



## Parent Handbook

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Office: (770) 570-8986

**Hours of Operation:** Monday – Sunday (24 Hour Facility)

**Months of Operation:** January thru December

*Serving Children ages 6 weeks to 12 years old*

**Directors:**

***Shanteria Vaughn, BS, MEd, EdS***

**Assistant Directors**

***Janae Maye***

***Brianna Hilton, BA***

## **PARENT HANDBOOK ACKNOWLEDGEMENT**

Welcome!

Thank you for choosing Alphabet Kids Early Care & Learning Academy, LLC. For your childcare needs. We are committed to providing a safe and enriching environment which will asset each child to be successful in their educational journeys. We value the trust each family has in our establishment, and will work hard to continue to earn your trust. We are built on a foundation of inclusion, diversity, opportunity, and innovation. We believe that we can create an environment optimal in the development of each child we serve.

Alphabet Kids Early Care & Learning Academy, LLC. parent handbook is used to outline the expectations, policies and procedure of the school that all families must understand and comply with. You have received this handbook as a partner in your child's development at Alphabet Kids Early Care & Learning Academy, LLC. After reviewing this document, the consent form on the last page must be completed and handed back to administration. This consent form states that you understand and adhere to all expectations, policies and procedures of this learning environment. This handbook will be updated from time to time, and the most up to date copy will be made available to you. Thank you for being a part of the Alphabet Kids Early Care & Learning Academy, LLC. family.

Sincerely,

Miss Shanteria Vaughn  
Owner/Director

## WHO ARE WE?!

### MISSION STATEMENT AND PHILOSOPHY OF EDUCATION

#### Mission:

ALPHABET KIDS EARLY CARE & LEARNING ACADEMY, LLC. is an early childcare and education facility. We are committed to provide a healthy and rich quality education in a safe, secure, nurturing and fun-filled environment. we are focused on the development of the whole child: physical, cognitive, socio-emotional and intellectual. It is our goal to provide enrichment, and to offer a state-of-the-art S.T.R.E.A.M program.

#### Vision:

ALPHABET KIDS EARLY CARE & LEARNING ACADEMY, LLC. was birthed out of and educator's vision to enrich children lies with the gift of creativity, art, math, science, technology, engineering, Spanish, and foundational concepts through education.

### OUR VALUES

At Alphabet Kids Early Care & Learning Academy, LLC., our fundamental mission is to be a beacon of light for the most impressionable minds of our civilization - today's youth. We Believe children who are surrounded with visionary, highly credentialed educators, coupled with diversity and opportunity at a very early age, will have a better chance of becoming successful members of society.

### OUR GOALS

Our goal is to create an environment where both children and their parents can thrive and develop. Alphabet Kids Early Care & Learning Academy, LLC., envisions each family unit as unique with different needs, all deserving respect. Developing relationships with parents, neighborhood communities, and local businesses is an integral component in bringing to life the mission of our company.

## A LOOK INTO OUR PROGRAM

### WHAT WE DO AND WHAT WE BELIEVE

At Alphabet Kids Early Care & Learning Academy, LLC. we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with both the student and the family, we as a school are able to create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences and hands-on learning activities, our student's development and growth occurs every second of every day. We strive to

have the upmost respect and love for all children who walks through our school's doors. We are a family!

## **DESCRIPTION OF AGE GROUPS**

### **INFANTS**

**This age group begins at 0 months to 14 months old.**

In the infant classroom, we follow a wonderful daily flow. No matter what your baby's individual sleeping and eating schedule is, we always come together to make wonderful memories. We enjoy story time together, outside walks, learning circle, sensory exploration and creative art. We also enjoy our days learning lots of songs, reading wonderful stories and interacting with our friends and teachers. We love discovering different textures, size of items, and shapes. We love learning about our weekly themes like shapes, colors, animals and people. Our little ones are always nurtured, cuddled, loved and adored and whenever they need something, we are there!

### **TODDLERS**

**This age group begins at 14 months to 25 months old.**

In the toddler classroom, we explore anything and everything we possible can. Our little one's love wondering around the classroom learning through their senses. Our toddlers have a wonderful daily schedule of group time, outdoor play, meals and snacks, naptime and the most important and fun time of the day, PLAYTIME! During our group time we read books about transportation, family and kindness. We talk about our day, how we feel and what it means to be together in our bright and warm classroom. We enjoy our outdoor playtime and seeing the beautiful nature outside. Our weekly themes consist of exploring our homes, families, pets and animals. Singing and playing our days away is what makes our room so special!

### **OLDER TODDLER**

**This age group begins at 2 years old to 3 years old.**

Our older toddlers love to dance, sing and play. We inspire them to explore the world around them and learn something from everything. Socialization is very important to our older toddlers as the begin to share, use their manners and learn to take turns. In this age group we begin to count numbers and have letter recognition. We enjoy singing our daily songs to teach us about the day of the week, the month and the year. We love diving into our art projects and seeing what we can create with an abundance of materials. We enjoy watching our teachers do exciting science projects and love to watch the students guess what will happen and see their eyes full of surprise! Getting outside and playing on the playground is a part of our everyday schedule. We also enjoy walks around the neighborhood and putting a smile on our neighbors faces

## PRESCHOOL AND PRE-K

**This age group starts at 3 years old and prepares the students for Kindergarten.**

In this age group we focus on our social emotional growth and explore who we are as beautiful, unique individuals. We learn how to work together and how to conquer objectives by ourselves. We enjoy writing our names, learning to read and exploring phonics. We enjoy extreme science projects that make us say “WOW!” and we dive into our sensory bin which helps enhance the learning theme we are studying that week. We often have guest speakers and love exploring the community to supplement our learning. We get outside often to move our bodies and strengthen our fine and gross motor muscles. This age group helps to prepare our students for the next grade which is Kindergarten. Our little ones are well on their way to a successful journey into the older ages!

## SCHOOL AGES (5+)

**This age group starts at 5 years old and offer academic support before and after School.**

In this age group we focus on supporting the child academically before and after school.

## OUR CURRICULUM

### DEVELOPMENTALLY APPROPRIATE CURRICULUM

At Alphabet Kids Early Care & Learning Academy, LLC. we provide our students with a developmentally appropriate curriculum that is based on Georgia standards. NAEYC, which is the National Association for the Education of Young Children, defines developmentally appropriate curriculum as, “NAEYC defines “developmentally appropriate practice” as methods that promote each child's optimal development and learning through a strengths-based, play-based approach to joyful, engaged learning.” We believe this to be the heart of our curriculum. Our weekly lesson plans are developed through our students interests and what grabs their attention. We love to study themes that get them excited, interested and progresses their natural cognitive development. We try our best to meet every child’s individual cognitive and development level and encourage and inspire them to continue to progress this growth.

## ADMISSIONS

### ENROLLMENT REQUIRMENTS

To enroll your child at Alphabet Kids Early Care & Learning Academy, LLC. Your child must be between ages of 6 weeks – 16 years old.

Our center operates in 2 shifts. Our first shift begins at 6:30am and ends at 6:00pm. Our second shift begins at 6:00pm and ends at 5:30am.

## REGISTRATION DOCUMENTS

The following forms must be completed to reserve your child's spot at Alphabet Kids Early Care & Learning Academy, LLC.

- Enrollment Application
- Transportation Form
- Child's Medical Information and Form
- Child's Birth Certificate
- Parent Contact Information Form

## ENROLLMENT FEES

**Our childcare will charge the following fees per child:**

- Non-refundable application fee: \$75 (renewable annually)

## SPECIAL DISCOUNTS

- 10% off sibling discount
- 10% off military discount
- 20% off if you pay 1 full year of tuition

## SIBLING ENROLLMENT PROGRAM

Alphabet Kids Early Care & Learning Academy, LLC. requires advance notice of 3 months for the placement of a sibling into our program. Siblings are given priority into the school but are not guaranteed a spot. Families receive a 10% discount off of the lowest sibling's monthly tuition.

## WAITLIST INFORMATION

To join Alphabet Kids Early Care & Learning Academy, LLC. waitlist, parents/guardians must complete a waitlist application. A fee of \$15 is due at the top the waitlist is completed, and this amount is taken off the child's first week tuition when a spot becomes available. *If a parent wishes to wait and pay the above amount, the center will not hold a spot.*

## CLASSROOM PLAY DATE AND SCHOOL VISITATION

Alphabet Kids Early Care & Learning Academy, LLC. allows a one hour scheduled playdate onsite, one month prior to the child's start date. This must be confirmed and scheduled with

administration. It is the parent's responsibility to schedule the play date so that the administrator can confirm the proper day and time.

### **ANNUAL ENROLLMENT FEE**

Alphabet Kids Early Care & Learning Academy, LLC. requires a \$75 reenrollment fee on the first of August. This confirms your child's spot for the upcoming school year which starts the first week of August.

### **ITEMS TO BRING ON THE FIRST DAY OF SCHOOL**

Your child must have the following on their first day of school

- Pair of closed toed indoor shoes
- Extra set of clothes brought in a Ziplock bag
- A blanket for nap time
- A soft toy if desired for nap time
- Proper outdoor wear
- Diaper and wipes (*if required*)
- Pacifier (*if needed*)

### **UPDATING FORMS FOR YOUR CHILD'S FILE**

Alphabet Kids Early Care & Learning Academy, LLC. requires all parents/guardians of enrolled students to keep their child's forms up to date with their current medical and emergency forms. It is the parent's responsibility to ensure all school forms are current and updated. Administration has the right to not allow the student into the school if any forms are missing from their file after 2 notices from administration.

### **IMMUNIZATION**

All parents are required by the state of Georgia to have current immunization forms completed before enrollment. State Health regulations mandate that children immunization records be kept up-to-date. The county also does an annual immunization inspection of daycares and schools. Therefore, if your child's immunization record is expired over 30 days, your child will not be able to return to the center until his / her record is updated.

### **PAYMENT POLICIES**

### **PROGRAM OPTIONS**

Alphabet Kids Early Care & Learning Academy, LLC. offers the following program's

	Infant	Todd. (Not PT)	Todd. (PT)	Pre-School	School Age	Night Care (after 6pm)
Full Time	\$280	\$250	\$245	\$230	\$200	\$400
Part Time	\$200	\$180	\$160	\$160	\$125	\$400

**PROGRAM CHANGE OF DAYS ENROLLED**

If you wish to change the days your child is enrolled in the program, you must do so with approval from the director. Adding days to your current program, and or switching the day of the week your child is enrolled, *depends on our current space availability.*

**ADDED DAILY RATE / DROP IN RATE**

Alphabet Kids Early Care & Learning Academy, LLC. allows for occasional request for your child to add a day. This depends on space availability and with a 2-week prior approval notice from the director. Our daily rate begins at \$75 based on age.

**WEEKLY TUITION FEE**

All tuition payments are due on Monday for the current week. Our childcare will charge the following fees per child:

- **Ages 3 and up:** \$230
- **Ages 24 months - 35 months:** \$250
- **Toddlers 13 months - 23 months:** \$250
- **Infants 6 weeks - 12 months:** \$280
- **Before/after school enrollment:** \$125 per week
- **Drop in care (not to exceed 2 days per week):** \$75 per day
- **Drop in Overnight Care (not to exceed 2 days per week):** \$80 per day
- **Night Care:** \$400 per week
- **Transportation:** \$80 per week

**FIELD TRIP FEE**

Time outside the classroom is a fundamental component to our program and Alphabet Kids Early Care & Learning Academy, LLC. Field trips and special outings reinforce learning and allow opportunities for further discovery. Generally, field trips are taken with small groups of children to deepen and strengthen both the experiences and the relationships among the participants. These trips may include visits to the park and other natural areas, visits to nearby restaurants and shops, and outings to various sites around the City McDonough.



Children are supervised closely and accounted for at all times during field trips. Classroom educators communicate with families regarding details of upcoming trips and fees (if needed). A permission slip must be signed by parents for children to participate. Parents are encouraged and welcome to attend field trips with their children. Transportation will be provided by the center for all children who participates in center field trips. Children will not be able to ride with parents. If a parent wish for their child(ren) to ride with them, the child must be signed out properly. Parents who signed up to attend must drive their vehicles to and from the location of the trip.

### **LATE PAYMENT FEE**

At Alphabet Kids Early Care & Learning Academy, LLC., our mission is to help the family as a whole, therefore we strongly encourage an open dialogue concerning any family struggles that may cause late payment. Families who fail to contact the office with payment arrangements will be charged \$10 each day until a maximum of \$50 has been reached. If the maximum of \$50 has been reached the child will not be able to attend until the payment has been settled. We urge parents to speak with the staff before measures such as this, are taken.

### **PAYMENTS THAT ARE RETURNED**

If a payment is returned the parent will have until noon the next business day to process the payment. If the payment is not processed before noon, a late fee will occur on the account.

### **EVALUATION OF TUITION RATES**

All families will be notified of any changes of tuition rates 5 months prior to when they come active. The enables are family time to be aware of the changes in prices and to contact administration with any questions.

### **ABSENCE FEE**

Alphabet Kids Early Care & Learning Academy, LLC. does not offer tuition refunds or make up days.

### **VACATIONS**

Families who choose to remove their child from the center for 1 week, must pay 50% of the child's tuition to reserve their current spot.

### **LATE PICK-UP CHARGE**

Because late pickup negatively impacts the children and staff, it is heavily fined. The center is 24 Hours however the children cannot stay in care for more than 10 hours a day and may not be enrolled for more than one shift at a time. If you realize you are unable to pick up your child at the end of the shift they were originally signed up for, please contact the center as soon as possible to alert us. Per the parent policies and procedures, The Department of Family & Children Services will be contacted, for any child not picked up by the end of their shift. A late fee is assessed per child per minute and must be paid at the time the child is picked up. If the late fees are not paid at the time of pickup, the fee will be due before the child(ren) can return to center. **A \$3 late pick-up fee occurs every minute the family is late.**

If parent and/or guardian is not at pick up or drop off location for children who use Alphabet Kids Early Care & Learning Academy transportation, the staff will wait 5 minutes and will return to the building after route has been completed. The parent will be charged \$3 per child per minute the driver is waiting. If the child isn't picked up from the drop off location after 5 minutes, the driver will return to the building and contact parents. The Department of Family & Children Services will be contacted, for any child not picked up by the end of their shift.

## HOLIDAYS

Alphabet Kids Early Care & Learning Academy, LLC. Provides full day, year-round care; however, the school is closed periodically for traditional school holidays and to provide professional development opportunities for the entire School staff.

Family should consult the school calendar for dates when the school is closed. Since tuition is based on a weekly budget there are no discounts for school closings. In the event of harsh weather, we will operate on Henry County Public School modified schedule. In the event of a declared emergency or disaster, the city reserves the right to modify the schedule as needed.

### Holiday observance days:

- **New Year's Eve**
- **New Year's Day**
- **Martin Luther King Day**
- **Presidents Day**
- **Good Friday**
- **Memorial Day**
- **Juneteenth**
- **Independence Day**
- **Labor Day**
- **Veterans Day**
- **Thanksgiving Day & Day After**
- **Christmas Eve / Christmas Day**

## WEATHER POLICY

Alphabet Kids Early Care & Learning Academy, LLC. may close due to harsh weather conditions. No discounts are given. The owner/director of the school will monitor local news to address when the school must close early or cancel operations for that day and the parents will be

notified through email or a direct phone call. In the event of harsh weather, we will operate on Henry County Public School modified schedule. In the event of a declared emergency or disaster, the city reserves the right to modify the schedule as needed.

## WITHDRAWAL AND DISCHARGE POLICY

### WITHDRAWING FROM THE CENTER

If you wish to withdraw your child from Alphabet Kids Early Care & Learning Academy, LLC., 2 weeks written notice is required.

### DISCHARGE POLICY

Alphabet Kids Early Care & Learning Academy, LLC., has the right to terminate a child's enrollment under specific circumstances. These include any child who after many attempts does not progress in their behavior and whose behavior is affecting the large group as a whole. This also includes any child whose needs cannot be met by the school's philosophies. Many attempts will be made prior to help the child thrive in our environment. These include observation notes, therapy referrals and tactics to be used at home and onsite at the school.

The following measures will occur prior to dismissal of a student from the school:

1. The teacher will document the student's behavior by providing detailed notes, with dates and other insights into why the situation occurred and what happened.
2. The director, parents/guardians, and teachers will meet to discuss any behavior concerns.
3. A Behavior Plan for the Individual is created and agreed on by all parties including staff, parents and administration. Behavior therapist and consultants may be used to support the staff when working with the child.
4. Staff and parents/guardians will have frequent communication to evaluate the success of the behavior plan.

When the efforts to bring about change have been exhausted, parents/guardians and the director and owner will meet to determine the next course of action. **The school and its staff reserve the right to determine any disputed factual matters regarding termination of enrollment.**

## ARRIVAL AND DEPARTURE

### ARRIVAL PROCEDURE

The school will be open for 24 hours; however, each child would need to be dropped off at the start of the shift they have originally enrolled in. Parents must sign in all children every day. Please arrive promptly to retrieve your child and find out your child. Parents arriving late must adhere to the late policy.

Upon arriving to the school, parents must pull up in the designated pick up and drop off spot in the front of the building. Parent's must walk their child up to the front door. The teacher will be

ready to sign the child in and assist the child with putting their belongings away. **Drop off time is between 6:30 am and 9:00 am.**

## DEPARTURE PROCEDURE

The allocated pick-up time is from 2pm to 6 pm daily. If you plan to pick up your child earlier, please notify the administration prior through phone and/or email.

## PICK UP AUTHORIZATION

For safety of the child, the only people authorized to pick up a child are those designated by the parent/guardian on the child's approved pick-up list. If a child is to be released to anyone other than the person(s) listed, a written note authorizing pick up must be received prior to pick-up time.

### **Pick Up Authorization Process:**

- Parents/guardians must inform Alphabet Kids Early Care & Learning Academy, LLC., (call, leave a note at drop off) of the name of the person who is picking up their child on any day when they themselves are not.
- The "Authorized Pick-Up Person" *must be at least 18 years old* and may be asked to provide a photo ID to the staff.
- This authorization shall remain in force until edited or rescinded in writing by the signers of this authorization.

## GENERAL EMPLOYEE INFORMATION

### STAFFING AT ALPHABET KIDS ECLA

Alphabet Kids Early Care & Learning Academy, LLC., always provides sufficient number of staff, for the capacity of each classroom. This means that student to teacher ratios is always followed. A detailed staffing plan is maintained and kept in the office.

### WHAT MAKES OUR STAFF SPECIAL?

Our staff are able to demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development. Factors contributing to the attainment of this standard include:

- Emotional maturity when working with children.
- Cooperation with the purposes and services of the program.
- Respect for children and adults.
- Flexibility, understanding and patience.
- Physical and mental health that do not interfere with childcare responsibilities.

- Good personal hygiene.
- Frequent interaction with children.
- Listening skills, availability and responsiveness to children.
- Sensitivity to children's socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities.
- Use of positive discipline and guidance techniques; and
- Ability to provide an environment in which children can feel comfortable, relaxed, happy and involved in play, recreation and other activities.

## GENERAL EMPLOYEE CLASSIFICATIONS

Alphabet Kids Early Care & Learning Academy, LLC., has the following employees on staff to ensure proper supervision and learning environment.

- **Owner:** The owner is in charge of and oversees all elements of the program. The owner handles all business in regard to the city and state. The owner oversees the business finances and the business as a whole.
- **Director/Asst. Director:** The childcare director shall be responsible for the planning and supervision of the program and activities of the children; orientation to newly employed staff; on-site supervision of all staff; and in-service training.
- **Lead Teacher:** A lead teacher is responsible for the academic, social-emotional growth and development of children in their care who are in their care. The main focus for our lead teachers is to work with parents, administrators and other teachers to improve students' experience and meet teaching goals. Additionally, lead teachers plan, evaluate and improve the physical environment of the classroom to create opportunities that meet the changing needs of their students.
- **Assistant Teacher:** The assistant teacher will support the lead teacher in general supervision of the class, and the overall classroom management. The assistant teachers' duties are the following but not limited to, assist in planning and implementing activities to meet the physical, emotional, intellectual and social need of students, assist in teaching social emotional management and independence, assist in the creation and planning of activities, class project, field trips, and other program activities, staying on task and following the daily schedule, and helping to communicate to parents.
- **Floater and Substitutes:** The floater/substitute position act as a support for all teachers in the classroom. This person is required to have all of the same qualifications as an assistant teacher and have the correct paperwork on file.

## YUMMY, IT IS TIME TO EAT!

### MEALTIMES

Our childcare will provide meals for toddlers and table food as follows:

Breakfast: Arrival - 8:45 a.m.  
 Lunch: 10:30 a.m. - 11:30 a.m.  
 Dinner: 2:00 p.m. - 3:30 p.m.

Afternoon Snack: 4:15 p.m. - 6:00 p.m.

## **MENUS**

Alphabet Kids Early Care & Learning Academy, LLC., offer quality snacks for children 12 months and older. Food is prepared at the center. Healthy, nutritious meals, and snacks are provided by the center. This includes but isn't limited to, fruits, vegetables, grains, and proteins that are healthy and easy to consume. The center works with each child to introduce new foods and to ensure nutritious and pleasant dining.

All food menus are posted in the kitchen, walkway entry, classrooms, and the office.

## **WATER AND MEALTIME FLUIDS**

Drinking water is freely available to all children at Alphabet Kids Early Care & Learning Academy, LLC., at all times. The water is supplied through bottled water.

Alphabet Kids Early Care & Learning Academy, LLC., will provide milk and/or 100% juice to the students for breakfast and lunch. Water and 100% juice will be served with snack.

## **CHILDREN WITH SPECIAL DIETS**

If a student has allergy or dietary restrictions, please inform the school immediately. Parents/guardians must notify administration in writing and this is kept in the child's file. This information is also posted in Alphabet Kids Early Care & Learning Academy, LLC., classroom for all to be aware.

Depending on the seriousness of the allergy and form of ramification used, parents may be asked to complete a Food Allergy Information form.

## **FOOD FROM HOME**

If Alphabet Kids Early Care & Learning Academy, LLC., is unable to provide the food needed for a special diet, meals or portions may be provided by the parent. This must be agreed upon by the parent and administration. Potentially hazardous and perishable food will be refrigerated upon arrival. Special foods provided by parents must be clearly labeled with the child's name, date, and identity of the food and will not be shared with other children. These special meals will not be shared with other students, and it is the parent's responsibility to ensure the student has food at the school every day.

## **SCHOOL CELEBRATIONS**

Our holiday and celebration policy encourage the understanding and respect of different cultures, customs, and religions. Alphabet Kids Early Care & Learning Academy, LLC. Will not participate in holiday celebration; instead our staff will find other ways to promote fellowship, giving, and festivity within our school.

Alphabet Kids Early Care & Learning Academy, LLC., loves to celebrate your little one during the school day! Parents/guardians must confirm this with administration one week prior to the celebration to go over any allergy restrictions the school has, and the amount needed to satisfy the classrooms capacity.

## **GENERAL SCHOOL POLICIES**

### **TYPE OF INSURANCE**

Alphabet Kids Early Care & Learning Academy, LLC., does carry Liability Insurance.

### **STATE REGULATIONS AND LICENSING**

All Alphabet Kids Early Care & Learning Academy, LLC., employees must be knowledgeable in the states childcare licensing rules and regulations. A copy of the state and local guidelines is kept in the school at all times, and each employee receives their own copy upon hire.

### **SMOKING POLICY**

Marijuana, cigarettes, and other smokeless tobacco products are not allowed at Alphabet Kids Early Care & Learning Academy, LLC.,. Parents/guardians who smoke are strongly encouraged to not do so prior to picking up their child from school, as smoke stays on clothing and hair for some time. All parents and guardians must wash their hands after smoking prior to arriving to school.

### **ALCHOHOL POLICY**

Any use of Alcohol is not allowed at Alphabet Kids Early Care & Learning Academy, LLC.,.

### **EQUAL EMPLOYMENT**

Alphabet Kids Early Care & Learning Academy, LLC., provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**\* SHRM Better Workplace Better World**

## **NON-DISCRIMINATION POLICY**

At Alphabet Kids Early Care & Learning Academy, LLC., we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. If you feel that you have been discriminated against, please let administration know immediately. Every complaint will be appropriately investigated.

**\* SHRM Better Workplace Better World**

## **SEXUAL HARRASSMENT**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Alphabet Kids Early Care & Learning Academy, LLC., encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources or any ombudsman. See the complaint procedure described below.



**\* SHRM Better Workplace Better World**

**CHILD NEGLECT AND ABUSE**

All Alphabet Kids Early Care & Learning Academy, LLC., employees will be screened by the appropriate law enforcement agency using the Georgia state background system. Adults will never be alone with children on premises unless they can be observed by others. All staff or volunteers ARE NOT EVER physically, verbally, or emotionally abuse or punish children.

At the first reasonable cause to believe that child abuse exists, the reporting adult will immediately inform the Director who will determine the action to take. An immediate phone call to the local law enforcement will be made by the reporting adult. A written report, as a backup to the phone report, will be completed and filed with the director or owner.

**SOCIAL MEDIA**

Social media includes online electronic tools to help students, parents, teachers, and staff communicate effectively. Specific examples of popular social media tools include Instagram, Facebook, and other Communication Apps.

Upon enrolling a child into the center, all parents or guardians must complete the social media consent form. This form is used as an approval on allowing a parent or guardian's child to be seen on our social media platforms.

**CONFIDENTIALITY**

Childcare programs maintain **confidentiality** on a "need to know" basis. This information is shared only when it is necessary. This is important especially when there are specific health and safety concerns. State and Local Laws prohibit the sharing of information about children or employees without written approval from the parent, guardian or individual.

**HAZARDOUS ITEMS**

Alphabet Kids Early Care & Learning Academy, LLC., has clear guidelines on the identification, use and storage of dangerous products, plants and objects. This policy aims to protect the employee, children, families and visitors from the risks associated with chemical products, medicines, other dangerous substances and dangerous equipment used in the school's outdoor and indoor environments.

**BITING**

Biting is unfortunately not unexpected behavior for the younger aged. Some children communicate through this behavior. However, biting can be harmful to other children and to staff. As a school, we understand that biting, unfortunately, is a part of a day care setting. Our

goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

If the biting becomes excessive and the daycares skills have been exhausted, the school has the right to discharge the student. Please note, many measures will be taken prior to help the student prior to it getting to this.

### **SAFE SLEEP POLICY**

- Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for the infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.
- Cribs shall follow CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards.
- No Objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.
- No objects will be attached to a crib with a sleeping infant, such as, but not limited to, cribs, toys, mirrors, and mobiles.
- Only sleepers, sleep sacks and wearable blankets provided by the parent / guardian and that fit according to the commercial manufacturers guidelines and will not slide up around the infant's face may be worn for the comfort of the sleeping infant.
- Individual crib bedding will be cleaned daily, or more often as needed, according to BFTS rules. Bedding for cots / mats will be laundered daily or marked for individual use. If marked for individual use, the sheets / covers must be laundered weekly or more frequently if needed.
- Swaddling will not be permitted, unless a physician written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.
- Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.

## DIAPERING / POTTY TRAINING

Diapering is an important process in the daily life of children ages 1 and 2. The process of changing diapers is always done in a comfortable and respectable manner. Alphabet Kids Early Care & Learning Academy, LLC. will allow all guidelines for cleanliness and hygiene as outline by Bright from The Start. Diapering procedures are posted above the changing area within the classrooms.

Alphabet Kids Early Care & Learning Academy, LLC., believes there are two steps to potty training or toilet learning. These stages are:

1. Toilet trained: This is the first stage towards becoming toilet learned or potty trained. The child is capable of using the toilet BUT it is the adult who gets the child to the bathroom on time by putting the child on the toilet at certain times or on a schedule. At this stage, the child often needs assistance with the whole toileting process, and this includes pulling pants up and down. Accidents occur frequently in this stage.
2. Toilet learned (learning) or potty training: The child is not only capable of using the toilet BUT has the developmental ability to express the need to go (both urine and bowel movement). In this stage, the child will demonstrate all or most of the readiness signs as listed below. Accidents occur, but very infrequently in this stage.

### **Verbal Stages of Potty-Training Readiness:**

- Basic verbal skills – the child is able to speak in three-to-four-word sentences.
- The child tells you when he or she has wet his/her diaper (recognizes he or she is wet).
- The child tells you when he or she is wetting his/her diaper (recognizes the sensation of wetting a diaper).
- The child tells you that he or she needs to go to the bathroom (can control self and go to use the toilet).

### **Physical and Psychological Signs of Potty-Training Readiness:**

- Child stays dry for a long time – able to hold their urines or bowel movements.
- Has bowel movements at regular times. The child chooses when to have a bowel movement.
- Adult can recognize when the child is having a bowel movement.  
The child can undress and pull up their own clothing/pants.
- Child initiates using the toilet and asks to wear underwear. This is also a sign of wanting to be independent, which is very important.
- Emotionally ready and open to learning.
- Can follow three to four step instructions. This is critical to learning to pee, wipe, flush, and wash hands.

Potty training should be a positive experience for everyone involved. It should only take a short period of time when your child is truly ready. Problems arise when adults (parents and caregivers) do not pay attention to the child's lack of readiness. There is no right or wrong age to potty train a child. It should only be determined on an individual basis, much like learning to

walk. No two children will potty train in exactly the same time frame or even in the same manner.

It is the belief of Alphabet Kids Early Care & Learning Academy, LLC., that potty training or toilet learning should begin at home with the child's parents or caregivers and at a time when there are not a lot of changes in the child's life. Life must be fairly stress free during this time for the child. We will assist your child in becoming potty trained once the signs of readiness found in the potty-training readiness information page, have been observed by the parents, as well as the classroom teacher.

**We request that the following guidelines are followed when children are potty training or wearing underwear at school:**

- Your child **MUST** wear loose fitting clothing that are easy for the child to pull up or down.
- **NO** overalls, pants that require the use of a belt, t-shirts with snaps between the legs, or pants with snaps and zippers that the child cannot get in and out of.
- A change of clothing, underwear, and socks that are kept in your child's locker in case of accidents. Please be sure to change out the clothes when the weather changes.
- Bring an extra pair of shoes if available. These can get wet too,
- Training pants (the thick 5-layer underwear) if available.
- If your child is male, inform the caregiver if your son will be sitting or standing. This really should be determined right from the beginning of the potty-training process. It is recommended that boys first learn to sit and pee in the potty and once they are consistent then can be taught to stand and go. This will also lessen problems with learning to put BM's in the toilet and will also avoid constipation issues.
- Keep a small supply of Pull-Ups available at school until the child has shown naptime dryness for a week. Your child will be in a Pull-Up during naptime until he or she has shown that they can stay dry for that time.
- We do not rinse out or wash soiled clothing so any clothing that becomes soiled during the day will need to go home that afternoon. Your child's teacher will place them in a plastic bag and will put them on your child's locker.

If your child is of age to enroll in the preschool class, please note that they must be potty trained before being enrolled in this classroom.

### **TRANSITIONING A STUDENT TO THE NEXT AGE GROUP**

Student's will transition to the next age group when they are age appropriate, there is space available and all parties including parents, teachers and administration agree it is the right time for the child. We transition our students to the next age group in chronological age to make it fair for everyone.

Most transitions occur at the start of the new school year, which is in September, but some may be able to occur during the school year if a space becomes open.

Alphabet Kids Early Care & Learning Academy, LLC., transitioning schedule is based off of how the students reacts to the new environment. On the first day, one of the student's current teachers will walk the student over to explore their new classroom, see their new friends and meet their new teachers. The second day, the student will be walked to the next classroom by the same teacher but will have more time to explore on their own. If the child does well, the teacher will observe and allow for more time in their new classroom. If we see the child is having a hard time, they will be taken back to their current classroom and discuss how exciting it was in their new classroom. The next day the teacher will walk the student over again to see any progress. This will continue until the child is in a place where their current teacher is no longer needed by their side in their new classroom, and they feel comfortable and positive!

Parents will be notified with detailed messages through the school's app on the students' progress. We believe that slow and steady wins this race, and positive energy by both the new and the old teacher will help the student feel comfortable and confident in this exciting new adventure!

### **SCREENS AND MEDIA**

The use of visual media, such as television, films, and videotapes, shall be limited to developmentally appropriate programming. Media may be used as a special event, or to achieve a specific goal, but not be used as a regular daily routine. TV, video, internet, or DVD viewing shall not be allowed during meal or snack time.

The director must approve all videos, and all screen time must be related to educational programming developed by the center

### **ATTIRE FOR CHILDREN**

All children will be encouraged to wear school t-shirt Monday-Thursday.

### **SPECIAL EVENTS**

Alphabet Kids Early Care & Learning Academy, LLC., hosts special events throughout the school year as an opportunity for our families to get together with our staff and have a wonderful time. You will be notified through email, 3 weeks prior to the event. Please note, alcohol and smoking are prohibited.

Your participation in these events bring a feeling of connectiveness and collaboration at our school!

### **DISCIPLINARY POLICY**

At Alphabet Kids Early Care & Learning Academy, LLC. we believe that children have an innate curiosity and are constantly trying to figure out their peers, surroundings, and limitations. We also believe that children positively benefit from having any place boundaries.

Alphabet Kids Early Care & Learning Academy, LLC., we will not allow children to cause physical harm to their classmates, this includes biting and hitting.

1<sup>st</sup> warning: Parent notified and correctional plan is implemented to indirect redirect activity.

2<sup>nd</sup> warning: Parent will be notified and must come in to speak with the director.

3<sup>rd</sup> warning: Parent will be notified and child will be suspended for one day.

After the 3<sup>rd</sup> warning, child will be withdrawn from the school

Under no circumstances will staff at Alphabet Kids Early Care & Learning Academy, LLC. participate in the following:

- \*\*Corporal punishment, including spanking, shaking, jerking, squeezing, or physically indicating disapproval.
- \*\*Shaming, humiliating, or other verbal abuse.
- \*\*Withholding food as punishment
- \*\*Retaliating, or doing to the child what he / she has done to someone else
- \*\*Labeling the child (i.e. indicating a child is a “bad” boy or girl)

## **ASSESSMENTS, OBSERVATIONS, EVALUATIONS**

### **ASSESSMENTS AT Alphabet Kids Early Care & Learning Academy, LLC.,**

Alphabet Kids Early Care & Learning Academy, LLC., reserves the right to conduct developmental assessments of children’s growth and progress, to determine appropriate placements and programming.

### **PROFESSIONAL EVALUATIONS**

Alphabet Kids Early Care & Learning Academy, LLC., may ask parents to share professional evaluations when necessary to determine how best to meet the needs of their child. This information helps us to provide the best care possible for your child’s unique growth and development.

### **PARENT AND TEACHER CONFERENCES**

Parent-Teacher conferences occur multiple times during the year. These meetings provide parents with insight into their child’s growth and development while enrolled at the school, and insight into what parents can do at home to support what is occurring at school. PTC’s also provide a chance for the teacher and the parents to form a more personal relationship to ensure the school is meeting the family’s standards and so that the teacher can understand the family setting the child has outside of the school’s doors.

Parents will be aware of their schedule Parent Teacher Conference Time one month prior to the scheduled meeting.

## EMERGENCY PREPARDNESS

### EMERGENCY CONSENT FORMS

Emergency consent forms are completed by the parents or guardians upon enrolling their child(ren) at the center. A copy of these forms is located in every classroom, and always available on the school website.

### EMERGENCY HANDBOOK ONSITE

Alphabet Kids Early Care & Learning Academy, LLC., has an emergency procedure handbook created to define policies and protocols in emergency situations. This handbook is reviewed often, and all staff upon hire will be trained. **Emergency plans have been developed and are posted for parent viewing.**

## EMERGENCY PROCEDURES

### IMMEDIATE MEDICAL ATTENTION

Safety is the major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid is administered by a trained caregiver in the event that a child sustains a minor injury. An accident report is also completed. The report includes information regarding the time and date of the injury, what happened, how it was treated, and a signature of the witnessing teacher. This report is provided to parents before the child leaves the center and is also recorded in the center's medical logbook. If the injury produces any type of swelling or needs medical attention, you are contacted immediately.

Each classroom is equipped with a first aid kit meeting the state regulations. In the event of a serious medical emergency 911 will be contacted at once and the child will be transported immediately by ambulance to Piedmont Henry Hospital. and or with If or, a proper escort from the school will accompany and remain with the child until a family member or emergency contact arrives.

### PHYSICAL PLANT PROBLEMS

In the event of loss of power or other physical plant defect that prevents the school from opening on time or at all, or necessitating early closure, families are contacted by text, telephone, and/or email. If any of these conditions happen during the school day, and are deemed to persist for longer

than 1 hour and in the case where proper care of the children beyond that time will not be possible, parents and or emergency contact will be called to pick up children as soon as possible. Appropriate staff will remain at the center until all children are picked up. The school will maintain emergency supplies in order to provide basic necessary care for at least 4 hours.

## **FIRE**

- Activate fire alarm or otherwise alert staff that there is a fire (i.e., yell, whistle).
- Evacuate the building quickly and calmly:
- If caught in smoke, have everyone drop to hands and knees and crawl to exit.
- Pull clothing over nose and mouth to use as a filter for breathing.
- If clothes catch fire, STOP, DROP, & ROLL until fire is out.
- Take attendance sheets and emergency forms, if immediately available.
- Have staff person check areas where children may be located or hiding before leaving building.
- Gather in meeting spot outside and account for all children, staff, and visitors.
- Call 911 from outside of building.
- Do not re-enter building until cleared by fire department.

Alphabet Kids Early Care & Learning Academy, LLC. has a fire plan and everyone is familiar with it. We Practice fire drills every month!

## **TORNADO**

Be aware of the following:

TORNADO WATCH: tornado may affect area

TORNADO WARNING: tornado will soon be in or already is in area

- Determine if program should be closed.
- Notify parents/guardians to pick up or not drop off children if program is to be closed.
- Monitor radio for storm updates and emergency instructions.
- Use telephone for essential communication only.

## **MISSING CHILD**

### **MISSING CHILD**

- Search program site, including all places a child may hide and nearby bodies of water.
- Contact parent(s)/guardian(s) to determine if child is with family.
- Call 911 with:
  - Child's name and age
  - Address of program
  - Physical description of child
  - Description of child's clothing
  - Medical condition of child, if appropriate



- Time and location child were last seen
- Person with whom child was last seen.
- Have child's information, including photo, available for police when they arrive.
- Continue to search in and around site for child.

### **KIDNAPPED CHILD**

- Call 911 with:
  - Child's name and age
  - Address of program
  - Physical description of child
  - Description of child's clothing
  - Medical condition of child, if appropriate
  - Time and location child were last seen
  - Person with whom child was last seen.
  - Have child's information, including photo, available for police when they arrive. Parent(s)/guardian(s) should be contacted by police to explain situation.
- **Help to prevent kidnapping:**
  - Do not release child to anyone other than parent, guardian, or designated emergency contact.
  - Call 911 if adults or children express concern about a person at or near program site.
  - Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.

### **POISON PROCEDURE**

- If emergency is widespread, monitor local radio for information and emergency instructions.
- Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
- If inside, stay inside (unless directed otherwise.)
- If exposed to chemical or radiation outside:
  - ✓ Remove outer clothing, place in a plastic bag, and seal. (*Be sure to tell emergency responders about bag so it can be removed.*)
  - ✓ Take shelter indoors.
  - ✓ If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.

### **ILLNESS POLICIES**

- If a child has a fever for any reason, he or she cannot attend school. The child should be fever free for 24 hours without any medication before returning to school. If a child develops a **fever of 100** or higher during the school day, parents will be contacted and the child would need to be picked up immediately. If the child is sent home with fever during the school day, they cannot attend school the following day.

- A child shall not be accepted nor allowed to remain in the center if they have the equivalent of a **99 degrees** or higher oral temperature in another contagious symptom, such as but not limited to, a rash, or diarrhea, or a sore throat.
- If your child has come in contact with a notifiable communicable disease, such as the ones listed below, but not limited to, or if your child becomes feverish (**99.0 degrees or higher**) or if your child sustained an injury while in the care of the center, we will notify you immediately by phone and letter.
- **Pink eye-** the child should be on medication for 48 hours and be clearly responding to the treatment before returning to school.
- **Strep throat-** the child she returned only after 36 hours on medication. The child must be showing signs of improvement and be willing to eat and drink.
- **Diarrhea and or vomiting-** the child should not come back to school until he or she is being non-Contagious by a physician or has had no diarrhea or vomiting for 24 hours.
- **Chicken pox-** the child should not return to school until all pops are scabbed over.
- **Runny nose or cough-** if your child's runny nose will require frequent attention from the teacher or if the child is irritable or running a fever or if mucus is any color other than clear, he or she should not be in school.
- **Head lice-** the child May return to school when free of all nits. In order to remove nits, it is usually necessary for the child's hair to be well combed with a special-nit removal comb after treatment with the medicated shampoo. Guidelines for treatment of head lice are available from the director or from your County Health Department.
- By keeping children home when they are ill, the spread of illness among our school Community is greatly reduced. This means fewer illnesses for children, teachers, parents, and other family members. This also means fewer visits to the doctor, and fewer days lost from work for parents. If your child becomes sick while at school, you would be called to take him/her home.
- Sick children should be picked up no later than one hour after notification by the school that the child is sick. If the parent notified cannot be at the school by the end of one-hour, other arrangements should be made for the child's pick up. And we cannot reach a parent, we will notify the emergency contact person listed on your enrollment application.
- When an enrolled child or employee has a reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We take care to notify families via mail and/or printed letter about exposure so children can receive preventable treatment. Including among the reportable illnesses are the following:
  - Bacterial meningitis
  - Tetanus (including suspect)

- Botulism
- Chicken pox
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rubella Congenital and Non-Congenital (including suspect)
- Any cluster/outbreak of illness
- Hemophilus Influenzae (invasive)
- H1N1 Virus
- Rabies (human only)
- **COVID-19 (including suspect)**

## MEDICATION POLICIES

### Prescription medicines

1. Before any prescription medicine is dispensed, a written and signed authorization that includes date, name of child, name of medicine, prescription number if any, dosage, date and time of day medication is given must be provided.
2. Teachers will also record any adverse reactions that your child may have to the medication. If there are any noticeable adverse reactions, we will contact them immediately and assesses whether the child needs to go home or not.
3. Medicine must be in its original container label with the child's name.
4. Parents must provide and label any necessary equipment for the dispensing of the medication.

### **Non-prescription Medicine**

Before dispensing non-prescription medications, the school requires parents to complete the non-prescription medicine authorization form. Non-prescription medication should not be administered for more than a three-day unless a written order by the physician is received.

### **Non-prescription Topical Sprays and Ointments**

Alphabet Kids Early Care & Learning Academy, LLC. will administer diaper creams and insect repellent as needed. Parents must authorize usage by completing the non-prescription medicine authorization form.

**ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK**

Today's Date:

- We \_\_\_\_\_ the parents of \_\_\_\_\_ have received a copy of the Alphabet Kids Early Care & Learning Academy, LLC., Parent Handbook.
- I agree and understand the policies and procedures listed in this handbook and will comply with the school's rule and regulations.
- I understand that this policies and procedures listed in this handbook are subject to change to reflect the needs of the program.
- I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to handbook.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Alphabet Kids ECLA Staff Signature**

\_\_\_\_\_  
**Date**