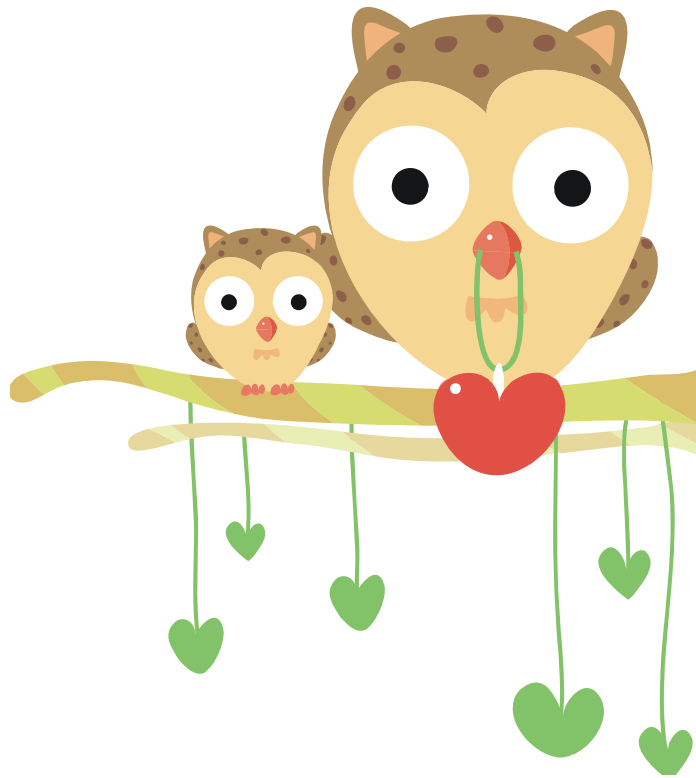


# Pure Love Learning Center

## Parent Handbook



*Train up a child in the way he should go; and when he is old, he shall not depart from it.  
Proverbs 22:6*

6120 Hwy 85  
Riverdale, GA 30274  
(770) 997-1575

## ***Welcome To Pure Love Learning Center***

This handbook has been prepared for you to make the introduction to our center as easy as possible. It is designed to tell you what Pure Love Learning Center will expect from you and what you can expect from us.

You are now a parent of Pure Love Learning Center whose primary purpose is to provide quality child care.

Child care centers are special places. A center becomes even more special when it is created to serve a unique population. We provide services to children and families primarily from the surrounding area. We offer full day service to children from infancy until age five and aftercare from age five to twelve.

Our center is in the process of becoming nationally accredited through the National Accreditation Commission for Early Care and Education Program (NAC). We are pursuing this because it ensures that we are always striving to provide the best services possible.

Research shows us that the most important component of quality child care is the choice of staff. We pride ourselves on our selection of caregivers whose special sensitivity to children is unmatched. Our caregivers are nurturing, positive in nature, understand children's needs, and are specially trained. The center's administrative team carefully evaluates staff performance to assure that the children are provided age-appropriate experiences in an accepting, warm environment.

Pure Love Learning Center believes in serving the family as a whole. Our services stretch beyond providing care to the child, but as a support for the entire family. Examples of this include the daily communications on a child's day, prompt attention to any concerns, parent-teacher conferences, and social events for families, family newsletter, and a Child Care Support Committee.

It is a pleasure to welcome you and your family to our program. Again, welcome to Pure Love Learning Center and we look forward to being a positive part of your lives and your children's lives.

*Melanie B. Rogers*  
Director & Owner

*Dennis L. Rogers*  
Owner

## **Our Mission, Philosophy and Program Goals**

At Pure Love Learning Center, we realize that you have entrusted your children with us. We believe that children are precious and should be treated as such. We believe that each child is entitled to be nurtured in an environment along with capable instructors and caregivers.

We believe in the development of the whole child. Our curriculum is designed to focus on the creative, emotional, intellectual, physical, and social growth of each individual. Our purpose is to foster competency in the young child. While our emphasis is on the development of each child, family involvement is encouraged and supported.

### **Our Mission**

Our mission at Pure Love Learning Center is to provide each child with an environment in which to grow, explore and, develop social and academic skills.

### **Our Goal**

Our goal at Pure Love Learning Center is to establish a strong foundation in children's lives. A foundation, on which each child can take from this experience a positive image of learning, the confidence to face challenges and the desire to reach their destiny.

Our program strives to create an environment that allows children to:

- To feel good about whom they are.
- To learn cooperation with other children and adults.
- To develop self-control and a sense of right and wrong.
- To develop a love for learning and the ability to know how to learn.
- To be self directed in a constructive, creative manner.
- To be competent and confident in their abilities.
- To be successful in the future.
- To reach their full potential in emotional, intellectual, physical and social development.

### **State Licensed**

Pure Love Learning Center is licensed and regulated by Bright from the Start: GA Department of Early Care and Learning. Annual unannounced inspections of the center are conducted to ensure all state standards, policies and procedures are met. A copy of the state rules and regulations along with and a copy of our most recent licensing review are available in the front lobby. We also participate in the Child and Adult Care Food Program (CACFP).

### **General Program Information**

Pure Love Learning Center is a program of Christian Outreach Evangelistic Church, Inc. Resources held by the affiliated institutions of Christian Outreach Evangelistic Church, Inc. are used by the professional staff of this center. All these groups focus on the healthy development of children, on providing the family ultimate support, and on advocating for safe environments for young ones.

Pure Love Learning Center provides quality care for children infancy to five years and after care to children five to twelve years of age. Our program operates Monday through Friday from 6:00 a.m. to 6:00 p.m. on a year-round schedule. We do not offer part-time care at this time. Our classrooms are divided as follows:

- Infants (newborn- 1 year old)
- Toddlers (1 year - 2 years of age)
- Preschoolers (3 years - 5 years of age)
- School-agers (5 years - 12 years of age)

We select our staff carefully in order to provide the best possible care and education for the children enrolled. The director has a Bachelor Degree in Mass Communication/Public Relations and an Associate Degree in Early Childhood Education. The assistant director has a 40 hours Director's Credential and has a Child Development Associate (CDA). The Lead teacher holds a Child Development Associate (CDA).

It is to the benefit of our children, families, and staff to collaborate with an extensive network of agencies and individuals. In addition to receiving services and training from the Child Care Resource & Referral Agency of Central Georgia (CCR&R), we are members of the Georgia Association on Young Children (GAYC) and Georgia Child Care Association (GCCA). Individual staff members also belong to various other professional groups.

We also utilize students from community colleges and universities. These future teachers may be assigned to the center to complete their internships. This is a great way for us to provide one-on-one interaction with students, but for us to serve as mentors to future educators. In addition, student nurses may also come to the center observe healthy children at play.

All volunteers and/or students are carefully screened and trained for their assigned tasks by the center's administrators and lead teachers. We require a criminal background check to be on file for all volunteers who interact with our children. Classroom and/or field trip volunteers are used to support the staff, but are **never** left in charge of the children.

## **ADMISSION POLICIES AND PROCEDURES**

Parent orientations are held prior to a child's first day. Families are encouraged to visit the center frequently before the day of admission. The center staff and families begin building a collaborative relationship early. The information provided below will give you an overview of this process.

### **Non-Discrimination Policy**

This center does not discriminate in the enrollment of children. Children will be admitted to the center regardless of the basis of race, color, creed, age, religion, sex, national origin, handicap, or status as a veteran and in compliance in compliance with the Americans with Disabilities Act.

Pure Love Learning Center is obligated to serving all children regardless of their level of need and will make every reasonable accommodation. In the event your child has a special need that requires extensive support, we must assess our ability to provide quality care to your child. In the event we are not suitable, you will be referred to local community support.

As the parent/guardian, it is critical that you partner with us to provide the best care for your child. It is expected that you will adhere to all center policies and support your child's education. In the event you are unable to partner with us in this regard, we will request that you terminate your services with our center.

### **Registration**

A non-refundable enrollment fee of \$50.00 per child is due at the time of registration. The first week tuition is due at the time of registration. These fees must be paid and all required documentation must be turned into the office prior to your child's starting date.

## **Required Documentation and Confidentiality**

There are several forms that must be completed and returned before your child may be admitted to the program. There are **NO** exceptions. This is to ensure compliance with state regulations and to make sure we are providing the best possible care for all children. All forms must be updated annually, or immediately upon any changes. All records and information related to your child or family are considered confidential and kept in a locked file cabinet. Only those with a “need to know” will have access to this information.

Required forms/documentation:

- a. Complete registration package
- b. An immunization record, complete with Doctor’s name.
- c. A copy of any court orders regarding child custody/visitation issues.

## **Emergency Contact Information and Authorized Persons**

Parents are expected to provide the center with any and all contact numbers we might need in order to reach you. This includes home, work, pager, and cell phone numbers as well as e-mail addresses. We also require the names, complete addresses, and phone numbers of at least two people from different households who could pick up your child in an emergency. Please be advised that center staff is authorized to call your emergency contacts to pick up your child if we are unable to reach you in a reasonable amount of time depending on your child’s condition. **Parents must notify the center immediately upon any changes in name, address, phone number, place of employment or any other pertinent information.**

In the event of a need to evacuate the center (in a weather emergency, for instance), our evacuation location will be the large open field across the street to the right of the building.

Children will **ONLY** be released from the center to those individuals whose names are on file with the center. If a teacher is not familiar with the person picking up a child, he/she will ask the individual to show identification before the child can be released. Please make sure that individuals that might pick up your child are aware of this policy.

In case of separated or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in your child’s file with us. The document must clearly forbid such parent from picking up the child from our program. The court decree must also be specific to the rights of visitation and if the parent is allowed, on certain occasions, to pick up the child from the center.

## **Parking**

Pure Love learning Center request that you park away from the front entrance and the van parking space. **PLEASE DO NOT BLOCK THE FRONT ENTRANCE!**

## **Holidays and Vacations**

Half tuition is due when taking vacation. Please notify administration in *writing* one week prior to your vacation week.

The center will be closed in observance of the following holidays:

New Years Day, Martin Luther King Birthday Day, Independence Day, Memorial Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas Eve at 2:00pm and Christmas Day. Tuition is not reduced for holidays. If Holiday falls on a weekend the center will observed either the Friday before or the Monday after.

## **Items Supplied by Parents**

Parents are required to provide the following items for each child enrolled:

- Diapers and wipes, if needed
- Breast milk or formula in bottle labeled with the child's full name and date
- Extra change of clothing
- Other items may be requested on an as-needed basis

Diaper cream, sunscreen, or any other necessary topical ointments must be supplied by parents and accompanied by a consent form that will be placed in the child's file.

Parents are encouraged to dress their children in seasonally suitable play clothes that are appropriate for inside and outside play. Please realize that the hands-on way in which children learn can result in messy clothes! Each child should have a complete change of clothes at the center at all times, including underwear and socks. Children who are beginning toilet training must have two extra changes in their cubbies each day. Parents should check every day for soiled clothing to be taken home, and periodically to make sure that the clothes still fit and are appropriate for the season.

While we love to see our children share, we discourage children from bringing items from home to share, except for "show and tell" day. Toys and items brought from home to the center are at risk of breakage and/or loss. The center cannot assume responsibility in the case of breakage or loss. We will provide ample supplies/toys for all children.

All personal belongings should be marked with your child's name. Any personal belongings that cannot be identified will be placed in a Lost and Found box. If no one claims any of the items at the end of each school year, they will be discarded or donated to Goodwill Industries. Please Do Not send your child to school with valuables and expensive jewelry.

**If you bring and leave a book bag, please do not put medicines, small objects, or other dangerous items in the bags** as they may be kept within reach of the children.

## **Fee Structure/Payment Plan**

We understand the importance of finding affordable quality center for your child. Thus we do accept supplement payments from sources such as CAPS

Infants .....\$139.00  
Toddlers.....\$129.00  
Preschoolers ..... \$114.00

After Schoolers .....\$65.00  
Drop-In .....\$40.00 daily  
Weekly Rate 5 years & Up ..... \$110.00

If for any reason payment is not made, there is a \$25.00 late fee and arrangements must be made with administration. If payment is not received by the following week your child may not be able to attend Pure Love Learning Center. All payments to must be made by cash, check or money order made payable to Pure Love Learning Center. All payments must be made directly to the administration if administration is not available payments may be drop in the white box located on the front office door. Please be sure to put your child's name on your envelope. We are unable to accept credit card payments.

Please Note: There is \$25.00 charge on all returned checks. This fee must be paid before you can write future checks. After your second returned check, all payments must be in cash or money order. Pure Love Learning Center is unable to accept credit card payments.

### **Late Fees**

Parents must adhere to the operating hours of the center. Pick-ups after 6:00 p.m. will result in your account being charged \$1.00 per minute. After 15 minutes, your emergency back-up will be contacted. After 45 minutes Pure Love Learning Center will notify Clayton County Police Department and Child Protective Services to make arrangements for your child.

### **Refunds**

No refunds in tuition are made. Tuition is due regardless of child attendance.

## **PROGRAMMING**

### **Drop-off and Pick-up Procedures**

The center opens at 6:00 a.m. each morning. We encourage parents to have their children arrive by 8:30 a.m. so they may fully participate in the morning activities. Parents **must always** accompany their child(ren) **in** and **out** of the center. Upon your child's arrival and departure, please be sure a staff member is aware that you are present and are either dropping off or picking your child up. Morning drop-off is a perfect time to share information that will help the teacher best care for your child. In return, they will share information about your child's day at pick-up time.

Bright from the Start: Georgia Department of Early Learning and Care licensing regulations require that you **sign your child in and out daily**. For the safety of your child, please be sure to follow this regulation.

When you arrive at the center, plan to spend a few minutes with your child. Seek out a familiar staff or favorite activity/toy. A teacher will be there to greet you, especially if you and your child are new to the center. Sometimes children need to share this time with parents before they can try it on their own. Interestingly, in most cases when children sense their parents' willingness to spend some time with them, they feel comfortable enough to move out on their own. However, when they think parents are anxious to leave, children sometimes feel they have to cling more. When you leave, be sure to say good-bye, then follow through and leave. Continually returning makes it more difficult for the child and parent to separate.

When you depart, your child may cry and protest. This protest is referred to as *separation anxiety*. It is part of the normal developmental process of establishing and autonomous existence, separate and apart from parents. The intensity of a child's distress seems to depend mainly on the child's personality and temperament. It also depends on the way teachers handle the anxiety and the way in which parents leave. Children may show this kind of behavior at the initial separation, but as they become familiar with the teachers in the classroom their protest will taper off. If you are experiencing difficulties in this area, please let one of the teachers know. If you feel the need to further ensure your child's adjustment, please let us know and we can arrange for your stay to observe his/her interaction in the classroom.

PLEASE NOTE: While Pure Love Learning Center has an open door visitation policy for parents, there may be occasions when seeing you may cause a disruption in the classroom and the daily routine. Please remember to consider the needs of the other children and the importance of maintaining a consistent routine.

On the other end, parents may sometimes find it difficult to get their child to leave at the end of day. It is important for the parents not to feel rejected or unneeded when this happens. In fact, this is just a sign that the child is feeling secure

and may feel freer to participate in activities with other children. If possible, it is helpful for the parent to come into the room and tell the child they will be leaving soon, providing the child with the time to complete any activities that he/she may be involved with. However, if a quick exit is necessary, tell the child that it is time to go and stick to the decision. Our teachers will support you by telling your child it is time to go. If you have questions, teachers are able to help with this process, but you are welcomed and encouraged to take the time to stay with your child at the center when time permits. Please reframe from using your cell phone while in the building.

## **Illness Policy**

For the safety and health of all our children and teachers, sick children need to be at home. Please do not send your child to school if she/he has had any of the conditions described below during the previous 24 hours. Also be advised, if your child exhibits any of these signs while at school, she/he will be isolated immediately and you will be contacted to come pick up your child. When you have been contacted because of illness, please pick up your child within the hour. It is very important you have alternative care for your child when she/he is sick. We know it can be a very frustrating time when a child is sent home because of illness, but we must adhere to state requirements and take necessary steps to keep all the children in our program healthy. No tuition adjustment will be made for absences due to illness.

In accordance with state regulations and best practices, a sick child will not be permitted to return to care for 24 hours after the condition has returned to normal. The child may return 24-48 hours (depending upon the illness) after they received the first dose of an antibiotic, or as otherwise indicated by a doctor's note. If you aren't sure about whether or not to bring your child to care, please call the center to discuss it. Confirmed allergy related symptoms and non-communicable illnesses typically will not require exclusion.

Symptoms Requiring Removal of Child from Care:

*Note: A child must be fever free for a minimum of 24 hours before returning to care. Please note that this means the child must be fever free without the aid of Tylenol or other fever reducing medication.*

- Diarrhea (2 or more loose stools)
- Difficulty or rapid breathing
- Asthma or severe upper respiratory infection unless the parent provides written evidence that the child is under physician's care.
- Yellowish skin or eyes
- Sore throat and/or severe cough
- Untreated head lice
- Pinkeye
- Untreated scabies, ring worm
- Vomited within last six hours.
- A temperature of 100.4 degrees Fahrenheit or higher\*
- Mucus with green or yellow color, unless child has been on antibiotic for 24 hours
- Undiagnosed rash
- An ear infection, unless child is under physician's care
- Chicken pox, measles, rubella, impetigo

In accordance with BFTS rules, the current communicable disease chart of recommendations for exclusion of sick children from care and their readmission will be followed. Any cases or suspected cases of notifiable communicable diseases listed on the disease chart will be reported to the local county health department. Ill children may return to care 24 hours AFTER symptoms of the illness end, which means if the child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours *without* the aid of medications. A health consultant is contracted and will review and make recommendation regarding health practices.



## **Medication Administration**

For medication to be administered at the center a doctor's prescription to administer must be provided, this includes over-the-counter medication. If your child needs to have medication administered during school hours, the parent will need to complete a Medication Authorization Form indicating name of the medication, dosage and times of administration. Parents must supply the appropriate measuring utensils for administering medication. The medication must be plainly labeled, contain the full name of the child for whom it is prescribed, dates to be administered and expiration date and must be in its original container. We will not be able to administer medication based on verbal instructions from you or the child's doctor – medication will ONLY be administered with written authorization. Parental instruction must be consistent with the doctor's written instruction. The program does not administer the initial dosages.

We understand that Tylenol is commonly used for young infants and toddlers that are teething and to relieve discomfort related to immunizations. Please make sure your doctor's note states that we may administer the medication, the proper dosage, and indicate for what reason this medication is being used. Please note that Tylenol will not be used at the center for reducing a fever. Also, please do not give Tylenol to your child before entering the center. This only serves to mask the problems and leaves the illness untreated.

Please notify the staff of any medical conditions (allergies, etc.) that will require special attention in the classroom.

Per BFTS – Pedialyte requires parent authorization as well.

No medication is to be left in diaper bags/book bags. Please give all medication to the front office staff and fill out a Medication Authorization Form showing the name of medication, amount, time given and name of the person administering the medication. A trained Director or Supervisor will administered all medication. All medication will be safely stored and lock away in a refrigerated, cabinet or container. All unused or expired medication will be returned to parents for proper disposal.

## **First Aid Treatment and Emergency Medical Care**

Minor bumps and scratches are inevitable, but it is our responsibility to make every effort to keep children safe by maintaining close supervision and a safe environment.

Someone trained in CPR and First Aid is always on site at Pure Love Learning Center. Minor injuries will be treated with the appropriate first aid following universal precautions. If an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, the child will be transported by ambulance to *Southern Regional Medical Center 11 Upper Riverdale Road Riverdale, Ga. 30274-2600* where you will be asked to meet us. An employee will be assigned to stay with your child until a parent arrives, or longer if necessary. If your child has a dental emergency, you will be asked to pick your child up to seek appropriate care.

All injuries will be documented on an injury report form. A copy of this documentation will be filed and a copy will be provided to you. If required, the Director will make a report to Bright from the Start.

The child's parent/guardian shall assume responsibility for any fees incurred in seeking medical treatment.

## **Curriculum**

Our curriculum is designed to focus on the creative, emotional, intellectual, physical, and social growth of each individual child. Our goal is to foster competency in the young child. While the emphasis is on the child, family dramatic play stages, social play stages, cutting skills, gross and fine motor skills and academic concept/knowledge progress.

The portfolio should be maintained in the child's classroom file and used to prepare for the parent/teacher conference and to modify lesson plans to meet the individual needs of children in the classroom. When needed and appropriate, families, administrators and outside specialists may be involved to make accommodations necessary to address the needs of individual child.

The assessment process is expected to be an on-going fundamental process that goes hand-in-hand with the curriculum. The portfolio is an on-going assessment tool while the ASQ is only completed twice a year. The collection of items for the portfolio happens in an integrated daily fashion within the contexts of teaching the children and spending time in the classroom. These strategies are used throughout the daily routine while the children are engaged in play. For example, teachers talk and interact with infants to assess and encourage the use of language (smiling, cooing, eye contact). This natural (authentic) type of assessment assists in getting a valid, true picture of the child's progress and development. Portfolios are intended to shape instruction and make informed decisions about program design.

Pure Love Learning Center uses the Creative Curriculum as a foundation for our daily learning experiences.

The Creative Curriculum focuses teacher's efforts to:

- Build a trusting relationship with each child
- Provide responsive, individualized care
- Create environments that support and encourage exploration
- Ensure children's safety and health
- Develop partnerships with families
- Observe and document children's development in order to plan for each child and the group
- Recognize the importance of social/emotion development
- Appreciate cultural, family, and individual differences
- Take advantage of every opportunity to build a foundation for lifelong learning
- Support dual language learners

## **Guidance/Discipline**

Children are taught the importance of being a friend and treating others with care and respect. It is our belief that the goal of discipline is to help young children gain inner self-control so they become aware of what is acceptable behavior. If unacceptable behavior is displayed, we explain why the behavior is inappropriate. If the behavior continues, the child will be redirected to another activity rather than punishing them for negative behavior. If you see or witness a situation you do not understand, please see child's teacher immediately.

We try to foresee and prevent problems by structuring an appropriate environment and setting basic limits. These limits are for safety reasons and respect for oneself, for others, and for property. These limits are explained or shown to a child at the outset in terms that she/he can understand. Negative "attention seeking" behavior is ignored if possible. No child will be humiliated, shamed, frightened or subjected to verbal or physical abuse by staff or by parents at anytime. Discipline is fair, reasonable, consistent, and related to the individual behavior. Physical punishment or inappropriate verbal communication is NEVER used as a discipline technique.

As you partner with us in caring for your child, it is important that good communication exist between the home and our center. If your child is experiencing a change in the home environment that may result in changes in behavior, it is important for you to notify his/her teacher. The teacher will also keep you informed of any behavioral concerns that may occur with your child at the center. Documentation of problem behavior is recorded along with the date, time, event, behavior and intervention. You will be made aware of any problem behavior concerning your child. In

the event the behavior persists, a conference will be requested to cooperatively develop a plan of action. In the event the plan of action failed and after exhausting all effort, the parent may be referred to local professional for support. Every effort is made to meet the individual need of your child.

## **Nutrition**

Pure Love Learning Center provides a nutritious breakfast, lunch, and afternoon snack daily. Weekly menus will be posted at the entrance of the center for parents to review. Our menus include food representative of a variety of cultures.

We comply with all standards of the USDA Food Program. You are responsible for notifying us, in writing, if your child has any dietary restrictions.

Employees will encourage children to try new foods, but will never require a child to eat particular foods if they do not want to. Food will never be used as a method of discipline.

Occasionally, if a child has a very limited range of tolerated foods, special arrangements may be made with the director for meals to be provided from home. The Center must have a physician's note on file in order to accommodate any special arrangements. Meals provided from home must meet the USDA guidelines for nutritionally sound and well-balanced meals. If the food is provided from home, it must be provided consistently every day and must be labeled with the child's name and date. As the center promotes healthy eating practices, please do not send chips, snack food, sweet desserts or carbonated beverages to school with your children. Food brought from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. All unused portions of food will either be discarded or returned to the parents (depending on the arrangements made).

Except in these special cases, food should not be brought into the center. If you would like to celebrate your child's birthday by sending a special treat for the class, please see your child's teacher to make arrangements.)

Infants on formula or breast milk will be fed on demand in accordance with the feeding plan provided by the parents. Mothers wishing to breastfeed their child are always welcome. Infants and other young children requiring feeding assistance will be closely supervised. Feeding time is used as an opportunity to bond and communicate one-on-one with the children. Younger children will be held while eating while older children will be joined by their teachers during meal/snack time and enjoy pleasant conversation.

A written feeding plan is required to be furnished by the parent for any child less than one year of age. The plan should include information about the time and amount for each food and/or beverage that is to be provided to the child. This plan should be updated whenever the child's feeding habits change.

Infants who have not learned to sit will be held for bottle-feeding. Those who are sitting may be held or may sit to be fed, but will still be interacted with during the feeding. Teaching staff will offer children fluids from a cup as soon as you and the teacher decide together that a child is developmentally ready.

No infant or toddler may be fed while in his/her crib. Children may NEVER be fed with a propped bottle. Children must all sit when eating or drinking.

## **Infant Sleep Practices**

In accordance with state law and best practices, all infants MUST be placed to sleep on the infant's back unless the center has been provided a physician's written statement authorizing another sleep position for that particular infant. This practice is to reduce the risk of Sudden Infant Death Syndrome (SIDS).

All infants will be placed to sleep on a firm, tight-fitting mattress in a sturdy and safe crib with no pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib. If a child falls asleep outside of the crib, he/she will be placed in a crib as soon as possible.

If a blanket is required for the comfort of the infant, the infant's feet will be placed at the foot of the crib and the infant will be covered with the blanket only to chest level with the blanket tucked firmly under the crib mattress. The infant's head will stay uncovered at all times. The infant's sleeping area will be maintained within a temperature range of sixty-five 65° to eighty-five 85° degrees, depending upon the season.

When an infant can easily turn over onto his/her stomach, he/she will continue to be placed to sleep initially on his/her back, but will be allowed to roll over onto his/her stomach as preferred by the child. Positioning devices that restrict an infant's movement in the crib will not be used unless a physician's written statement authorizing its use is provided for that particular infant.

## **Diapering and Toilet Training**

Diaper changing is considered part of our daily routine and the child being changed is involved in the diaper change through conversations about what is happening. A changing table is located in each classroom serving diapered children. Caregivers' hands are always washed before and after a diaper change, the child's hands are washed after a diaper change, and the changing surface is cleaned and disinfected after each use.

Parents are requested to supply diapers and wipes for their children while in care. For children who are not able to use disposal diapers, parents must provide documentation from their health provider. Please check your child's supply of diapers and wipes regularly to ensure there is an ample supply. Diapers are checked/changed on a regular basis. Wet and/or soiled diapers are always immediately changed. All program staff has been trained in the proper procedure for changing a child's diaper.

Toilet training for a child occurs over a period of time that can range from a few weeks to several months and include several stages of development. Regressions are not unusual during the process, particularly if the child is affected by such things as illness, a move to a new home or childcare center, or a new baby in the family. Accidents are to be expected and never met with disapproval. Daytime control may occur earlier than nighttime control (or during naps taken during the day). Girls tend to develop complete control of the elimination process earlier than boys. Children rarely have the physical control, understanding of the process and the emotional maturity to successfully and consistently use the toilet prior to reaching 18 months of age, and on average, not until the child is 2½ to 3½ years old.

Because of the complexity of a child's learning to successfully and consistently use the toilet and the intense emotional relationship between the parents and the child about the process, the center will not initiate toilet learning. Staff will, however, keep parents informed of any signs of readiness observed at the center. Parents should keep center staff aware of child's movement through the developmental stages at home (see below) and may request a formal

conference at such time the switch from diapers to underpants is to be attempted. This will help ensure that staff is supportive and consistent with parental efforts with the child.

The stages of toilet training are:

Becoming aware of the process, i.e., developing a vocabulary for the process, seeing others use the toilet, talking about being wet or having had a bowel movement, imitating others by sitting on the toilet or potty chair, role playing with dolls about the process.

1. Communication, i.e. says, "I'm wet," "Change my diaper," or "I need to use the potty."
2. Develops sphincter muscle control as evidenced by 2-3 hours of dryness.
3. The child wants to use the toilet.

Center staff will be supportive of parental efforts to assist the child with toilet training and will never show disapproval when accidents occur. Success will be met with encouragement. After the switch from diapers is agreed upon between staff and parents, parents are responsible for always maintaining at least three pairs of underpants and changes of clothes in the child's cubby. Clothing should be easily removable, such as elastic waist pants, to help eliminate frustration when the child attempts to use the toilet without help. Because accidents will occur and regression is possible, patience is necessary as the child learns to use the toilet.

## **Religious Practices**

Pure Love Learning Center is a faith-based early learning program. We are affiliated with Christian Outreach Evangelistic Church, Inc. As a center we celebrate Christmas and Easter holidays as part of our curriculum. If you do not wish for your child to participate in this, please let your child's teacher know and your wishes will be respected. If your family celebrates another holiday, we welcome you to share your traditions with your child's class. We always welcome family members that would like to share their culture with the children enrolled. Please see your child's teacher for more details or to discuss volunteer options.

## **Required Reporting**

In addition to reporting cases of notifiable communicable diseases as required by law, all employees of Pure Love Learning Center are Georgia-mandated reporters of child abuse and neglect. We are required, *by law*, to report any suspected instances of child abuse and/or neglect to the local Department of Family and Children Services.

If a staff member is accused of abuse or neglect of a child in the program, Bright from the Start will be contacted and requested to provide direction and guidance to protect the rights of all concerned.

## **Parent/Family Involvement**

Prior to enrollment, you and your child will tour the facility and be introduced to his/her head teacher and assistant. The parent and child may also be extended the opportunity to visit and interact in their potential classroom, prior to enrollment, to allow a smooth transition to their new environment. Each parent will be given an overview of the parent handbook along with expectations of the family and the needs of the child. An interpreter, additional resources and activities to support the family will be provided upon parent's request. Extended visit can be prearranged to help the parent and child to feel comfortable in their new setting.

Pure Love Learning Center understands the value of the parent and child relationship as the family serves as the child's first teacher, and the bonds of a child and their family is crucial to healthy development. It is for this reason that we maintain an open door policy for all the families of the children served. Teachers will meet with parents individually to

review each child's progress throughout the year. While regularly scheduled conferences will take place twice a year, parents may request a conference to be scheduled at any time.

## **Parent/Teacher Communication**

Parents are permitted access to the building anytime your child is in care. We only ask that you immediately notify someone upon your arrival.

As you partner in caring for your child, it is important that good communication exist between the home and our center. If your child is experiencing a change in the home environment that may result in changes in behavior, it is important for you to notify your teacher. Your teacher will also keep you informed of your child's school needs, progress and concerns on a regular basis. Parents will receive daily information regarding their child(ren). This information may be provided in writing directly to the parent or may be posted in your child's classroom.

Parents are welcome to volunteer their time in the classroom and outside the classroom. This has really helped our kids to become better learners. Family participation is encouraged at the school and during out-of-school events. Examples of these opportunities include our Fall Festival and Black History Fundraiser program.

Monthly newsletters and a schedule of events are posted in the classrooms on the parent information board and on the center information board. Please take time to review and respond as requested. We encourage and appreciate your input, feedback and participation.

Documentation of parent/staff communication is maintained to track important matters, issues, and concerns to assure clear communication lines among staff and between parents.

Documentation of problem behaviors is recorded and documents the date, time, event, behavior and intervention. You will be made aware of any problem behaviors concerning your child. In the event the behavior persists, a conference will be requested to cooperatively develop a plan of action. In the event the plan of action fails and after exhausting all efforts, the parent may be referred to local professionals for support. Every effort is made to meet the individual need of your child.

Parent surveys are distributed yearly to engage your input and a suggestion box is available in the lobby for your on-going comments and suggestions. Parents are encouraged to participate in all aspects of the childcare program. Volunteer opportunities are available and valued. Occasional parent volunteer appreciation events are held to show our appreciation and encourage continued involvement.

A parent information board is posted in the lobby containing news, center information, community resources and information about child development-such as health and safety, growth and development, effective parenting techniques, recalls on toys and equipment and other valuable resources. Please take time daily to see what is new.

## **Parent/Teacher Conferences**

Parent conferences are held twice per year to allow opportunities to discuss your child's growth and development and to establish a cooperative plan to further develop your child. If you feel there is a need to meet with your child's teacher at times other than the schedule conferences, you may request additional conferences.

## **Withdrawal/Dismissal Procedure**

If you need to withdraw your child for any reason, we request a two week's written notice. You will be responsible for the tuition during these last two weeks, whether your child attends or not. We also would like to know the reason for the withdrawal so that we can make our center better.

The contract for child care may be terminated by either the parent/guardian or the center by giving **two weeks written notice** in advance of the ending date. While verbal communication with your child's teacher is appreciated, it will not be considered a valid notice. Payment by parent/guardian is due for the notice period, whether or not the child is brought to the center for care.

The center may terminate the contract without giving any notice if the parent/guardian fails to comply with the contract terms, including but not limited to timely payment of fees, or if the care of the child poses a direct threat to the health and safety of the teachers and/or other children enrolled.

Every effort will be made to prevent the notice of termination of a child from center participation. Pure Love Learning Center, however reserves the right to give notice of termination of enrollment under these conditions:

- Tuition payments are 2 weeks behind and no payment plan has been arranged.
- Lack of follow through on special arrangements for payment.
- Failure to adhere to policies and procedures as communicated in the parent handbook.
- The program is unable to meet the developmental needs of the child.
- Consistent behavioral problems that result from failure to obtain requested child guidance evaluation(s).
- The child's behavior threatens the health and safety of himself or herself, the other children, or staff of the center.
- The parent or guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom.
- Parental disputes between divorced parents/guardians that become administratively disruptive to the center.

If the center requests the withdrawal of the child within 30 days, parents are responsible for one month's tuition, whether the child participates or not. The centers reserve the right to request immediate withdrawal if there is a threat to the health and safety of those in the center.

### **Center Support Committee**

Pure Love Learning Center has a Center Support Committee in place for the families of the program. The purpose of this committee is to help us provide the best program possible to the families enrolled. All parents may serve on the committee. Our committee meets quarterly. If you are interested in volunteering on this committee please notify administration.

### **Transportation/Fieldtrips**

Pure Love Learning Center provides transportation for field trips and to and from area schools. All safety regulations will be followed to ensure the safety of all involved.

Our vehicles have maintenance checks, a current inspection certificate, first aid supplies, safety restraints and transportation logs showing trips, mileage and vehicle condition. It is expected that all drivers will have and maintain proper driver's license and communication devices.

Teachers may periodically plan special activities and/or field trips to extend children's learning. Employees must obtain approval from administration for any planned events for students. Any money that is collected on behalf of Pure Love Learning Center must be reported in writing to the Director.

All children **must** have a signed permission slip to participate on any field trip. Employees must also obtain approval from administration for any planned events for students. Any money that is collected on behalf of Pure Love Learning Center must be accurately documented and reported in writing to the Director.

Prior to transporting children, all safety rules must be reviewed. While on field trips, teachers must have a *Vehicle Emergency Medical Information Sheet* for each child. All children must wear a name tag with the center's address and telephone number. Name tags should be placed where the child's personal information cannot be easily seen by others. Staff is to supervise and remain accountable for children at all times.

During transport to and from the field trip, teachers will refer to the transportation safety guidelines and will complete a head count upon getting on and off the center vehicle and regularly throughout the trip.

The following safety measures, required by BFTS, must be followed at all times to ensure the safety and well-being of all children. These guidelines should be reviewed prior to EACH field trip to ensure a safe, fun, and education experience for all!

### **Pertinent Guidelines from BFTS Rule #591-1-1-.13; Field Trips:**

- Notice must be provided to all parents in advance of a child's participation in any field trip. The notice must include the name, address and phone number of the trip destination, the date of the trip, time of departure and estimated arrival time back at the center and the purpose of the trip.
- Written permission from parents must be on file for a child to participate. Other arrangements must be made for any child without written permission. The permission form must be signed and dated by a parent.
- Regular staff: child ratios must be maintained on a trip and an additional employee, chaperon or student in training who is at least sixteen (16) years of age shall be available to assist in the supervision of each group of twenty-five (25) children. If the field trip involves transporting children, the center must ensure it complies with the staffing requirements for transporting children.
- A list of children and adults participating in the trip shall be left at the center as well as be taken on the trip in the possession of the adult in charge of the trip.
- Emergency medical information on each child (to include allergies; special medical needs and conditions; current prescribed medications that the child is required to take on a daily basis for a chronic condition; the name and phone number of the child's doctor; the local medical facility that the center uses in the area where the center is located; and the telephone numbers where the parents can be reached) shall be left at the center as well as be taken on the trip in the possession of the adult in charge of the trip.
- Each child on a field trip shall have on their person their name, and the center's name address and telephone number.

### **Emergency Preparedness**

In the event of an emergency at Pure Love Learning Center, all students and staff will be evacuated and transported to Riverdale Elementary School at 1567 Camp Street in Riverdale, Georgia (30274). We will attempt to reach all parents by telephone to inform you of the need to pick up your child from this location as soon as possible. If we are unable to contact you, the evacuation location will be posted on the center door. If such an event were to occur, Pure Love Learning Center staff will stay with your child and take responsibility for their safety and liability until parents pick them up. Please note that the same departure procedures must be followed at this alternate location – only authorized persons will be able to pick up your child and will be required to sign him/her out.



## **Response to Emergencies**

Emergency fire drills are held monthly to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do. Our center is equipped with a fire horn to indicate a fire is in the building. Fire extinguishers are placed throughout the building. The Fire Marshall Inspection Certificate is posted in the front area.

### **IN CASE OF FIRE:**

- Director will call 911.
- Teachers and children will leave building immediately by way of designated fire exit.
- Teachers will account for all children when they reach designated safe area and keep them calm.
- Director or designated person will search rooms and bathrooms for any children left behind. If it is unsafe to do so, emergency personnel will immediately be informed that the building has not been checked.
- Director will ensure that all children are with their designated teachers and are safe.
- Director will maintain contact with emergency personnel for updated status of the situation and the need for potentially relocating children to another site. The Director will contact the licensing agency within 24 hours.

### **IN CASE OF SEVERE WEATHER:**

- Director will advise all teachers to lead children from classroom to the central hallway (this will keep children away from windows, doors and flying objects).
- Teachers will keep children calm.
- Director will call parent(s), if phone is working, and advise them of the need to pick up their children if possible.
- Director will keep abreast of weather situation by listening to radio reports.
- If weather clears, director will ensure rooms are safe to return to and instruct teachers accordingly.
- Director will document the events and outcome and contact licensing agency within 24 hours.

### **IN CASE OF LOSS OF UTILITIES (i.e. loss of water or electricity)**

In the event of loss of water:

- Bottled water will be used. If the water is anticipated to be off for more than five hours, the facility would be unable to operate and parents will be contacted.
- Director will call parents/ guardians to pick up their children.

In the event of loss of electricity:

- The facility would be unable to operate.
- Teachers will keep children calm and reassure them they are safe. Blinds will be opened to allow as much light as possible into each room.
- Director will call parents/guardians to pick up their children.

### **IN CASE OF GAS LEAK:**

- Director will advise all teachers and personnel to lead children via designated emergency exit to outside of building to designated safe area.
- Director or designated person will call 911.
- Director or designated person will search rooms and bathroom for any children possibly left behind.
- Director and staff will observe children for any signs and symptoms of gas inhalation (e.g. fainting, vomiting). Staff will provide 1<sup>st</sup> aid if necessary.
- Director or designated person will call parents or guardians to request that children be picked up as soon as possible.
- Director will follow instructions of emergency personnel.
- Director will document the event and outcome.

**IN CASE OF DEATH OR SERIOUS INJURY TO A CHILD:**

- Director or teacher will provide emergency 1<sup>st</sup> aid measures to child while another staff member calls 911 and the parents.
- Director or teacher evacuates the room where injured child is located.
- Director will stay with child while EMS attends to child.
- After child is removed from facility, director will complete 'Report of Incident Requiring Professional Medical Attention' form and submit to licensing agency as instructed and mails copy of report to licensing office.

**IN CASE OF BOMB THREAT:**

- Director will call 911 and will follow instructions of police regarding evacuation.
- If evacuation instructions are given, teachers will lead children from classrooms in a quiet and orderly fashion to area designated safe by police.
- Director or designated person will search rooms and bathrooms for any children possibly left behind.
- Teachers will account for all their children.
- Director will notify parents/guardians.
- Director will await directions from police to return to center.
- Director will document events and outcome.

**IN CASE OF STRUCTURAL DAMAGE:**

- Director and teachers will remove children from unsafe area immediately.
- Director or designated person will call 911, if warranted.
- Director or designated person will search rooms and bathrooms for any children possibly left behind.
- Director will call parents/guardians to pick up their children.
- Director will await report regarding facility from emergency personnel.
- Director will document events and outcome.

**IN CASE OF MISSING CHILD WHO WANDERS FROM PREMISES:**

- Director and designated person(s) will search grounds thoroughly and question children who may know where child may be.
- Director will call 911 immediately after 1<sup>st</sup> search; grounds will continue to be searched thoroughly.
- Director will provide description of child to emergency personnel.
- Director will call parent(s) or guardian.
- Director will document event and outcome.

**IN CASE OF MISSING CHILD WHO IS LOST WHILE ON A FIELD TRIP:**

- Teacher will call center director immediately.
- Teachers and chaperones on field trip will secure safety of all other children and keep them calm.
- Director will contact security at field trip location and/or local police.
- Director will notify parent(s) or guardian.
- Director will maintain contact with security/police until child is found.
- Director will provide emotional support for parents(s) or guardians.
- Director will document events and outcome and make report to licensing agency if warranted.

**NOTE: IF THE DIRECTOR IS UNABLE TO REACH A PARENT/GUARDIAN, THE NEXT EMERGENCY CONTACT LISTED WILL BE CONTACTED.**

## ACKNOWLEDGEMENT OF REVIEW OF HANDBOOK

I understand that this handbook will be reviewed and revised, if required, on an annual basis. However, should it be necessary to address

any changes at another time during the year, I understand that I will be informed, in writing, of the change.

I understand and agree that failure by the center to enforce one or more terms of the contract does not waive the right of the center to enforce any other terms of the contract.

I have read and fully understand these policies and procedures in the Pure Love Learning Center Parent Handbook. I agree to abide by the above policies and procedures. I have received an exact copy of this handbook for my own records.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_