat as much as they like of whatever is served. Weekly menus are posted in The Center. Children on special diets must provide a written statement from the child's doctor stating such.

Employees are prohibited from giving children any food items that are not prepared or served by The Center's nutrition program. In addition, we will no longer accept outside food unless it has been approved by the administrative office. Birthday parties, which usually include cake and ice cream, must also have prior approval from the administrative office. **Balloons are not allowed as part of the party decorations as they pose a choking hazard.** A list of all children with food allergies is posted in each classroom and the cafeterias.

The following actions are The Center's procedures that will be followed when a child has an allergic reaction to foods and/or medications and is considered ill due to a high temperature, vomiting or diarrhea: Immediately notify parents and obtain specific

instructions until the child can be picked up or returned to the group when professional medical attention is required, or when the child experiences symptoms of moderate discomfort such as elevated temperature, vomiting, or diarrhea.

- Notify parents by the end of the day when professional medical attention is not required, or when the child experiences an adverse reaction to prescribed medication, which does not constitute moderate discomfort.
- If a parent informs an employee of a recently diagnosed allergy, you are to personally inform the administrative office and parents are to **also notify the Director in writing**, so that all staff members can be made aware of the allergy.

Also be reminded that the administrative staff administers doctor-prescribed medications only. Parents are to come to the main office and complete the Authorization for Medication Form and leave the medication with the administrative staff who will administer the medication at the time prescribed.

- In addition, **parents are asked to not put any medications in your infant's diaper bag**. The only items permissible for diaper bags are change of clothing, diapers, and prepared formula.

CHILD ABUSE MANDATED REPORTER

By State Law you are required to immediately report any suspicions of child abuse. You must report to the Director of the center, so she may assist you in reporting the incident to Protective Services. The Child Protection Law requires that the staff member that has suspicions be the person to call Protective Services, but the Director will always be available to provide guidance, support, and assistance to the person making the report. It is your responsibility to review the Protective Services Mandated Reporter policies posted in your Center. Child Protective Service Agency can be reached at 1-855-GA CHILD (1-855-422-4453).

JW ELC will not tolerate child abuse in any form; physical, verbal or sexual.

Contact DFCS Child Protective Services

Child abuse and/or neglect reports are taken 24 hours a day, seven days a week.
Primary: 1-855-GACHILD ([1-855-422-4453](tel:1-855-422-4453))

CHILD ABUSE POLICY

- We endorse and encourage an open-door policy that allows parents and others to visit the facilities at any time, unannounced.
- We make every effort to screen each employee's past employment record.
- Georgia State Policy iChat is used to obtain criminal history checks on all employees.
- We try to assign two employees to any given situation.
- We actively encourage comments and suggestions both positive and negative.
- The Directors and Owner are continually supervising and monitoring every situation on an unscheduled basis.

- We are aware of our legal responsibilities as a mandated reporter of child abuse and have done so and will continue to report any suspected acts of abuse.

IF A COMPLAINT WERE TO SURFACE from a Parent to us directly, we would

- Listen, take notes, question, and generate specifics
- Immediately question staff
- If abuse is suspected, we would a.) Call police
b.) Call Children's Protective Services c.) Call our insurance carriers
d.) Call our attorney
e.) Immediately place all staff suspected of involvement on administrative leave without pay until outcome of investigation(s).
- If, in our opinion, the charge of abuse is unwarranted, we would
a.) Confront parents with our findings and ask parents if they were satisfied or wanted further involvement by others.

b.) If no further involvement is wanted, we would ask parents to sign a dated written statement to the effect.
c.) IF PARENTS ARE NOT SATISFIED, we would call police, children's protective agencies, insurance company attorney, and IMMEDIATELY PUT STAFF ON ADMINISTRATIVE LEAVE WITHOUT PAY.

COMPLAINT FROM A STATE OF LOCAL AGENCY, we would

- 1) Immediately place staff on leave without pay pending investigation(s)
- 2) Make calls to our insurance company and our attorney.
- 3) Cooperate completely by supplying information, data and support to the investigation.
- 4) Issue a special bulletin to all clients and staff explaining what was going on and urging their complete cooperation with the investigation.

REALTIONSHIP WITH MEDIA

The Owner will be the only person authorized to speak to reporters, television crews, or any member of the media.

ALL STAFF ARE TO DIRECT QUESTIONS TO THE DIRECTOR(S)

- His statements will contain only facts such as: We have a claim of abuse.
- Staff involved has been placed on leave until investigation is concluded. We are cooperating completely.
- We want a quick and thorough investigation.
- Any other questions are to be directed to our attorney and insurance carrier.

During an Investigation, we would

- Respect the privacy of all those involved by ensuring compliance with our confidentiality policies.
- Utilize the advice of our attorney to ensure that the rights of any staff member accused of abuse or neglect are protected by due process.
- Make every attempt to operate “normally”, as that is the professional responsibility of everyone.
- Maintain constant and clear information and communication to parents.
- Make this a time when extra love, extra care, extra giving would be the standard operating procedure, because we all know how children pick up and respond to our fears, anxieties, anger and hostilities.
- Make every effort to insure that, as much as possible, that investigators perform their duties away from the site.

After an Investigation, we would

- Pay any innocent staff for lost time/wage.
- Ask our attorney to immediately sue any parent or agency who had falsely claimed abuse and ask not only for restitution but punitive damages.
- Continually update staff and parents of further developments.

ANTI-BULLYING POLICY

JW ELC recognizes that a center that is physically and emotionally safe and secure for all children promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all children enrolled for a safe and secure learning environment, JW ELC prohibits acts of bullying, harassment and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interfere with both a school’s ability to educate its students and the student’s ability to learn. All staff and parents, volunteers and students are expected to refuse to tolerate bullying and harassment and also demonstrate behavior that is respectful and civil.

PROTECTION OF CHILDREN IN THE EVENT OF AN EMERGENCY:

- Emergency plans have been developed and posted for parent viewing.

EMERGENCIES

INCLEMENT WEATHER: If the Center Director has determined that weather conditions may make it impossible for the majority of the staff to get to the Center, then the Center will be closed. Log into www.wsbtv.com under the school closure tab to see if The Center will be open on those days. The Center will be listed as JW ELC. Please call The Center between 6:30a.m. and 7:00 a.m. to see if The Center will be open on those days.

FIRE: The Center conforms to all fire regulations as designated by the State Fire Marshall. A fire evacuation plan is drawn and posted in the school.

The 911 emergency number is posted by the telephone. Monthly fire drills are held. The fire alarm system, emergency power pack lights, and fire extinguishers are checked yearly for proper function. All staff members know how to use the fire extinguishers.

In the event of a fire, the building will be immediately evacuated. The staff member in charge will phone the fire department from within the building, if it is safe, or from another phone. A designated staff member may attempt to extinguish the fire while the building is being evacuated. All other staff members are to remain with the children and see them safely to the designated emergency site.

TORNADO: A written tornado shelter plan is posted. Tornado drills are held monthly. A battery-operated radio is easily accessible and kept in good repair. In case of an emergency, staff will tune to the local radio station for tornado information. In the event of a tornado warning, the children will be evacuated to the designated area and remain there until the threat passes.

BLIZZARD: In the event of a blizzard when parents are not able to pick up their children, the staff will house the children at the facility until the parents or guardians can pick them up.

POWER FAILURE: Two flashlights in working order are kept in an accessible place. Power pack emergency lights are installed to light each exit.

MISSING CHILD: Should a child become missing, staff will search the building and grounds completely. If the child is still not found, the police and parent-guardian will be notified while staff begins searching the immediate surrounding areas.

REST

In order to maintain consistency from home to the center, and to meet the individual needs of children, babies will sleep according to their own schedule. At JW ELC Preschool and Child Care Center, infants will be put to sleep on their backs unless parents request otherwise (See Infant Sleep Positions), and where allowed by state licensing with a release form signed by parents/guardians and a physician. Following lunch, toddlers and older children will have an afternoon quiet period of at least 60 minutes or longer.

CLOTHING SUGGESTIONS- ITEM NEEDED

Proper dress is an important part of the JW ELC's experience. Durable clothing that can withstand the energetic activity of young children—digging in dirt, exploring sand, experimenting with water, or painting, among other activities—is best. We consider our playground to be an extension of our classroom and we conduct programs outside whenever weather permits. That makes it important for your child to dress for the elements—rain gear including boots for wet weather; jackets/snowsuits, hats, mittens, and boots during the winter and snow. Though we limit outdoor time in winter, if the weather is extremely cold, it is also a good idea to send extra warm clothing.

When buying indoor or outdoor clothing for school, make sure older children can put it on themselves. If you are using boots as shoes, please send slippers or sneakers so that your child will not have to keep his/her boots on indoors. Each child attending the program must have a complete change of clothing labeled with his or her name. Clothing will be kept in each child's cubby and used as needed. JW ELC provide cots, cribs, and sheets. Check with center management for other items that may be needed. The center is not responsible for lost or damaged clothing. We will take all precautionary methods to be certain that your child's belongings are well cared for; please keep in mind, clothes that look a little less clean at the end of the day are a sign that your child was actively engaged in learning.

The following page is a list of items to bring to the center to help your child be comfortable. **Please label every item.** We will do our best to keep track of everything that you bring, but just like home, things do get misplaced and we cannot be responsible for replacing items. Parents are responsible for laundering their child's extra naptime bedding and extra change of clothes when used, these will be sent home regularly. We encourage you to provide a family photo prior to your child's first day of school. The photo will be attached to your child's cubby area to identify his/her personal space and to help your child with transitioning into our program by having a picture of their loved ones nearby.

INFANTS

- Prepared bottles (please label each bottle with your child's name, date prepared, time prepared)
- Two complete changes of clothes
- Special sleeping sack (optional)
- Two pacifiers (optional without cord)
- Disposable diapers and wipe
- Cereal and baby food
- Suction cup bottom bowl (optional)
- Bibs (optional)
- Family Photo

TODDLERS

- Training cup (optional)
- Training underwear (several pairs)
- Rubber pants that fit over training underwear (several pairs)
- Two complete changes of clothes
- Special blanket (optional)
- Disposable diapers and wipes
- Bibs (optional)
- Lunch labeled with your child's name and the date (optional)
- Seasonal clothes for outdoors
- Family Photo

PRESCHOOL & PRE-K

- Complete change of clothes
- Lunch labeled with your child's name and the date (optional)
- Special blanket (optional)
- Seasonal clothes for outdoors
- Family Photo

SCHOOL AGE

- Lunch labeled with your child's name and the date (optional)
- Seasonal clothes for outdoors
- Family Photo

SEASONAL ITEMS

- **Fall:** Warm jacket (no strings)
- **Winter:** Winter coat (no strings), hat (no strings), snow pants, boots, mittens (without strings that run through jacket; multiple pairs optional)

- **Spring:** Light jacket (no strings), boots or rain boots
- **Summer:** Swimsuit, towel, swim shoes or sandals, bug repellent (no aerosol spray), sunscreen (no aerosol spray)

SPECIAL CELEBRATION

Parents are welcome to send a special treat to school to share with their children's friends on birthdays or special occasions. For the safety of the children with food allergies we ask that treats are limited to foods that are labeled with the ingredients or other non-edible treats. Please let your child's teacher know in advance that you will bring in a treat.

PHOTOGRAPHS, PUBLICITY, & VIDEO SURVEILLANCE

JW ELC takes photographs and videos of children enrolled at its centers on a regular basis for its business purposes. JW ELC takes care that any use, display, or dissemination of photographs or videos of children is accomplished in a thoughtful, safe, and secure manner appropriate under the circumstances. For example, at your center, these materials may be used to better communicate with families and to illustrate the daily curriculum, to chronicle a child's development, or to document center activities. Photos may be shared with you and other families on a secure system, by e-mail, posted in the center, or in a parent newsletter.



FIELD TRIPS

Field trips are considered an important part of the educational program and will be taken periodically to nearby places. Parents are welcomed to attend field trips and may be asked to chaperone the children. Please consult the bulletin board or calendar for information on field trips. To help fund our Summer Youth Camp field trips and special activities, an activity fee will be billed and due for each child at the time the summer contract is completed. Fees charged are based on the cost of admission and transportation for the events scheduled on the dates that your child is contracted to attend. Additional fees will be charged if additional days are added outside of the contracted schedule. Due to deposits required to reserve events, the activity fee is nonrefundable in the event your child is unable to attend for whatever reason, including cancelation of your contract.

TELEVISIONS & ELECTRONICS

Television will be available to children at the center for educational purposes only. A children's movie DVD may be played on an occasional special day. During the warmer months, this is not a part of our program. All videos shown are rated "G". Use of media will not be used with children under 1 years of age. Please check with your child's teacher prior to sending in a video to share with the class.

CENTER SAFETY

In order to maintain a safe and secure environment for young children, firearms, explosive devices, and other weapons are not permitted on JW ELC's premises. If required, family members and anyone dropping off or picking up a child is asked to secure any weapons before entering the center, regardless of a valid permit to carry such weapon.

PARKING LOT SAFETY

Our parking lot can be a busy place at certain times of the day. Please help us in maintaining a safe environment. We offer the following tips and ask for your cooperation.

- Please hold your child's hand in the parking lot.
- Please make sure your child does not run ahead of or behind you upon arrival or during pick-up.
- Please walk your child to their classroom. Let the teacher know you are dropping your child off or picking them up. Help your child with their personal items.
- Please do not leave your car running in the parking lot while unattended.
- Please park in the designated parking areas.
- Please drive slowly in our parking lot.

PROCESS OF SUSPENDING A CHILD'S ENROLLMENT

Our childcare programs are centered on the children for whom we care. We seek to provide programs designed to support children's growth and to challenge them to learn as individuals with unique learning styles and ways of responding to the world. Given the diversity of families and communities we serve, we recognize and appreciate the characteristics and behaviors that each child brings to our programs. Our hope is to build a program that is responsive to the wide range of individual learning styles and needs in our classrooms, one that truly celebrates and values the individuality of each child.

Our child-centered approach seeks to accommodate a wide range of individual differences; however, on occasion a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child cannot participate safely in our program or appears to be a danger to him or herself or others, despite our best efforts to reasonably reduce the risk of harm or injury.
- Medical, psychological, school district, or social service personnel working with the center or child determine that continued care at the center could be harmful to, or not in the best interest of, the child.
- Any other situation in which the accommodations needed for the child's success in the program conflict with the fundamental nature of our group environment, or when a different environment is in the best interest of the child or the center.

At any point that a child's behavior/circumstance is of concern to a teacher or administrator, written documentation and family/teacher communication will begin as the

first steps to understanding the child's individual needs and challenges, and to evaluate these needs in the context of our program.

PROCESS OF DISENROLLING A FAMILY

Our programs are based on developing partnerships and supporting families; however, despite our best efforts, on rare occasions a parents'/guardians' actions or requests may warrant the need to find a more suitable setting for themselves and their child. Examples of such instances include:

- The parent/guardian fails to abide by the center policies, or those requirements imposed by the appropriate licensing agency.
- A parent/guardian demands special services that are not provided to other children's families and that cannot reasonably be delivered by the program (including requests that are outside the philosophy of the program).
- A parent/guardian is physically or verbally abusive to center staff, children, or anyone else at the center, including any communications they may have posted on any social media sites.

FAMILY BEHAVIOR

If JW ELC has reasonable cause to suspect that any person picking a child up is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way and may endanger the child, we may refuse to release the child to that person. If this occurs, we will request that another adult (parent/ guardian or someone listed on the Child Release form) pick up the child or we will call the police to prevent potential harm to your child. This will be done for the protection of your child.

*JW ELC . . . a great place for your child to
grow, learn, and succeed!*



ACKNOWLEDGEMENT

This acknowledges that I, _____, have received my copy of JW ELC, The Academy of Early Learning Parent Handbook, and in part, it has been discussed with me. I also understand that it is my responsibility to read it completely and if I have questions, I may consult with the administrative team.

I agree to abide by the policies and procedures described in this handbook. I also understand that my failure to comply with these policies and procedures provides grounds for termination of services for my child(ren) at JW ELC, The Academy of Early Learning.

Parent's
Signature _____ **Date** _____

Attachment #1

Student Uniform Policy

Purpose

The academic environment is significantly influenced by students' attire. The purpose of the uniform policy is to promote learning, encourage modesty, reduce the distraction and cost of fashion, reduce disruptions and disciplinary problems, and promote school pride. Enrollment in JW ELC The Academy of Early Learning constitutes acceptance of this policy, agreement to adhere to it as set forth in JW ELC's Parent Handbook.

JW ELC The Academy of Early Learning Student Uniform

Uniforms for all JW ELC The Academy of Early Learning students are mandatory. Uniforms must be worn during school hours, except under special circumstances such as Dress of Choice days or other occasions designated by the administration.

Approved Uniform Items

GIRLS

- Khaki plaid jumper w/uniform shirt
- Khaki plaid skort w/uniform shirt
- Flat-front pants in Khaki
- Khaki stretch twill flat-front pants
- Khaki flat-front walking shorts
- Khaki Stretch twill flat-front walking shorts
- Short- or long-sleeve polo shirt in black, white, or gray with logo
- Letter sweater (button-up front) in navy
- **Onesie w/logo (Infant)**

BOYS

- Khaki pleated-front or flat front pants
- Khaki pleated-front or flat front walking, or cargo shorts
- Short- or long-sleeve polo in black, white, or gray with logo
- **Onesie w/logo (Infant)**

Infant Dress Code

Infant students are required to wear onesie uniform but also may wear (but are not required to wear) any of the above JW ELC uniform items.

Uniform Items Selected by Student

Socks (Boys and Girls) and **Tights and Leggings** (Girls Only)

Socks must be worn at all times. Permitted socks for boys and girls are matching solid-colored khaki, white, gray, or black. Girls may also wear tights or leggings in solid navy, black, gray, or white.

Belts (Boys and Girls)

A belt is recommended for pants and shorts. Belts must be solid black and have modestly sized buckles.

Shoes (Boys and Girls)

Shoes must be worn at all. At no time shall open-toed or open-heeled shoes be worn. Sandals, flip-flops, or rubber shoes (such as Crocs) of any brand are not allowed.

General Uniform Guidelines

Uniforms shall be clean, shall fit properly and be in good condition.

Dress-of-Choice Day

At the discretion of the Academy Director, a Dress of Choice day may be occasionally allowed. Clothes worn by all students during Dress of Choice days shall be modest, appropriate, in good condition, and neat in appearance. All clothing should be free of holes or tears, even if by design. Students are not allowed to wear costumes, pajamas, or clothing that contains wording or images that could be interpreted as vulgar or offensive in any way. For safety reasons, sandals, flip-flops, rubber shoes (such as Crocs), and open-toed shoes are not acceptable footwear on any day. Dress of Choice days are optional; students not wishing to participate in a Dress of Choice Day may wear a regular uniform instead.