



Star Bright Learning Academy

We Put Little Minds To Work

Parent and Family Manual

2021-2022

Revised

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GENERAL INFORMATION

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| <p>Ages Served: 6 weeks – 12 years. Emergency Closings CLOSED per Conyers County DOE actions</p> |
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Calendar Year: July 1st- June 30th

Vacation Days: Full payment due Holidays we reserve

New Year's Eve, New Year's Day, MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day

Days of Operation: Monday – Friday

Hours of Operation: Before Care 6:30 a.m. – 7:30 a.m. School hours 6:30 a.m. – 6 p.m.
After Care 4 p.m. – 6 p.m.

Weekly rates apply year-round including teacher planning days, legal holidays and any student absences.

Note: The school participates in various programs which offer subsidies. The subsidies may vary depending upon eligibility and attendance. Credits for these programs will be reflected on the families' invoices.

Payment Schedule: Due each Friday for the upcoming week

Daily Meals: Breakfast, lunch, and afternoon snack

Toys: Leave at home, please

Clothing: Please provide a change of clothing, closed toe shoes are required

All items must be labeled

Enrollment Termination: Non-payment; excessive late payments; Non-compliance with conduct policy as stated; Needs unable to be met by school; Physical/verbal abuse by parent

Field Trips: Must be paid in advance

Parent Conferences: Twice yearly: December and May; others may be scheduled

Dear Parents,

Welcome to Star Bright Learning Academy. Our lead teachers are certified professionals with a wealth of experience in intentionally cultivating a child's potential. We are very proud of the dedication of the staff to the early childhood development profession and their pursuit of excellence in teaching and learning. We are excited about the opportunities we have available for your child.

We are glad that you have chosen Star Bright Learning Academy for your child's education. We appreciate your commitment and confidence in our ability to educate and care for your children. We have an open-door policy and are happy to have you stop in, observe your child's classroom, and participate in our program.

This handbook of important information is for you to read and to refer to during your child's early years of learning. Once you have read the information, please complete, sign, and return the Handbook Agreement Form on page 20 to the Office for our records. By signing, you acknowledge that you have read the policies and procedures. Note: The Parent Handbook may be amended by Star Bright Learning Academy and its agents as the needs of the school change.

For additional information, please feel free to contact me at **470-207-7326** or **starbrightlearningacademy2020@gmail.com**. May your family's relationship with us be positive and rewarding!

Sincerely,

Jacqueline Cooper
Director

Courtney Sanders
Director

STAR BRIGHT LEARNING ACADEMY

Mission Statement

The mission of Star Bright Learning Academy is to provide quality care and education for the children of Conyers and the surrounding communities.

Vision Statement

Our goal is to provide accessible, affordable, high-quality early education by keeping the learner's needs at the center of decision-making and working in partnership with families and our dynamic, multicultural community.

Philosophy

We believe in the value of human diversity and the fair treatment of all people. Our primary goal is to provide a nurturing environment that supports all children as they become creative, independent, responsible, fully-functioning, self-directed individuals who have a strong sense of self and accomplishment. Secondly, as adults, we must strive to continue learning and growing in our relationships with others to role model a peaceful environment and surround the children with understanding and warmth.

Program Overview

Our developmentally appropriate program is child-centered and based on best practices research in Early Childhood Education. Our belief is that the best way for children to learn is through play, and our classrooms reflect this belief by providing a planned environment that is designed to stimulate children's interest. Our individualized educational approach meets each child's different and unique needs and interests.

The program focuses on the child's cognitive, social-emotional, psychomotor, language and communication, and creative development. Learning centers encourage children to choose freely from a wide range of play and learning experiences, and help them recognize, understand, and express their own emotions as well as to sympathize with the emotions of others.

We use the *Abeka Curriculum* for all age groups. Children learn best through hands-on experiences with people, materials, events, and ideas; this principle, validated by research, is the basis of *Abeka* approach to teaching and learning. On-going observation of children is documented and shared with parents through classroom bulletin board displays, reports, newsletters, and parent conferences. Our program enables children to reach their fullest potential.

Objectives

The daily schedule provides children with opportunities to make meaningful choices and actively learn in their environment. Children's time is spent in learning centers, group activities such as creative movement, music, storytelling, and dramatization. Field trips are also part of the pre-school children's experiences. Days are planned so children will:

- feel safe, nurtured, loved, and respected
- have a wide variety of age-appropriate materials and toys
- participate in stimulating, interactive activities, and hands-on experiences
- join in activities willingly without feeling pressured
- have predictable routines that include active and quiet times
- make choices
- solve problems and think critically
- are allowed to make mistakes and can laugh about it
- have parents as partners
- know that their unique abilities and cultural backgrounds are honored
- are in small class size with low teacher ratios
- receive individual attention and affection
- develop satisfying relationships with other children and adults
- develop self-discipline
- experience successes in order to develop a positive self-image
- learn to respect the personal and property rights of others
- develop intellectual, physically, creatively, socially, and emotionally

Star Bright Learning Academy
Child Development Center
1077 West Avenue Conyers GA, 30012

Infant Daily Schedule (6 to 12 months)

Schedules for infants are used as a guide for the day. Infant classroom schedules are responsive to individual children's needs. Infants who eat table foods follow a schedule, while younger infants eat at appropriate intervals based on their indicators to staff that they are hungry. Developmental activities including sensory, large motor (both indoors and outdoors), and small

motor activities happen throughout the day as children are interested. Routines, such as diapering, eating, and napping, occur throughout the day to meet each child's unique schedule.

| | |
|-------------|--|
| 6:00-7:00 | Staff members greet children and parents and assists with storage of personal belongings. Children are provided opportunities for free choice play in learning centers (reading, listening, dramatic play, art, manipulative play, music). |
| 7:00-8:30 | Potty breaks and diaper changes as needed. |
| 8:30-9:30 | Breakfast snack for older babies, diaper changing, feeding |
| 9:30-10:00 | Circle time - (Prayer and Interactive Bible story) developmental activities and experiences (sensory, small motor, music, and language), diaper changing, naps as needed |
| 10:00-11:00 | Lunch for older infants |
| 11:00-11:35 | diaper changing, floor play large motor/outdoor play time |

11:35-1:15 Storytime and naps, as needed
2:15-2:45 Snack for older infants, diaper changing, feeding
2:45-3:45 Large motor/outdoor play time
3:45-4:30 Check and change diapers as needed
4:30-5:30 Music and movement- developmental activities and experiences
5:30-6:00 Storytime Check and change diapers, prepare for dismissal

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Child Development Center
1077 West Avenue Conyers GA, 30012

Toddler Daily Schedule (13 months to 35 months)

6:00-7:00 Staff members greet children and parents and assists with storage of personal belongings. Children are provided opportunities for free choice play in learning centers (reading, listening, dramatic play, art, manipulative play, music).
7:00-8:30 Potty breaks and diaper changes as needed.
8:30-9:30 Breakfast snack for older babies, diaper changing, feeding
9:30-10:00 Circle time - (Prayer and Interactive Bible story) developmental activities and experiences (sensory, small motor, music, and language), diaper changing, naps as needed
10:00-11:00 Lunch for older infants
11:00-11:35 diaper changing, floor play large motor/outdoor play time
11:35-1:15 Storytime and naps, as needed
2:15-2:45 Snack for older infants, diaper changing, feeding
2:45-3:45 Large motor/outdoor play time
3:45-4:30 Check and change diapers as needed
4:30-5:30 Music and movement- developmental activities and experiences
5:30-6:00 Storytime Check and change diapers, prepare for dismissal

Star Bright Learning Academy
Child Development Center
1077 West Avenue Conyers GA, 30012

Three- and Four-Year-Old Class Daily Schedule

- 6:30-7:30 Staff members greet children and parents and assists with storage of personal belongings. Children are provided opportunities for free choice play in learning centers (reading, listening, dramatic play, art, manipulative play, music). Potty break-children are taught proper hand washing technique during each break.
- 7:30-8:00 Wash hands and faces. Potty break.
- 8:00-9:00 Breakfast children are encouraged to develop self-feeding skills Cleanup and wash hands.
- 9:00-10:00 Potty break. Wash hands and faces. Circle Time and story with the teacher, the children will be a Early literacy activities: Pre-reading and math lessons. Children learn to recognize the alphabet and numbers (count) 0-10. Art project time Arts and Craft.
- 10:00-10:15 Potty break
- 10:15-11:15 Outdoor play-weather permitting. Explore the outdoors. Children will learn about trees, leaves, grass etc. Gross motor activities: running, jumping, climbing and riding.
- 11:15-11:30 Potty break
- 11:30-12:30 Lunch time-occasionally served family style. Cleanup and wash hands.
- 12:30-12:45 Potty break
- 12:45-2:45 Story time with teacher and prepare for nap time.
- 2:45-3:15 Potty break. Prepare for snack.
- 3:30-4:00 Afternoon Snack time. Cleanup and wash hands.
- 4:00-5:00 Outdoor play weather permitting. Play outside on the playground.
- 5:00-6:00 Free choice play in learning centers. Teachers interact with the children as they play and Caregivers facilitate fine and gross motor skills development through play with finger paint, markers, paint and rushes, puzzles, blocks, play gyms, vinyl mats, push and pull toys, and riding equipment Potty break - Prepare for dismissal.

Star Bright Learning Academy
Child Development Center
1077 West Avenue Conyers GA, 30012

Holiday/Teacher Workday Care 5-12 years of age

- 6:30-7:30 Staff members greet children and parents and assists with storage of personal belongings. Children are provided opportunities for free choice play in learning centers (reading, listening, dramatic play, art, manipulative play, music). Potty break-children are taught proper hand washing technique during each break.
- 7:30-8:00 Wash hands and faces. Potty break.
- 8:00-9:00 Breakfast children are encouraged to develop self-feeding skills Cleanup and wash hands.
- 9:00-10:00 Potty break. Wash hands and faces. Circle Time and story with the teacher, the children will be a Early literacy activities: Pre-reading and math lessons. Children learn to recognize the alphabet and numbers (count) 0-10. Art project time Arts and Craft.
- 10:00-10:15 Potty break
- 10:15-11:15 Outdoor play-weather permitting. Explore the outdoors. Children will learn about trees, leaves, grass etc. Gross motor activities: running, jumping, climbing and riding.
- 11:15-11:30 Potty break
- 11:30-12:30 Lunch time-occasionally served family style. Cleanup and wash hands.
- 12:30-12:45 Potty break
- 12:45-2:45 Story time with teacher and prepare for nap time.
- 2:45-3:15 Potty break. Prepare for snack.
- 3:30-4:00 Afternoon Snack time. Cleanup and wash hands.
- 4:00-5:00 Outdoor play weather permitting. Play outside on the playground.
- 5:00-6:00 Free choice play in learning centers. Teachers interact with the children as they play and Caregivers facilitate fine and gross motor skills development through play with finger paint, markers, paint and rushes, puzzles, blocks, play gyms, vinyl mats, push and pull toys, and riding equipment Potty break - Prepare for dismissal.

Administration and Staff

Star Bright Learning Academy has a Director, an Assistant Director, and Staff who work collaboratively to provide the services mentioned.

Director

Hello, I just want to show my gratitude for choosing Star Bright Learning Academy where we put little minds to work. My name is Jacqueline Cooper, and I am the owner and director of Star Bright Learning Academy. I have experienced in working with kids and education for over 8 years. I have had a vision of working with young creative minds Therefore I started an in-home daycare and after several years in my home the need came to grow my vision. Further with Thank you for helping me grow my vision and mission in choosing Star Bright Learning Academy for daycare needs.

Director

Hello everyone! My name is Courtney Sanders, and I am also the owner and assistant director of Star Bright Learning Academy. I want to personally thank you for trusting in us for your childcare and education needs. Putting little minds to work is the future for our kids today.

Staff

Our administrative team and board of directors hire well-qualified staff to work with the children. Each classroom has a full-time staff member who holds, at a minimum, a Child Development Associate Credential or a Bachelor of Science degree in Early Childhood as well as experience in early childhood centers. All full-time and part-time staff satisfy the Georgia Department of Early Care and Learning: Bright from the Start 10-hour training requirement. Each staff member has passed the required criminal background check. All staff complete a minimum of twelve hours of in-service training each year in addition to our monthly staff training sessions. Star Bright Learning Academy facilitates continuous professional development opportunities for the staff.

Additional qualified assistants support our regular staff and come to us through the local colleges and technical schools. Students may visit the classrooms to complete their course-required observations. These students observe and may interact with the children but are not caregivers counted towards the student-teacher ratios. If there is a change in staff, we will always inform you about the change in personnel and ask for your support during the transition period.

Admission Procedures: Registration, Tuition, and Fees

Admission Procedures

Star Bright Learning Academy admits children ages 12 months (walking) to 5 years of age. Star Bright Learning Academy and all its agencies do not discriminate based on race, gender, religion, or ethnic background. Parents/guardians need to complete a registration form that includes information on family background, emergency contacts, health issues, statement of fees, attendance policies, behavior management, and provide parental releases for photography, videotaping, and field trip participation. All registration forms must be kept current; if you move, change emails, change telephone or cell phone numbers, please contact the office at once. Our school year runs from August to June with closings based on the calendar for [name] County Public School's calendar.

In order to be considered for enrollment the following forms must be submitted:

- Enrollment Form
- Emergency Medical Authorization Form
- Birth Certificate
- Medication Authorization Form (if applicable)
- Field Trip Permission Forms
- Immunization Form
- Family Agreement
- Authorization to Dispense External Preparations Form
- Food Allergy Action Plan (if applicable)
- Special Care Plan for Asthma (if applicable)
- Special Care Plan for Diabetes (if applicable)

We will make all of the necessary forms available to you and help you with any questions. Please thoroughly review the handbook and forms before signing the family agreement. A parent / guardian planning to withdraw their child from Star Bright Learning Academy, must notify the director in writing and provide ten days' notice.

Registration Fee

A school year registration fee of \$70.00 is required for each child at the time of registration and/or enrollment renewal. This is non-refundable fee and is not part of the tuition fees.

Tuition Fees

Tuition fees are set by Star Bright Learning Academy, and we constantly strive to assure modest rates. Taken into account are low student-teacher ratios that ensure high quality learning as suggested by NAEYC.

Tuition Rates

The tuition rates are as follows and apply to the hours of operation **of 6:30 a.m. – 6:00 p.m.:**

Late Pick-Up Fees: \$5.00 for first five minutes, \$1 per minute afterward

Registration Fee: Annual fee- \$75.00 nonrefundable

Weekly payment:

| | |
|----------------------------------|---------------------|
| Infants (6wks – 1yrs.) | \$180.00/wk. |
| Toddlers (1yrs. – 3yrs.) | \$180.00/wk. |
| Preschool (3yrs. – 5yrs.) | \$160.00/wk. |
| Before school Care | \$55.00/wk. |
| Afterschool Care | \$50.00/wk. |
| Before/After School Care | \$75.00/wk. |
| Non-School/Summer Days | \$75.00/wk. |
| Drop in (if applicable) | \$35.00/day |

Vacation Days: Full payment due

In addition, on-site before and after care is available from **7:00 a.m. – 8:00 a.m.;** and from **4:00 p.m. – 6:00 p.m.** This additional service of care is charged weekly at the rate of \$75.00 per hour/per week.

Payment of weekly rates apply year-round including teacher planning days, legal holidays and any student absences (including illness).

Sibling Discount

Families with two children enrolled in the center will receive a discount. In such cases, the first child's tuition will follow the regular rates; additional children will have their tuition discounted by \$5 per week.

Payment Schedule

Tuition payment is due before service is rendered. Payment is due each Friday prior to the starting week. Late payments will incur a penalty fee of \$10.00, per day, to be applied to all accounts where tuition is not paid on/ before the due date.

- Weekly: The payment is due on Monday of each week or on the first day of attending school. If the payment is not received a \$25.00 late fee will be added to the account.
- Monthly: The payment is due the first business day of each month or the first day of attending school. If the payment is not received a \$60.00 late fee will be added to the account.
- **It must be understood that in order to hold a child's slot payment must be made regardless to attendance. **Tuition is based upon a contract not attendance.**

Non-Sufficient Check

You may pay by cash, check (made payable to "Star Bright Learning Academy") at the office or by credit or debit card online. If a check is returned, we will notify you and will require payment in cash plus \$30.00 to cover the service charge. After the second returned check, we will accept electronic payment. Tuition discounts are offered to parents that agree to monthly ACH withdrawals.

Accounts that become in the arrears by 2 weeks are subject to suspension from the program and are subject to termination after 30 days. Accounts that have been terminated for non-payment are subject to a new registration fee. Children that have been suspended or terminated for non-payment will not be allowed to return to the center until FULL payment and ALL late fees have been paid and the account brought up to date.

No account may go into deficit. **THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS POLICY.**

Tuition payments may be made directly at the preschool by credit/debit card, check or money order only. **NO CASH PAYMENTS ARE ACCEPTED at the preschool. All Tuition is still required if a child does attend or does not attend to keep their slot open.**

Tuition payments must be placed in the payment drop-box if after hours. Receipts are distributed on a weekly basis but may be issued earlier upon request. Year-end statements for income tax purposes can be provided by Star Bright Learning Academy or visiting the Pro care app.

Any adjustments necessary due to *extended* closure of school due to natural disasters will be dealt with as necessary.

Parents receiving subsidies are required to pay the difference between their tuition rate and the subsidy. For example, if your tuition rate is \$150.00 per week and your subsidy pays for \$100.00 per week, you are responsible for the \$50.00 difference per week. **No tuition credit will be given for absences (even due to illness) or vacations.**

Late Pick Up and Fees

In case of late pickup, the parent must call the school at (470) 207-7326, NO LATER THAN 5:30 P.M. The phone call allows the Director and/or classroom teacher to reassure your child that she/he has not been abandoned. A late fee of \$5.00 for the first five minutes and \$1.00 for each

minute after 6 pm will be assessed. Chronic lateness may result in your child being dropped from the program. **This policy will be strictly enforced.**

If your child has not been picked up within one hour of closing time, the proper authorities will be called which may include: Conyers County Police and/or the Department of Children and Families.

Attendance: Arrival and Dismissal Procedures

Arrival Procedures

All children must be brought to their classrooms escorted by their parents and signed in on a daily basis. Arrival is the time for parents, children, and staff to start the day off by greeting one another, sharing information and settling in. Family members, parents, guardians, or relatives must be listed on the emergency contact forms to be considered pre-approved for drop-off and pick-up. Children should arrive by 8:30 a.m. in order to take advantage of the entire morning program. In order to facilitate the transition at arrival, please encourage your child to: say good morning, sign-in, and wash his /her hands, leave toys and/or inappropriate books in your car.

Parking

Parents may park in the designated parking spaces. Please **do not block the emergency pass** through lane or park in front of the building.

Dismissal Procedures

All children must be signed out on a daily basis. Departure from the center is a time for reconnecting, sharing information, and gathering items to go home. Please call ahead if you are going to be late (see “Late Pick Up and Fees” section). Only those people listed on your emergency contact form may pick up your child. Written permission for an exception will be permitted if the *parent* sends a handwritten note or fax to (470) 207-7326. You must also call to inform us that the fax was sent. Please let these people know that ***we will ask them for a photo I.D.*** Please check your emergency contact form to make sure it is complete and updated. Remember that the person picking up your child must be at least 18 years of age in order to sign him/her out.

Transportation Verification:

Daily: Your child must be signed in upon arrival and signed out at dismissal every day by the adult who receives drop off and/or facilitates pick up. The time and full signature, NO INITIALS ALLOWED, must be written on the attendance sheet. Georgia Child Passenger Restraint Law requires children under 4’9” tall and eight years old to ride in a child safety seat. The driver is held responsible for compliance with the law. Violators of Georgia Child Passenger Restraint Law will be liable to the penalty and fees. They may also be reported to the Department of Child and Family Services for negligence. **Please do not leave any child in the car while you run in to the class to sign your child in.** Besides being against the law, it is also dangerous. Our children are very curious and have been watching you drive for a while and may want to try it out if they are left on their own even for a short time. **In our Star Bright vehicles, all passengers will be buckled in.** Transportation to and from our program is the responsibility of the parent. Field trip transportation is arranged by our staff and will be provided to and from the after-school site by chartered bus. The vehicle will have a licensed driver. The staff will maintain a roster of children to be transported and check attendance before loading the vehicle, upon arrival, upon unloading, entry and exit of field trip locations. We will maintain a record of all transportation (e.g., location, times, directions, etc.), a copy of your child’s emergency medical information (special care plans, medication, authorizations,

etc.), and an annual vehicle inspection form on the vehicle. All staff members have evidence of First Aid and CPR training.

Attendance/ Absences:

Regular attendance is a requirement of tuition subsidy programs. It is important that your child attends every day in order to receive the maximum benefit of this program so that your child is prepared to succeed in school.

Please note: It is a state requirement that parents/guardians comply with the center's attendance policy as well as any of its other policies and procedures. The state Pre-K program allows a center to dismiss a child who does not follow these rules.

Birthdays

Birthdays are special times to celebrate. Please speak with your child's teacher regarding birthday celebration guidelines specific to his / her classroom. If you do not celebrate birthdays, please inform the Director and your child's teacher. **Also, outside foods are not allowed. This includes goodie bags filled with food items during the holidays and birthdays. All allergies and food omissions must have a statement from a doctor and a copy of the form will be placed in the child's file and in the kitchen.**

The following are alternative ways to celebrate special occasions.

Non-Food Ideas

- A puzzle/book/educational toy to be used in the classroom.
- Cultural toys/outfits for the classroom
- Stickers
- Toothbrushes
- Notebooks, pencils, crayons, markers, and/or erasers

Non-Food, No-Cost Activities

- Plant/teach art and/or craft activities.
- Share one or two cultural activities
- Volunteer for a day

Please be considerate of all children's feelings when a birthday is to be celebrated outside of school. If the entire class is not invited, distribution of the invitations is up to the family. The teachers will happily distribute invitations if the entire class is invited.

Child Abuse and Neglect

Staff members are required by law to report any suspected cases of child abuse or neglect. Please see the brochure from the Department of Children and Families for more information.

Communication: Home-School Connection

A strong home-school connection ensures that the child will benefit greatly from their school experiences. We support families by providing information and support that connects the home and school so that your child can develop his/her fullest potential. There are many ways a parent may become involved at our school.

Parent-Teacher Communication

- Bulletin boards in front of each classroom
- Activity documentation within the classrooms

- Parent-Teacher conferences*
- Newsletters
- Informal arrival and dismissal sharing

*Parent conferences are scheduled twice per year, in November and in April. Please see your child's teacher to schedule specific dates and times. For more ways to connect home and school, please see the section under "Join Us!"

Cultural Sensitivity Policy

Star Bright Learning Academy is committed to diversity and cultural sensitivity. We do not discriminate based on race, gender, religion, or ethnic origin. Many cultural events are incorporated in our program, such as the celebration of birthdays and holidays. Families who do not participate in these celebrations at home and wish their children to be excused from such celebrations need only to speak to the Director of the program. We will honor the wishes of each family with sensitivity and diligence.

Culture and family traditions are a part of our regular learning experiences. Families are invited to share their culture and traditions, especially foods and recipes that are enjoyed at home and at family celebrations. We will adopt these ideas into our curriculum and routines.

Discipline Policy

We believe that children learn by doing. Conscious discipline, redirection, and positive guidance regarding appropriate behavior, are our methods of teaching children self-control and self-discipline. At Star Bright Learning Academy discipline does not take the form of a punishment. Children encounter situations in their everyday environment that require them to problem-solve. We provide a safe environment in which your child can have a safe outlet to handle these situations in a positive and productive way.

Dress

Children are expected to be dressed in comfortable clothing appropriate for active play according to the weather. Children work in the garden and many other "messy" activities as part of our hands-on curriculum, they **will** get dirty. Please do not send them in clothes reserved for special occasions. In addition, all children need an extra set of labeled clothing left at school. Please place this set of clothing in a plastic bag labeled with the child's name on the outside. **Please dress your child in safe, close-toed shoes such as tennis shoes or sneakers for safety.**

Lost clothing is a problem most of us cannot afford. Help us and help yourself by clearly marking your child's name on jackets, sweaters and changes of clothing.

Small hair ornaments are not recommended for infants and toddlers, as they can fall out and pose as a choking hazard. In cases where children are old enough to wear beads in their hair, please make sure that the beads are secure and will not fall out.

Emergencies

Closing

In case of an emergency closing during the school day, the director shall notify parents by email or telephone. Parents are asked to pick-up their children within one hour of being notified. The school follows the county DOE schedules and directives, therefore, if Conyers County DOE announces over the radio, TV, or Star Bright Learning Academy website that it will close due to weather emergency or other conditions, the will also close. We urge each family to have a plan

for emergency closing during school hours. Please make sure that our office has your current emergency contact information.

Fire Drills

The director conducts fire drills once a month at different times during the day to make sure that we are prepared in case of a fire. The Director will notify you by email or telephone in the event of any emergency. Please see procedures posted on the parent bulletin board.

Lockdowns

In case of a lockdown, our first responsibility is the safety of the children. We will not release children to anyone without proper identification. Please register family or friends with Star Bright Learning Academy's emergency system so that you are informed of procedures.

Family Expectations

It is inappropriate for any child, family member or guardian, to be physically violent, verbally abusive, or engage in disruptive behavior toward another child, parent/ guardian, relative of an enrolled child, or personnel. This policy includes sexual harassment. For the protection of the children and personnel, such conduct will not be tolerated, and any person engaged in such behavior will be immediately removed from the premises by either an administrator or local law enforcement. Inappropriate or disruptive behavior, by child, parent, guardian, or relative of an enrolled child may be the basis for termination of the child's enrollment. Please note that employees are prohibited from "babysitting" after hours. Employees who do so are subject to employment termination.

Generous Donations- Thank you!

Donations are gladly accepted. If you would like to make a donation, please see the classroom teacher or Director and a "wish list" of recommended items will be provided to you. All large donations should be given to the Director. She will assign the donations to the appropriate classrooms.

In addition, we can always use: "gently" used toys, books, buttons, greeting cards, purses, ribbons, calendars, tiles, dramatic play props, spools, phones, jewelry, dress-up costumes, collage materials, and paper/ plastic recyclables.

Many employers offer matching gifts for your generous contributions.

Health and Safety Policy

Health Care Documents: Immunizations / Physicals

Our school only accepts children into our program with a current physical examination and an up-to-date immunization certificate. No child is allowed to attend if the physical or immunizations forms are outdated. **It is the responsibility of the parent to ensure that their child's health records are current and accurate.** Parents may submit a notarized statement if an exemption for religious reasons is requested.

Accidents

All accidents, no matter how small, are reported by the teachers or Director to the parent on the appropriate form by the end of the school day. The parent will immediately be called by the Director in the event of any serious accidents/ injuries and for all accidents/ injuries above the neck. Parents will be asked to sign the form, return it, and the form will be kept on file. In case of severe emergency, we will call "911" and then the parent(s).

Parents /guardians are responsible for and expected to share any accidents and injuries that occur off the pre-school premises so that when the child comes to school with bruises or injuries, we are knowledgeable about the situation.

Biting

Biting is a typical phase of development for children between the ages of 15- 36 months and is one way to express feelings and relieve tension. When a child is bitten, we respond by following normal accident procedures.

Our teachers work with the child to help him/ her understand that biting is not acceptable behavior. However, in cases of repeated occurrences, the Pre-School Director will work with the family to develop a behavior modification plan.

Information about Infant and Toddler Care

Primary Care

Each child will be assigned a primary caregiver who is responsible for the child's well-being in the classroom and charting the child's progress; for communicating information and concerns to parents; and for that child's well-being in the classroom. Work schedules of all staff will be posted and arrangements for conferences should be made with the lead teacher.

Curriculum

Children in the toddler classrooms follow a daily schedule which is posted. Teachers plan developmentally appropriate experiences daily, focusing on the individual and differentiated needs of the children, and work with the children individually as well as in small and large groups. We place great emphasis on routines and self-help skills.

Toilet Training

We are more than happy to encourage potty training as long as the child is ready (usually between the ages of two and three years old). The process needs to begin at home for approximately two weeks with success before it can be successfully implemented at the center. Parents will be responsible for supplying pull-ups and wipes. **Children will be allowed to come to the center in cotton training pants/underwear after the child has been accident free for two consecutive weeks, in pull-ups. Communication between the parent and the caregiver is imperative during the transition from diapers to toilet.**

Diapers

Parents are required to provide an ample supply of diapers and wipes. The preschool does not store any EXTRA diapering items. It is also the parent's responsibility to check periodically to determine the need to replenish these items. Each child has his/her own clear labeled diaper bin, either in infant/young toddler or older toddler/preschool room, depending on the age of children. Diapers are checked frequently and changed every 2 hours, or more often if required. Diapers containing feces are changed immediately. The diaper changing table is cleaned and disinfected immediately between each diaper change and hand washing of childcare provider and child is performed after every diaper change.

Food

Please complete and submit the infant and/or toddler feeding plan as applicable. At one year of age, children are introduced to new foods and follow our regular lab menu, including whole milk, unless medical restrictions are noted by a physician. Meals are provided with portion size

as outlined in our food program. Mothers who are breast-feeding are encouraged to come during mealtimes. Please speak to the Director for more information.

Join Us!

PTA

Our parents are very involved, and we are all partners when it comes to your children! They help organize fund-raisers, field trips, amazing initiatives, and meet on a regular basis. They will communicate dates and times for you to become involved. Please join!

Parent Orientation/ Open House

The staff will hold a Parent Orientation/Open House at the beginning of the school year. This is an opportunity to learn about the policies of the school, meet your child's teacher, and visit the classroom for a "model" day.

Parent Visits

Parent visits to the center during the school hours are welcome and encouraged. There are also many opportunities during the year for parent help in projects and as chaperones on field trips. Parents may plan classroom visits with the teachers, or you may visit any time you wish (see "Open Door Policy").

Kaleidoscope of Activities

Enrichment

Our school is so fortunate to be able to take advantage of the many local cultural programs offered. We occasionally offer enrichment classes for preschoolers during the year. The classes are held once a week and include areas such as creative movement, sports, art, dance, and piano. These classes are in addition to our regular pre-school programming and, as such, an additional fee is charged for participation. Classes are limited in size and age groups.

Field Trips

Our program of activities includes visits to special places within the community. We take special precautions to ensure safety. We will notify you in advance of planned field trips and will require your written permission for your child to attend. Field trips are treated as enrichment programs and the cost for the entrance fees and transportation costs are above and beyond the tuition fees and must be paid prior to the child attending the field trip.

Parent chaperones are always welcome. Chaperones must be 21 years or older and are utilized on a first-come-first-serve basis. At times, parent chaperones that participate in field trips will be asked to pay for their own admission and may be asked to drive their own vehicle to the place of visit. Only children who are enrolled at the time of the field trip are eligible to participate.

Language and Culture

Language and Culture

The families come from diverse backgrounds and speak different languages. At the Pre-School we will be sensitive to these linguistic and cultural needs. We encourage children developing their home language skills and the acquisition of a second language.

Medication and Illness Policies

Medication

Written consent is required for ANY medication. All prescriptions must be in original containers labeled with the child's name. Your child will be watched closely once medication is given, to see if any noticeable adverse reactions are happening. Should any adverse reactions be noticed, you will be notified immediately to come and pick up your child. All non-prescription medications must be in the original containers bearing the original label, child's name and age, expiration date and directions for dosages. Please drop off and pick up any medication with the director. The medication will be given according to the times on the prescription. Star Bright Learning Academy will not administer medication to a child longer than two weeks, unless there is written authorization from your physician. In addition, we will administer emergency care to any child who has asthma or allergies and needs to be treated with an inhaler or antihistamine in accordance with the instructions provided by the child's doctor. We will review our policies annually in order to assure that it meets the requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12181-89 and its implementing regulation, 28 C.F.R. pt. 36.

Illness and Injury Policy

Please do not send your child to school ill. We operate under Georgia Childcare Licensing regulations that do not allow actively sick children to be in the classroom. The staff is trained in First Aid/ CPR and recognizes the signs of communicable disease and other illness.

If the child needs to be sent home because of illness, the Director will call the parent and the child must be picked up within the hour. The Pre-School has only limited facilities to make your ill child comfortable and we must guard the health of others in the pre-school. When the parent cannot be reached, the person listed as an emergency contact by the parent will be called. The child will be released to that person. Re-admittance to the program is allowed after 24 hours of normal temperature (below 99 degrees), and/or no other signs of illness for 24 hours, or by a doctor's signed statement. **Tuition is still due if child is out.** _____

A written statement of good health from a doctor will be required to return to the school when:

1. A child has contagious symptoms (e.g., vomiting, diarrhea, fever, rash or others listed on the Communicable Disease chart).
2. A child has a diagnosed communicable disease (strep, head lice, pink eye, impetigo, etc.). We do not require a statement when a child has had chicken pox, but we will do a visual check to make sure all the pox are dried.
3. A child has undergone surgery or has been hospitalized.

Children returning with signs of illness or disease will be refused admittance. If a child is well enough to come to school, it is expected that s/he will participate in all activities.

In the event of a medical emergency the director will immediately call 9-1-1 and notify parents. Staff members will initiate life-saving techniques as appropriate. We will remove other children from the area and the director will call the parent(s) as applicable. Your child will be transported by emergency medical services to **Piedmont Rockdale Hospital 1412 Milstead Ave Conyers Ga.** _____ After the crisis, the staff will complete an incident report and turn it into the director. The director will inform Bright from the Start within 24 hours of incident.

Notification of Communicable Diseases

Parents are responsible for notifying the Director of the center IMMEDIATELY upon learning that their child has a communicable disease. Parents of every child enrolled will be notified of

communicable diseases that occur in within 24 hours. The Health Department will be notified within 48 hours of any suspected outbreak of noticeable communicable disease.

Too Cold, Too Hot

The state requires students to spend time outdoors each day. A special needs care plan or doctor's statement is required to make an accommodation for special needs. We also believe in the need for fresh air and outdoor play. When it is too cold (below 50 degrees) or too hot above 98 degrees) outdoors, we take a brisk walk outside or provide alternate indoor activities.

Sunscreen and Sun Injury

Living in such a warm climate has made us all aware of the impact of the ultraviolet rays of the sun. Parents are urged to apply sunscreen on their children before they come to school. If a child does receive a sun injury, we will follow the Illness Policy. If sunscreen or insect repellent are sent to school, parents must complete and Authorization to Dispense External Preparations form before the staff can apply it.

Tooth Brushing

Each classroom will have a daily supervised tooth brushing activity that models and teaches good dental hygiene and prevents cross-contamination between children, toothbrushes, and toothpaste. To ensure proper hygiene each child will be given her/his own labeled toothbrush and toothpaste which will be stored in a holder or individually marked Ziploc bags and kept out of the reach of children when not in use. Toothbrushes will be changed every three months. Classroom staff will ensure that toothbrushes are rinsed and stored properly after use.

Nap and Rest Time

The daily program includes a quiet rest time as part of the children's daily schedule. Some children may need sleep, others only rest. We try to accommodate each child's rest needs. We want your child to feel comfortable during rest time. The school provides a small blanket and/or crib or cot sheet for rest time.

Nutrition: Food Policies

The center serves breakfast, lunch, and an afternoon snack. Daily menus provide a healthy and well-balanced diet. Portions and balances are in accordance with the USDA and CCFP (Child Care Food Program) requirements. Children from 1 to 2 years are served whole milk. Substitutions can only be made with a doctor's note.

- Substitutions will be made for food that your physician confirms ***in writing*** are harmful to your child (allergies, cholesterol, etc.).
- Religious requirements will be honored, as we are able.
- Other meal substitutions must be healthy and/ or in line with our food program menu.
NO fast foods of any kind will be allowed in the center at any time.

Breakfast is served beginning at **8:00 a.m. and ending at 9:00 a.m.** for the pre-school side; for the toddler side, breakfast begins at **8:00 am and ends at 9:00 a.m.**; this time may vary for the younger groups. For school age students, breakfast will be served between **8:00 a.m. and 9:00 a.m.** Mealtimes are on a set schedule in accordance with CCFP guidelines.

Special diets, including nutrient concentrates and supplements, may be served only upon written instruction from the child's physician. No exceptions or substitutions will be made for children who simply do not care for an item. Each child will receive every item on the menu to encourage, teach, and model the consumption of a balanced

meal. Food is never used to punish or to bribe, nor will a child be forced to eat every item presented.

Eating together is a social learning experience. Children and teachers eat together; teachers eat the same meal in order to demonstrate and role model appropriate eating behavior and manners, proper conversation techniques, and trying new and different foods in a family-style dining experience.

Open Door Policy

Parents are always welcome and encouraged to visit our classrooms at any time. Open-door policy visits are an opportunity for parents to participate and observe their child's behavior. However, if you wish to discuss your child's progress, please make arrangements with your child's teacher to schedule a parent-teacher conference.

Personal Belongings

Each child has a cubby with his/her name on it. This is a special place for each child's jackets, extra clothes, blankets, and most treasured art projects. Please check your child's cubby each day and take-home items such as important communication from teachers or administrators, clothes for laundering, and artwork for display at home.

Past Experience has shown us that toys from home create many problems at school. There are five (5) things *we never allow* at the school: *jewelry, guns, gum, candy, and money.* ***Please leave personal belongings at home or in the car.*** Jewelry such as necklaces and hoop earrings can pose a threat to the safety of the children. We suggest that these items are saved for special occasions. ***Our program takes no responsibility for valuable items brought or worn to school.*** _____

Pre-School Program

We implement the *Abeka Curriculum* in the pre-school classrooms. The *Abeka Curriculum* is based on the principles of active learning and key experiences. Our pre-school children are given opportunities to challenge themselves and advance their learning through art, science, music, literacy, blocks, sand and water, math, logic, language, and physical activities. We provide "hands-on" meaningful experiences that enrich the learning process. Children develop critical thinking skills by direct manipulation of the environment that surrounds them. As adults, we facilitate learning to enable the children to continue moving towards learning success. The children and teachers partner in the learning process. The teacher records and documents daily observations and conduct assessments in order to plan for your child's interests and needs. In addition, we incorporate the Georgia Early Learning and Development Standards (GELDS) of learning in order to align ourselves with Common Core and Georgia Department of Education (GDOE) Performance Standards. Our curriculum meets the state requirements of early learning standards. This year we are very excited to add a focus on Science, Technology, Engineering and Mathematics (STEM) into our curriculum. Ask your teachers (and your child!) about STEM, and learn about how they are engaged in meaningful, hands-on, experiential, inquiry-based activities that teach them about the world!

Quality Assurance

To assure the implementation of best practice in Early Childhood Education, we use the Infant/Toddler and Early Childhood Environment Rating Scales (ITERS and ECERS) to evaluate the space and furnishings, personal care routines, listening and talking, activities, interactions, program structure, and parent and staff interaction.

Resources and Services

Bright from the Start: Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 754 East Tower Atlanta, Georgia 30334
404-656-5957 1-888-442-7735

Georgia Department of Family and Children Services

Please contact the local DFCS office in your county or the local police department.

After hours (between 5 p.m. and 8:30 a.m.) call 1-855-GACHILD

Georgia Poison Control Center

Toll Free: 1.800.222.1222 Local: 1.404.616.9000

Student- Teacher Ratios

Student-teacher ratios meet group size quality indicators as recommended by Georgia Department of Early Care and Learning: Bright from the Start:

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

Disenrollment of Childcare Services

Our school reserves the right to revoke the enrollment of a child (ren) for any of the following reasons:

- Non-payment or excessive late payment of tuition fees
- Violation of the rules and regulations of the pre-school as outlined in this Parent Handbook and Agreement
- Physical and/or verbal abuse of staff or children by parent, child, guardian, or family member

Transitions

Transitioning from one classroom to another can be both an exciting and stressful time for young children as well as their families. We take measures to ensure that each child's transition is an enjoyable experience by taking into consideration his or her chronological age, overall development, and teacher recommendations. Please see your child's teacher for transition guidelines specific to your child's age group and individual needs. Typically, students are promoted each fall unless there is a need to remain with a group for the child's best interests.

Unusual Issues

The Director and teachers are always on alert for unusual issues. These include strangers on the property, unidentified packages, marks or bruises on children, etc. We report each of these to the proper authorities so that they can be addressed appropriately.

Water and Sand Play Policy

All rooms are equipped with covered sand and water tables on wheels. This allows the tables to be used indoors or out. Tables are kept in the classrooms. Teachers provide close supervision to maintain good hygiene practices. Fresh water is used for each session of water play for a group of children and drained when the activity is complete. Clean sand is used and replaced frequently. Sand is securely covered when not in use.

Exceptional Students- Individuality

Each child is a unique individual who will be loved and treasured for who they are by the teachers and other personnel. We recognize that each child has talent, intelligence, and is capable of learning. We strive to create the best learning environment and provide for the needs of each child. Toward this goal, our curriculum varies from child to child as it is structured to meet his/her individual and differentiated needs. Your child may report that s/he is doing something different than his/her classmates. This may be true based on what each child needs in order to progress satisfactorily. We support inclusion of children with special needs and will make every effort to meet the needs of families with children with special needs.

Zero Tolerance

We have a zero tolerance for: mistreatment of children in any form; alcohol, drug, and smoking of any kind on the premises; weapons, guns, or dangerous supplies brought to the school. All chemicals are locked in secure cabinets or stored out of reach of the children.

PARENT-SCHOOL COMMUNICATIONS

Parent Observations/Conferences

Parents are encouraged to observe the classroom from the living room in order to prevent the disruption of the classroom. Conferences are held each October and April to discuss your child's development. Please contact the office to schedule a conference at any other time. Parents are always welcome to drop in and visit or observe any time the center is in operation.

Change of Address/Phone

Families are responsible for updating addresses and telephone numbers for emergency purposes.

Number/Emergency Pick-up

Personal information including telephone number and address are required for all persons authorized to pick up your child in the event of an emergency. Please update these numbers, as necessary. Letters, telephone, or fax authorizations are unacceptable. Children will be released only to those persons listed on the enrollment application form.

Newsletters

Weekly classroom newsletters are sent home on Monday indicating teaching and learning goals for the week. A bi-monthly newsletter is published for administrative purposes to inform parents of upcoming events and relevant information regarding their child. Columns by children, teachers, parents and administrative staff are included.

Information Boards

A parent bulletin board is in the front lobby area. Please refer to this bulletin board for calendars, menus, community resources referrals, etc...

Volunteer Opportunities

We cannot effectively serve your child's needs without your support. We need you! Parents are expected to volunteer one hour per nine-week grading period. Please see the Director to schedule a time or sign in and receive the assignment for the day. Please indicate on

your application for enrollment areas you are interested in and join us at a parent meeting for more information.

Some examples of ways to be involved include:

- Chaperoning on field trips.
- Lending objects for units of study.
- Volunteering as class parent.
- Coming and talking about your job when asked.
- Helping your child at home with the concepts we are studying here.
- Helping your child prepare for "Show and Tell" or "Mystery Box."
- Helping to provide treats or other items for our parties.
- Participating in "National School Lunch Week", "Dads and Books", "Parent Appreciation" (come and eat with your child).
- Serving on the parent advisory committee.

HEALTH

Medication

If your child is on medication and it needs to be administered while he/she is at school, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken. Medication cannot be administered unless there is a signed medication authorization form on file. Medication will be administered at the time or with the meal you specify, and a written record kept. All medication is to be stored at home when the period of use is ended. We keep medications in a locked cabinet or refrigerator. Children may not store medication in a cubby or backpack, nor may they assist the teacher in administration.

We cannot administer any of the following over-the-counter cold medications for children under the age of six years:

- Dimetapp Decongestant Plus Cough Infant Drops
- Dimetapp Decongestant Infant Drops
- Little Colds Decongestant Plus Cough
- Little Colds Multi-Symptom Cold Formula
- Pediacare Infant Drops Decongestant (containing pseudoephedrine)
- Pediacare Infant Drops Decongestant & Cough (containing pseudoephedrine)
- Pediacare Infant Dropper Decongestant (containing phenylephrine)
- Pediacare Infant Dropper Long-Acting Cough
- Pediacare Infant Dropper Decongestant & Cough (containing phenylephrine)
- Robitussin Infant Cough DM Drops
- Triaminic Infant & Toddler Thin Strips Decongestant
- Triaminic Infant & Toddler Thin Strips Decongestant Plus Cough
- Tylenol Concentrated Infants' Drops Plus Cold
- Tylenol Concentrated Infants' Drops Plus Cold & Cough

Please request your pediatrician prescribe an extended-release medication or keep your child in the comfort of your home until he/she feels better.

Immunization Check List

Every child attending Star Bright Learning Academy is required by law to have a Georgia Certificate of Immunization, Form 3231. The rules of DHR public health require the following immunizations of children as a prerequisite to admission to school:

- Diphtheria

- Pertussis (whooping cough)
- Tetanus (lockjaw)
- Poliomyelitis
- Measles
- Mumps
- Rubella
- Pneumococcal
- Varicella (chicken pox)
- Hemophilus influenzae type B
- Hepatitis A and B
- Pneumococcal conjugate vaccine (PCV)

Once the Certificate of Immunization is declared "Complete for School Attendance," no other forms are needed if a child receives additional shots. Parents or guardians that desire to take an exemption for religious reasons must provide a notarized letter.

OPERATIONAL POLICIES

Attendance

Our staff members possess specialized training in recognizing communicable diseases and common childhood illnesses. We rely upon our training, National health and safety guidelines and State rules and regulations to determine exclusion policies. We follow strict handwashing and disinfection procedures.

We ask that you have a back-up person you can call if we have an emergency or if your child is sick. If we have an emergency, the Director will contact you by telephone as quickly as possible so that you can make other arrangements for your child. If your child has a fever of 100 degrees, vomited or had diarrhea within the last 24 hours state guidelines require that they be excluded from group settings. If your child has a green discharge from his/her nose, he/she must be on an antibiotic for 24 hours before he/she can attend. If your child is not feeling well, do not give him/her Tylenol to mask his/her symptoms. If your child vomits the night before and seems fine the next day, he/she is more than likely still contagious to the others. You must wait 24 hours to return to the center. All the children use the same restroom and play with the same toys. They are often very affectionate with each other, and it is very difficult to keep a sick child from infecting everyone else. A child shall not be accepted nor allowed to remain at the center if he/she has a fever of 100 degrees or higher oral temperature and another contagious symptom/illness, such as, but not limited to, a rash or diarrhea or a sore throat.

Illnesses are defined as:

- Fever.
- Conjunctivitis (pink eye) or "cold in the eye".
- Flu.
- Unusual rash.
- Severe cough.
- Rapid breathing or labored breathing.
- Severe cold.
- Vomiting.
- Yellowish skin or eyes.
- Diarrhea.
- Head lice.
- Contagious illnesses (i.e., ringworm, strep throat, impetigo, chickenpox, scabies, etc.)

Illness of any sort which results in your child being too ill to participate in daily activities or that requires additional attention from the teacher. We will not accept a child if any of the above

symptoms are present or have been present within the last 24 hours. If your child exhibits symptoms during the schooldays, we will remove him/her from the group and notify the parent or authorized adult to pick up the child. Parents have *one hour from time of notification* to pick up the child. The child may return 24 hours after a temperature has returned to normal, 24 hours after the child is no longer vomiting, or 24-48 hours (depending on the illness) after the first dose of an antibiotic. If a child receives an antibiotic for an ear infection that child may return to school immediately if he/she has been free of other symptoms mentioned for at least 24 hours. The child is welcome when he/she has only a mild cold and is able to participate in the day's activities.

Arrival and Departure

Each day upon arriving, the parent or guardian is required to sign the child in, noting the time arrived. A time clock or sign-in/out pad, pens, and a clock are all located in the entry. This is to be followed by signing the child out when they leave. This gives us a written record of the child's attendance, hours, and who brought/picked up the child. Parents and staff are asked not to admit unfamiliar people or visitors into the home without escorting them to sign in and receive assistance from the teacher.

Children are released to parents and persons authorized on the appropriate form. Verbal notice and handwritten notes are unacceptable. The emergency contact list you are required to complete designates who may pick the child up if there is an emergency and you cannot contact us. Those on the list should also be people we could call in the event something happened, and you did not arrive to pick up your child.

Please inform your emergency contacts that we will make a copy of their state issued identification. We do not mean to offend them. This is simply a measure taken for the child's protection. Children will be released to either parent unless there is a restraining order or legal documents outlining the custody arrangement on file.

Share Items/Toys

Toys from home may pose a safety hazard or not be developmentally appropriate for group settings, therefore we prohibit toys from outside the school, esp. party favors. Other toys may be recalled by the Consumer Products Safety commission. The only times toys are permitted is for show and tell or homework assignments.

Lost and Found

The lost and found Container is in the classroom. Please see the Director or Administrative Assistant for items.

Naps

National and State health and safety guidelines require that all children be provided a rest period each day. In the event a child does not fall asleep a quiet toy or other activity will be provided.

Birthdays

Please provide three days' notice if you would like to celebrate your child's birthday with his/her class. We have reserved the **2:15-2:45 p.m.** period for birthday games and snacks (cake and juice). Balloons and party favors are not permitted. Please speak with your child's teacher about appropriate games or crafts which can be incorporated in the celebration. **Please get prior approval of themed party ware from the Director.**

Accidents/Injury

Minor cuts and abrasions suffered while at school will receive proper care -- specifically, they will be washed with soap and warm water, an antiseptic and properly bandaged. Treatment will be documented, and the Director will contact you by telephone to tell you how and when the injury occurred. You will be asked to sign an incident report form upon arrival to pick up your child. The form indicates you have been informed of the incident and does not waive any rights. We are also required to log any injuries we observe on your child which have occurred outside of our care.

In the event of a medical emergency requiring medical attention, the Director, the teacher will telephone a parent first, unless doing so endangers the child's life. In that case we will take necessary steps, putting the child first (calling emergency medical services, hospital, doctor, poison control, etc.). If need be, we or emergency medical services will transport your child to Children's Health Care at Egleston 1405 Clifton Rd NE Atlanta, GA 404.785.6000 or the child's pediatrician listed first. We will try to call you in route or when we arrive. If a parent is unable to be reached, we will keep trying until he or she is available.

Emergency Preparedness

We practice fire evacuation and severe weather drills each month. In the event of a fire or physical plant problems we would evacuate the home immediately and gather at the back of the building. If severe weather arises and a tornado or hurricane alert is issued, we will proceed to the center of the home, where the children will crouch and cover their heads. Parents will be notified by telephone. In the event our property is unsafe, the children will be evacuated to {Name, Address, phone number}. Emergency plans are posted for parent viewing

Family Agreement

PLEASE CHECK ALL THAT APPLY:

The school agrees to obtain written authorization from me before my child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep.

TRANSPORTATION: I hereby give do not give – consent for my child to be transported and supervised by the operation's employees. for emergency care

FIELD TRIPS: I hereby give do not give – my consent for my child to participate in Field Trips:

WATER ACTIVITIES: I hereby give do not give – my consent for my child to participate in Water Activities: sprinkler play splashing/wading pools swimming pools water table play

VIDEO/PHOTOGRAPHY: I give permission for my child to be photographed and videotaped for use by or on behalf of the facility for educational, training, curriculum, marketing and similar purposes. Yes No

DAYS/HOURS: Star Bright Learning Academy agrees to provide educational services for my child.

on: (circle all that apply) Monday Tuesday Wednesday Thursday Friday
from _____ a.m. to _____ p.m...

MEALS: The program will provide an afterschool snack which follows United States

Department of Agriculture guidelines. I agree to provide substitute meals which meet USDA

guidelines in the event my child has medical reasons for a substitution and a physician's statement.

MEDICATION AUTHORIZATION: Before any medication is dispensed to my child, I will provide a written authorization, which includes date, name of child, name of medication, prescription number, if any; dosage; date and time of day medication is to be given. Medicine will be in the original container with my child's name marked on it.

AUTHORIZATION TO DISPENSE EXTERNAL PREPARATIONS: I/we authorize [Insert your name] employees' permission to apply one or more of the following topical ointments/preparations to my child in accordance with the directions on the label of the container.

Baby Wipes

Band-aids

Neosporin or similar ointment

Bactine or similar first aid spray

Sunscreen

Insect Repellent

Non-Prescription ointment (such as A & D, Desitin, Vaseline)

Baby Powder

Other (please specify) _____

SAFETY: My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel.

RECORDS: I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, and immunization records, etc.

____ INCIDENT REPORTS: The school agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, exposure to communicable disease, which include my child.

____ CONFERENCES/PROGRESS REPORTS: I am advised that the school will notify me of my child's progress, issues relating to his/her care and any individual special needs.

____ PARENT INVOLVEMENT: Star Bright Learning Academy encourages parents to volunteer and attend all functions. I will receive monthly communication regarding these events and opportunities.

____ NO EMPLOYMENT: I will not solicit, employ, or enter any contract with any employee of Star Bright Learning Academy to perform childcare or similar services under any circumstances without the express consent of Star Bright. If I employ or contract with any employee of Star Bright Learning Academy or person who within one year of the date of such employing or contracting was employed or under contract with Star Bright, I will pay the school a placement fee of \$2,000.

____ PARENT HANDBOOK: I have received, reviewed, and understand the Parent Handbook and related information concerning the school and the educational services provided by Star Bright Learning Academy. I will use the program in accordance with the terms of the Parent Handbook and the policies and procedures made available at the facility. Use of the facility and the services may be denied in the event I do not comply with the terms of this Agreement, or when determined by the administration to be in the best interests of my child or the children enrolled in the afterschool program. The availability of these services are subject to change at any time.

____ REGISTRATION AND PAYMENTS: Registration must be fully completed prior to my child attending the afterschool program. Where applicable, all registration fees and/or tuition fees must be paid in connection with the registration of my child and use of the program.

RECEIPT OF WRITTEN OPERATIONAL POLICIES:

I acknowledge receipt of the facility's operational policies including those for discipline and guidance.

Signature (Parent/Guardian) _____

Date _____

Signature (Parent/Guardian) _____

Date _____