



PARENT HANDBOOK

ANGELLEARNINGCENTER.COM

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Welcome!

We are excited that you have chosen to enroll your child in our program! Our commitment is to provide a safe, loving environment and a quality program for you and your family.

This handbook is given to all parents at the time of enrollment and is designed to familiarize you with our policies and procedures. Angel Learning Center (ALC) is licensed by the state of Georgia and abides by the Bright from the Start rules and regulations, in addition to our own policies and procedures.

Involving families in our program is a top priority. This helps build a partnership and helps children make the connection between home and the Center. ALC serves as an extension of your family and sharing ideas and genuine love for children is of the utmost importance. We encourage parents to visit and participate in school activities, and our open-door policy allows parents to come and visit unannounced and as often as they choose to, if your child is enrolled in the program.

Please make sure you read this handbook thoroughly as it contains important information that will ensure a successful relationship between your family and the center.

We look forward to partnering with you and again thank you for choosing Angel Learning Center!

Sincerely,

Angel Learning Center Administration



Mission Statement and Philosophy of Education

At Angel Learning Center, each child has the potential to bring something unique and special into the world. 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 occur every second of every day. Our mission is to provide a safe, nurturing, exciting, and high-quality learning environment for all our students. Our love for children is why the facility first opened and why we remain open to this day. Committed to the families we serve, we strive to give parents the feeling that their child is in the care of the most loving, knowledgeable, and thoughtful caregivers. Children deserve to feel special and cherished. They deserve to participate in experiences that will improve their lives and their futures. At Angel Learning Center we strive to be the best childcare provider in the areas that we provide care to and with our incredible team members we look forward to expanding our horizons beyond just the areas we care for but the whole state of Georgia.

Values:

At Angel Learning Center, we envision a community where every student is cherished, supported, and empowered to reach their fullest potential. Our mission is to cultivate an environment where children feel respected, loved, and inspired to become the best version of themselves.

Our values consist of the following but are not limited to:

Quality: We are dedicated to delivering excellence in early learning programs and services. Every child deserves access to high-quality education that enriches their lives and enriches our community.

Inclusion: Angel Learning Center embraces diversity and ensures that all students, regardless of age, race, gender, or learning level, are welcomed with open arms. In our nurturing environment, every child is valued for their unique qualities.

Respect: Respect is fundamental in fostering strong relationships with our students and their families. We celebrate the diverse talents and backgrounds that each individual brings, creating a culture of appreciation and understanding.

Accountability: We prioritize open communication with all stakeholders, fostering transparency and trust. By holding ourselves accountable, we create an environment where everyone feels heard, valued, and supported in their journey.

Teamwork: Collaboration between educators and families is the cornerstone of our success. Together, we form a unified team dedicated to providing the best care and support for our young learners, ensuring their growth and happiness.

At Angel Learning Center, these values guide us in creating a nurturing and empowering space where children can flourish and thrive.

Vision:

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Our Goals

Angel Learning Center goals provide us a path to desirable outcomes for our students. These goals provide direction and motivation for the quality of care and education we provide.

To provide a wide variety of developmentally appropriate practices, that children not only learn and develop from but also enjoy.

To provide a flexible, calm, and nurturing environment where affection is given freely and from the heart.

To set clear expectations for all students and encourage their independence.

To meet the physical, emotional, and social needs of our students.

To provide an atmosphere of respect for self and one another.

To provide opportunities for cooperative play.

To create a happy, warm, and exciting environment that is inviting, comfortable, and manageable for the children.

To support a caring staff who show genuine respect, love, and encouragement for the children.

To offer individual guidance to children based upon careful observation of each child's needs and in keeping with parent/guardian direction.

To ensure the safety and welfare of all children.

What We Do and What We Believe

CLASSROOMS:

Angel Learning Center serves children from the age of 6 weeks old to 12 years old.

PROGRAMS:

Angel Learning Center has four Learning facilities; we have one in Savannah, Ga, Valdosta, GA, Dawsonville, GA. and Smarr, GA

HOURS OF OPERATION: Monday through Friday

Angel Learning Center Savannah, GA: 6:30am to 5:30pm

Angel Learning Center Valdosta, GA: 6:30am to 5:30pm

Angel Learning Center Dawsonville, GA: 6:00am to 6:00pm

Angel Learning Center Smarr, Ga: 6:30am-5:30pm

We are open 12 months of the year. For closure days please check our administrative calendar.

Description of Age Groups

Infants

6 weeks to 12 months old (and walking)

In our infant classroom, we have a daily flow that the little ones are sure to love. No matter what their individual needs are, we come together as a team to ensure that every baby is nurtured, cuddled, and adored throughout the day.!

Toddlers

12 months and walking to 24 months

Welcome to our Toddler Classroom! Our little ones are always on the go, eager to explore and learn through their senses. We provide a daily schedule that includes group time, outdoor play, meals and snacks, nap time, and the most exciting part of the day - playtime!

Older Toddler

24 months to 36 months

At our center, we see our older toddlers as little explorers. We believe that every little thing around them can be a source of excitement and learning. From dancing to counting numbers and recognizing letters, we inspire our toddlers to embrace the world around them. Socialization is a key element in this age group as we encourage sharing, using manners, and taking turns. We have fun singing songs that teach us about the day, month, and year. And of course, we never miss a chance to enjoy the outdoors and play. We're here to nurture, inspire, and create lifelong learners.

Preschool and PreK

This age group starts at 3 years old (and potty trained) to 5 years old. This age prepares the students for kindergarten.

Welcome to the exciting world of social-emotional growth! Here in this age group, we believe that every child is a unique and beautiful individual. We focus on exploring who we are and how to work together to conquer objectives by ourselves. Writing our names, learning to read, and exploring phonics are just some of the wonderful things we enjoy in our daily classes. But that's not all. We love to dive into extreme science projects that make us say "WOW!" and our sensory bin helps enhance the learning theme we are studying that week. Getting outside to move our bodies and strengthen our fine and gross motor muscles is also a top priority for us. This age group is the perfect preparation for the next grade, which is Kindergarten! Rest assured that these little ones are well on their way to a successful journey into the older ages.

School Ageds

5 years old (kindergarten) to 12 years old

Our funny, outgoing, and outspoken school ageds! Eager for outdoor play and mess projects, our school ageds always find a way to keep the day entertaining. We provide before and after school that transports to and from school. We also provide care for those tricky days where school and work don't exchange the same schedule. Lastly, our school age summer camp dives deep into a hands-on learning experience that is loved by all ages!

Our Curriculum

Developmentally Appropriate Curriculum:

At Angel Learning Center 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 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 student's interests and what grabs their attention. We do our best to meet every child's individual cognitive and development level and encourage and inspire them to progress. Our curriculum is defined by the GELDS. GELDS that stand for "Georgia Early Learning Development Standards". The GELDS is divided into 5 domains which are Physical Development and Motor Skills, Social and Emotional Development, Approaches to Play and Learning, Communication, language, and Literacy, and Cognitive Development and general knowledge. Each domain contains strands, each strand contains standards, and each standard is separated by age groups.

*Please read through the following pages to grasp a better understanding of the five main GELD domains *

[For more information please visit- www.gelds.decal.ga.gov](http://www.gelds.decal.ga.gov)

Physical Development: Fine and Gross Motor

Physical Development and Motor Skills pertain to the way children move their bodies using large muscles like arms and legs to crawl, walk, run and dance. It also includes small muscle development that helps children feed themselves, scribble with crayons, paint and eventually write. Physical development is rapid in the first few years of life. Children quickly gain control over their movements. This typically follows a natural sequence. Babies creep and crawl before they stand, walk and run. They swipe at objects first and then reach and grab. They grasp objects placed in their hands before they pick them up for themselves. Each new skill builds a child's physical competence and ability to do things independently. This domain also includes ways children learn to take care of their physical needs and develop skills relating to health, nutrition and safety.

Fine Motor:

Fine motor skills involve movement of the smaller muscle groups in your child's hands, fingers, and wrists. While hand-eye coordination comes far more naturally to some, this is not true of all. Children learn how to control the muscle movement in their hands to obtain hand-eye coordination and more. There are specific ways we do this in the classroom such as having your child use scissors, color, play with Legos, draw pictures, and more. These skills can turn into more advanced ones later, for instance when your child decides he/she wants to knit, play the guitar, or type on the computer!

Gross Motor:

Gross motor skills involve movements of the large muscles of the arms, legs, and torso. Kids rely on gross motor skills for everyday activities at the facility, at home, and in the community. It's these larger muscle groups that allow babies to sit up, turn over, crawl, and walk. By playing actively indoors and outdoors, each child develops muscle strength, endurance, agility, coordination, balance, and flexibility, as well as builds confidence and social skills.

Social Emotional:

Social and Emotional Development focuses on the ways children learn about themselves and how to get along with other people. Newborn babies do not have an awareness of being an individual person. As they grow,

they develop a sense of “me” that is separate from the adults who care for them. At the same time, they develop relationships with these important adults. Through play, youngsters learn how to relate to other children and they gain confidence in their own abilities. As children mature emotionally and socially, they gain self-control. Their emotional and social development is further enhanced when they engage in creative displays of self-expression.

Approaches to Play:

Approaches to Play and Learning address how children go about learning new skills and concepts rather than what skills and concepts they learn. Children approach play and learning in a variety of ways. They are curious about their world and show this by “getting into things”—putting their hands in their food, putting toys in their mouths, stacking things up just to knock them down, climbing on furniture, or quietly sitting and examining a leaf. They want to do things over and over like listening to the same story every night before bed, singing the same song many times in a row, or trying repeatedly to put a shape into a puzzle until it finally fits. They also find creative ways to solve problems like standing on a box to reach a toy, holding a block next to their ear and pretending it’s a telephone, or using a stick to dig in the dirt when there are no shovels to be found. To reach their learning potential, children need adults to support them in being curious, persistent and creative learners.

Communication, Language, and Literacy Development:

Communication, Language and Literacy development involves the way children learn to communicate with sounds, words and gestures, and eventually, the way they learn to read and write. This involves both verbal and nonverbal behaviors. Babbling, talking, listening, using sign language, using gestures, singing songs, repeating rhymes, listening to stories, looking at books, scribbling and drawing are some of the ways children learn language and early literacy skills. Children develop language and literacy through interactions with adults and other children, engagement with materials and instructional experiences. To provide the foundation for later reading, children should be exposed to activities that will develop the ability to listen for comprehension and to discriminate sounds in language. Children develop an awareness of print and books through a variety of activities and interactions. For infants and toddlers, just being exposed to print in their environment is an important first step in the development of early literacy. They begin writing using pictures, symbols and letters. Later reading success is directly correlated to the interaction of children with books through listening and responding to books read aloud and engaging in activities related to the stories.

Cognitive Development: Math, Social Studies:

Cognitive Development addresses how children use their minds to explore the world around them. They should be encouraged to explore, investigate, observe and record changes in the environment. Activities such as noting the changes in weather, caring for plants and animals, and exploring simple machines encourage the further development of scientific thinking. Mathematical concepts and language challenge children to think about ideas related to patterns, shapes, numbers and space. Social Studies encourage the development of meaningful knowledge about the people, jobs, landmarks and cultures of their surrounding community. They become aware of the similarities and differences among people and how each person is an important member of the community. As children learn about responsibility in the classroom community, they begin building skills needed for being a productive member of society. The creative arts, including art, music and drama, provide opportunities for the application of individual ideas, feelings and expression. By experimenting with sounds, colors, forms, motion and words, children communicate in ways that are distinctly their own and that reflect their learning style. Cognitive Processes encourage higher order thinking and problem solving. Children need to

learn to think for themselves, make connections and use reasoning skills to solve problems.

Math:

Early math skills involve children learning the basic concepts of numbers, counting, simple addition, and subtraction. We begin with learning how to count one by one using manipulative materials. We also learn how to recognize single and double-digit numbers, and once this skill is mastered, we learn how to add and subtract numbers. Visual representation is key as children learn how to build relationships between written numbers and represented items. Children also learn how to construct simple patterns and sort objects by color, shape, and size.

Social Studies:

Social studies learning begins as children make friends and participate in decision-making in the classroom. Then it moves beyond the facility into the neighborhood and around the world. Here at Angel Learning Center, we explore different cultures, places, foods, music, and backgrounds of all the beautiful people around the world. We take monthly virtual trips to different countries, where we interact with people who share insight into their traditional customs and culture.

Science:

Science helps children develop an understanding of scientific concepts and develop inquiry skills. Scientific development in young children consists of children using their senses to observe, compare, measure, make predictions, classify, and construct hypotheses. Students are born natural scientists. Students are eager and curious to explore the world around them. At Angel Learning Center our job is to nurture their scientific spirit and provide students with the opportunity to enhance their scientific exploration experiences in and out of the classroom!

Creative Development:

At Angel Learning Center we encourage and provide opportunities for our students to explore creative expressions such as art, music, dancing, and drama. Creative arts engage children's minds, bodies, and senses and allow them to explore their imagination, sense of movement, and rhythm. Teachers plan activities to introduce children to different kinds of art media, music, culture, and dance to encourage the student's development of creativity and imagination. Many opportunities are presented for exploration by playing with water, dirt, kinetic sand, many seasonal nature items, and various food items on the sensory table. The arts allow students to dive into different means of expressing themselves and have fun while doing so!

Cognitive Processes:

Cognitive Processes help children develop thinking and problem-solving skills. Cognitive Processes consists of children using their current knowledge to build onto new knowledge that helps with solving daily solutions. Children are eager to learn and given the right opportunities and the proper support, there is no problem that they can figure out how to solve. At Angel Learning Center our job is to give children the opportunity to enhance their cognitive processes to come up with their own solutions to problems with a guided hand.

Continuing on our Curriculum.....

The goal of the curriculum is based on the idea that children learn through play and exploration.

Achieving a balance between adult stimulation and independent exploration and discovery is how that goal is accomplished. Finding this balance revolves around the space in which the children occupy the equipment and opportunities offered, observations of individual children, and the expertise of the teacher. Children learn best from the activity or toy they choose. Because of this, the curriculum should offer the flexibility of addressing and respecting children's immediate interests. An objective of the curriculum should be to create those "teachable moments" throughout the day whether exploring and learning on their own or by interacting with a teacher or peer.

Curriculum for infants should provide security, predictability, and the opportunity to explore safely and freely. Infants spend much of their first year testing their environment to see who they can trust to meet their needs. It is very important that these individuals, who infants learn to trust, remain available within proximity for that child. If this can happen, infants have the motivation to explore and experiment within their environment independently. The environment should offer experiences that challenge motor, social, cognitive, and language development. Sensory experiences are key at this early age for developing a sense of their environment and themselves.

Curriculum for toddlers should also provide predictability and security. Toddlers learn with their whole bodies. They like to explore with their hands, feet, mouth, and eyes. Toddlers need the opportunity to express their energy and curiosity in a positive and enriching environment. The emergence of self-awareness is critical during these years. Toddlers need a program that will promote a positive self-image and encourage a child's natural desire to learn. They too need opportunities to enhance motor, social, cognitive, language and self-help skills.

Curriculum for preschoolers is derived from many sources such as the knowledge base of various disciplines, society, cultural, and children and parents' desires. Since children learn best from the activity or theme they choose, it is most effective to let the children guide the curriculum. A talented teaching team uses careful observation and attention to pull the children's curiosities together in a cohesive and meaningful way. The daily schedule represents a balance of structure and free play composed of developmentally appropriate activities designed to help each child toward independence and enhanced self-esteem.

Our activities encourage children's awareness of the value of uniqueness and cultural diversity. Curriculum is what happens with the child the entire time they are in childcare. From diaper changes to a painting activity, the curriculum will address all areas of development and strive to meet the needs of the whole child

Classroom Activity

Upon entering the classrooms, parents will notice children exploring various learning activities and interest areas. The contents of some areas change daily, weekly, or monthly, challenging the children and keeping life interesting. Materials are rich in variety and are rotated frequently to reflect changing curriculum and to accommodate new interests and skill levels. Parents will hear the teachers talking with children respectfully and appropriately, not talking at them with disregard. Parents will see the

teachers listening attentively to what children have to say. Parents will observe opportunities for the children to discuss, relate to, compare with, match, try out, inventing, fitting into, discover, and enjoy; not dull, complicated, and abstract activities that young children cannot comprehend or apply in real life. A typical day for each child involves times that are busy, creative, quiet, messy, social, noisy, and playful times to be a child. The open-ended activities at the center allow children to express feelings, make choices, and develop intellectual and creative abilities while staying within the limits of consideration for other people and things. Throughout the day, teaching staff actively seek out children's ideas and discern how they understand by observing, talking with, and listening to them. Classroom activities will be based on the interests of the children. REMEMBERING THAT CHILDREN LEARN BEST FROM THE ACTIVITIES THEY CHOOSE.

Angel Learning Center has an established quality childcare and preschool where your children can be safe and happy in a stimulating learning environment.

The process of enrollment is outlined on the next page. You must fill out all forms as they are required by Bright from the Start and Angel Learning Center. All forms need to be completed and turned in before your child's first day so that we can have you set up in our systems and ready to start. The annual registration fee - renewable every August - and the first week's tuition is due before your children can start their first day. There are no expectations for this process. Tuition Express is how we bill parents. It is all automatic, we do not accept cash, check, or credit card payments.

Billing is completed through the Tuition Express and parents are billed every Monday for that week of care. It is the parents' responsibility to keep the payment system on file updated and accurate. Tuition is due whether your child is in attendance or absence for an illness, vacation, or any days that Angel Learning Center is closed due to holiday, staff training day or inclement weather.

Thank you for adhering to our policies and procedures outlined in this handbook.

Parental Role:

Parent participation is welcome and necessary for our program to be of maximum benefit to quality care of your child. Donations of material, equipment and time working on special projects are greatly appreciated and needed to help keep tuition costs down. The needs of the center will be given periodically throughout the year.

Although an open line of communication between parent and teacher is essential for the good of each child, conversations need to be kept brief and restricted to the interests and well-being of the child. Any issues needing more detailed discussion should be handled by the Director. Please remember that the staff are always supervising children so brief conversations are best.

No discussion of your financial account is to be had between the parent(s) and the teacher. For confidentiality purposes, no other children's names should be mentioned at any time.

We recommend you talk to your child about their daily activities. An overview of the week's lesson plan is posted in each classroom.

Enrollment Procedures

- A. Parents may secure childcare applications from the Center during regular office hours. **Regular office hours are 8:00 a.m. to 5:00 p.m.** The waitlist is located online at Angellearningcenter.com
- B. In addition to the registration packet for admission parents are required to have a pre-enrollment tour with the Director OR Assistant Director. Parents should bring their child with them to the pre-enrollment tour. This will give the child an opportunity to meet the teachers and other children and spend some time in their class before the first full day of attendance. During the pre-enrollment tour, parents are encouraged to share information about their child, voice their expectations of the program, and ask questions.
- C. Upon confirmation of enrollment into the program, the Assistant Director will schedule a time to meet with the parents to review all forms and requirements. The \$150 registration fee and the first week's tuition will be due at this time. **Parents must also submit a medical examination report and a current immunization report on their child no later than the first day of enrollment.** Immunization reports are required as the child receives updates. All fees must be paid, and the child account must be current prior to the start date.
- D. It is the responsibility of the parent to report to the office any change of address, telephone numbers (home or work), employment, emergency contact person and medical information.
- E. All children are required to provide age-appropriate immunizations within 30 days of enrollment.

Health Policy Upon enrollment, all children must have on file at the Center a Child Health Form completed by their physician documenting physical examination and appropriate immunization. State licensing regulations are based on the American Academy of Pediatrics' recommendations.

Examinations by a physician are required at 2-4 weeks of age, 2,4,6,9,12 and 18 months, and at 2,3,4, and 5 years of age.

Vaccination schedule Birth: Hepatitis B

2 months: DPT, Polio, Hib, Hepatitis B

4 months: DPT, Polio, Hib

6 months: DPT, Hib Hepatitis B**

12 months: **Hib

12 - 15 months: MMR ** tuberculin test

12 – 18 months: Varicella

15 months: DPT, Polio, Hib

4-6 year: DPT, MMR, Polio. ** tuberculin

5 year: Tetanus, Diphtheria if Doctor recommends**

Safe Arrival and Departure Policy

All parents must sign children in upon arrival and out upon departure. Each parent will register into our check-in system, ProCare Connect, for the safety and privacy of all our students. Parents will use the QR code that is located on the front doors of the facility to clock their child in and out. ‘

ALC staff will not receive students before your center’s opening time, nor will we receive children after 9:00 a.m. unless prior arrangements have been made, such as a doctor’s appointment, a family emergency or for a valid reason. We must be notified before 9:00 am of a possible late arrival.

IF AN INDIVIDUAL OTHER THAN THE PARENT/GUARDIAN IS PICKING UP THE CHILD, THE PARENT MUST NOTIFY ADMINISTRATION AND THE CHILD’S TEACHER THROUGH PROCARE APP. THE MESSAGE WRITTEN MUST CONTAIN, “I PARENTS NAME, ALLOW VISITORS NAME TO PICK UP CHILDS NAME ON DATES APPLIED.” INDIVIDUAL MUST SHOW IDENTIFICATION, SUCH AS A DRIVER’S LICENSE, PRIOR TO DEPARTING WITH THE CHILD IF THE STAFF ARE NOT FAMILIAR WITH THE INDIVIDUAL.

Upon entering your child’s classroom, please take them directly to the handwashing sink provided and have your child properly wash their hands. This is one small step we can take to help prevent the spread of germs.

To prevent unnecessary accidents, parents are asked to take their child/children directly to their class upon entering the building or to the designated class for students arriving after 7:30 a.m. Students leaving the building must be accompanied by parents or adults from the class to the vehicle. **DO NOT ALLOW** your child the freedom to run or roam the building, classrooms, parking lot, or hallway. ALC will not be held liable for accidents, incidents, or injuries that may occur to children who are not under the care of ALC staff. When children are released from the class to parents/guardians, they are no longer under the care of ALC staff.

If an injury happens while a child is at the center, an incident report will be completed. The parents will be notified on the Procare app. The staff member who witnessed the incident will complete the report. The incident will be logged, through ProCare.

In case of a medical emergency an ambulance will be called, and the child will be transported to the nearest hospital – Chandler Hospital at 5353 Reynolds St. Savannah location.
South Georgia Medical Center at 2501 N. Patterson St. Valdosta location.
Chestatee Emergent Medical Care at 2395 Thompson Rd, for the Dawsonville location.

Threatening/Quarreling Parents are not permitted to threaten or quarrel with staff members, other parents, or children. If you have a concern to discuss, please see the office for a rational discussion of your concern.

Angel Learning Center DOES NOT tolerate any disrespect towards employees or other parents.

Smoking

Smoking is **not permitted on school grounds**; this includes the parking lot. Please dispose of cigarettes prior to

pulling into our parking lot. Do not throw cigarette butts on the ground, these become choking hazards for small children.

Parking

You must park in a parking spot. This is for everyone's safety. **To park in the Handicapped parking spot, you MUST have a handicapped permit. That is the law!**

Driving in the parking lot

Drive slowly!!!! Small children are everywhere. It is very easy to hit a child when driving in the parking lot.

Children in vehicles

Do not leave your children in an unattended vehicle, no matter how short your absence will be.

Car Seats: All children under the age of 5 must be in an age/size appropriate, securely strapped car seat/booster seat. We will not release your child if you do not have this for your child.

Parent/Visitor/Authorized Pick-Up Code of Conduct

We highly encourage parents to volunteer at our school, even if it is for 15 minutes a month to read a short story to the children. Keep in mind, Georgia law requires anyone who volunteers at a childcare facility to complete a background screening. Volunteering means you have contact with any child other than your own. If you wish to volunteer, please see the office.

Open Door Policy - We believe that parents must feel comfortable with the childcare center they choose. We have an open-door policy at our school for your peace of mind. You may call the school at any time of day to check in on your child. An administrator will check on your child and relay all information to you and you may request to speak to your child's teacher.

Respect for All Cultures- We do not discriminate based upon race, gender, religious affiliation etc. Our school is composed of several different types of cultures. We teach our children to respect everyone for who they are. If you have a different viewpoint or opinion, we ask that you keep it to yourself while on our grounds.

Attire - Due to the nature of our business, everyone entering our school must wear a minimum of a shirt, pants/shorts/skirt, and shoes. In addition, clothing items may not advertise sexual content, alcohol, mature language, or drug use.

Littering - Help keep our parking lot/school clean. Trash cans are located around the school and there are multiple trash cans in each of the classrooms. We will be happy to help you dispose of any trash you may have.

Swearing - Due to the nature of our business, and for the respect of others, swearing will not be tolerated on our grounds.

Intoxicated/Impaired Authorized Pick Up – Angel Learning Center reserves the right to refuse the release of a child to any person who is suspected to be or appears to be intoxicated or impaired.

Picture Identification - We try our best to get to know all our families. Please be patient and respectful with the staff when we ask for photo identification. We see many different people in a day and it is easy for us not to recognize a person who doesn't pick up often or with a family that is new to our center. This is solely for the safety of your child, and we do not mean any disrespect by this.

Professional Boundaries

To respectfully safeguard the privacy of the children, families, and staff of the ALC, the team of the ALC adheres to rigorous professional and ethical boundaries. The discretion and professionalism of the ALC teaching team has long been a hallmark of the program's excellence. In addition to upholding confidentiality regarding children's records, the ALC team refrains from having conversations about children with anyone other than the child's parents. Topics such as health, medication, care routines, family interests, and home environment, as well as development, nutrition, and behavior, are considered private to each child and family and will be discussed only with the child's family.

The ALC teaching team works diligently to establish friendly and supportive professional relationships with parents. Part of that work involves developing and respecting appropriate boundaries with parents. It is in the best interest of the child when teachers and parents maintain a focus on the child's growth and development. It becomes problematic to preserve that focus when personal friendships develop. With that in mind the ALC team refrains from entering personal friendships with ALC families. Questions and discussions of a personal nature are considered inappropriate to the goal of providing high quality learning experiences for the young children at Angel Learning Center. ALC asks parents to respect the professional nature of teacher parent working relationships. Just as the ALC teachers refrain from asking parents personal questions other than those necessary to seek the information they need to best care for a child, ALC asks parents to avoid asking teachers questions about their personal lives. The ALC teaching team has always enjoyed positive and respectful professional relationships with the ALC families. The team appreciates the support of the families by upholding the values implicit in the establishment and practice of professional boundaries.

After Hours Child Care

The Early Enrichment Center prohibits employees from providing after-hours childcare for families of children enrolled in the EEC to avoid any appearance of conflict of interest or favoritism. This policy assists employees in maintaining appropriate professional client relationships with families, and aids families in maintaining a similar relationship with the EEC. This policy is also designed to reduce the possibility of liability risks as well as to insure the protection of confidential information. The EEC requests that families refrain from asking EEC employees and student teachers to provide after-hours childcare for their children.

Non-discriminatory Policy and Confidentiality

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, religion, political party, national origin, sex, age, or disability.

We respect the confidentiality of each family member. We will not release information about your family to any other family at our center without your written approval. In return, we will not share information about another child or family with you. When an accident/incident occurs, we will not release the name of the other child involved due to our confidentiality agreement.

Child Custody Concerns

If custody becomes an issue for your family, a court order stating that a "non-custodial parent may not pick up a child at the center" will need to be submitted to the Angel Learning Center office. Without a copy of the court order on file, staff members cannot refuse a parent the right to take his/her child from the center. Law enforcement officials are called immediately if a custody battle arises.

Sick Policy: Regulations Concerning Sick Children

According to the GA Department of Health & Human Services, Bright from the Start, we are unable to accept a child with a diagnosed communicable disease (measles, mumps, chickenpox, etc.) or obvious acute illness, until released by their doctor. Therefore, please do not send your child to the Center when he/she is sick or has signs of a possible contagious disease. If your child has a communicable disease, please keep him/her home until they have been symptom and fever free for 24 hours **WITHOUT MEDICATION**, and the child feels well enough to participate in center activities. We will exclude children with a fever of over 100 degrees, diarrhea, vomiting, etc. as we feel the need. **If your child is ill, we will notify you by phone or on the ProCare app the child will need to be picked up within the an hour from the center.** Communicable diseases will be reported to the local health department.

I NEED TO STAY HOME IF...						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.4 or Higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head with live lice or nits, (lice eggs)	Redness, itching, and/or "crusty" drainage from eye.	Hospital stay and/or ER Visit
I AM READY TO GO BACK TO SCHOOL WHEN I AM...						
Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from Diarrhea for at least 24 hours	Free from rash itching, or fever. I have been evaluated by my doctor if needed	Must be treated and ALL nits removed. Student must be cleared by nurse to return. No bus until cleared.	Evaluated by my doctor and have a note to return to school.	Released by my medical provider to return to school.

When symptoms are present in staff or students, the facility may require a visit to a doctor. In addition to the doctor's visit, a doctor's note may also be required. A doctor's note must have the date of the visit, clarification of diagnosis, and notes on whether the illness is contagious and or the number of days if any, the child should remain home until healthy. Our goal is to stop the spread of illness in the facility. We ask you, the guardians, and the parents, to work with us as partners in keeping the facility safe and healthy!

Child's Temperature _____ Time _____ Teacher _____

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Doctor's Visit / Note Required

No Doctor's Visit Required

- **Cold, Cough, and other Severe Symptoms of Illness** – Child is irritable and not feeling well. Signs/symptoms of severe illness include lethargy, uncontrolled coughing, inexplicable irritability, or persistent difficulty breathing and/or wheezing. Cough is chronic, deep, or hacking. The child may have symptoms of sinus infection which include green discharge from the nose. *The child must remain home the following day, regardless of a doctor's visit.*
 - **100 Degree Fever**, accompanied by behavior changes or other signs/symptoms of illness. *The child must remain home the following day and be fever free before returning to the facility, regardless of a doctor's visit.*
 - **Diarrhea**, if there are 2 or more episodes of diarrhea in a 24-hour period (not associated with diet changes or medications), *the student must remain home until the diarrhea stops or the continued diarrhea is deemed not infectious by a licensed healthcare professional.*
 - **Blood in stool**, not explainable by dietary change, medication, or hard stools. *The child must stay home until the stool is clear of blood.*
 - **Persistent abdominal pain** continues for more than 2 hours or intermittent pain associated with fever or other signs/symptoms of illness. *The child must stay home until the pain stops.*
 - **Ear Infection**, many children develop infections following a cold or other viral infection, these infections are contagious. The child must stay home the following day after the initial antibiotic/medication treatment.
 - **Conjunctivitis/Pink Eye**, *the child must stay home the following day after initial antibiotic/medication treatment.*
 - **Vomiting** *If there are 2 or more vomiting episodes in a 24-hour period the child must remain home the following day, and until no longer vomiting.* The doctor must determine if the vomiting is a non-communicable condition.
 - **Mouth Sores**, until the child's physician states that the child is noninfectious. *The child must stay home the following day after the initial antibiotic/medication treatment.*
 - **Ringworm**, until 72 hours after treatment with a prescription oral antifungal medication
 - **Rash with fever or behavior change**, unless a physician has determined the illness to be noncommunicable.
 - **Head Lice**, *until after treatment has been completed.*
 - **Hand Foot and Mouth**, free of symptoms for 24 hours, and mouth sores, and open blisters are completely healed.
 - **Scabies**, *until after treatment has been completed.*
 - **Tuberculosis**, *until a health care provider, states that the child is on appropriate therapy and can attend childcare.*
 - **Impetigo**, *until 24 hours after treatment has been initiated.*
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- **Strep Throat**, until 24 hours after initial antibiotic treatment and cessation of fever.
- **Chickenpox**, until all sores have dried and crusted (usually 6 days).
- **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed.
- **Mumps**, until 9 days after onset of symptoms.
- **Hepatitis A Virus**, until 1 week after onset of illness.
- **Measles**, until 4 days after onset of rash.
- **Rubella**, until 6 days after onset of rash.

Nutrition Policy: Meals and Snacks

The Center will provide nutritious meals three times each day. Breakfast, lunch, and afternoon snacks will be distributed. All meals and snacks are prepared based on the USDA Child Care Food Program Guidelines. Menus are posted in the center's front lobby. This Center participates in the Child and Adult Care Food Program of Georgia, which meets all federal recommended daily nutritional guidelines.

Parents must provide pre-made bottled formula for their infants. The Center does provide baby food as well as meals to infants who eat from the table. Parents must prepare the infant's formula or breast milk at home and bring it to the Center COLD. In the case of breast milk, labeled with the child's name and the date. Formula or breast milk not consumed within an hour will be disposed of for safety reasons. **PLEASE SEE INFANT AND BOTTLE POLICY.**

Parents are required to fill out an infant feeding schedule before the first day of care whether the Center provides the food or if they are on formula. The infant feeding schedule is to be updated each time you successfully introduce your child to a new food and/or every 3 months.

The center will provide food for children who are on special diets that are prescribed by the child's physician. **Parents must have a note from the child's Physician or Dietitian to substantiate the need for a special diet. Notes from Physicians are needed to substantiate food allergies for a substitute to be provided.**

Family Style Meals

Angel Learning Center participates in the Child and Adult Food Program (CACFP), a federal program that provides two healthy meals and one healthy snack each day. We serve nutritious meals that meet USDA requirements. CACFP plays a vital role in improving the quality of childcare meals.

All meals served to the children will be served family style. Teachers will encourage children to take a CACFP course. If something is displeasing to a child, they are to take a "no thank you" serving of one bite. When a child clears his/her plate, they may have another serving. Please encourage your child to serve himself/herself at home so they can improve this very important social skill. Praise your child when he/she has mastered serving themselves.

Breakfast will be served between 7:30 a.m. and 8:30 a.m.

Breakfast will stop being served 15 minutes before 9:00am! Our teachers need to get started with their daily routines.

If students are not here before 9:30 a.m., they will not be included in the lunch count. Please call to inform us of their late arrival before 9:30 a.m.

Lunch is served between 11:00 and 12:00; snacks are served from 2:00 to 3:30 p.m. If your child is on a special diet the center will provide substitutes which will meet the requirements of the USDA and CACFP guidelines. **No outside food or drinks are permitted in the center. Per the state food program guidelines as well as the safety of children with allergies. We are a peanut free facility.**

Daily Rest Periods:

Provisions will be made each day for each child to rest. A minimum of 2 hours per day and maximum of 2 ½ hours rest time will be available for each child. **All parents must provide a bedroll for naptime.** The linen should be picked up every Friday afternoon to be laundered and brought back to the Center on Monday mornings. Please label your **child's linen and all personal items with his/her name or initials.**

****The children are not required to go to sleep; however, we ask that they are quiet so as not to disturb the others in the class that are sleeping. If the child becomes a disruption and prevents others from napping, you may be asked to pick up your child until a plan can be in place to help your child rest during this time.**

Arrangement of Sleeping and Resting Equipment. All sleeping and resting equipment shall be arranged to avoid obstructing access to exit doors, to provide the caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment shall be arranged as follows.

There shall be a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (18") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots so that one child's head is toward another child's feet in the same row. ***Using the same spaces for cots/mats gives the children consistency daily to help them get into a routine to settle down.***

Infants Safe Sleep:

Promote ABCs of Safe Infant Sleep

Alone - In their own sleep space, separate but close to caregivers

Back - On their back, every sleep, every nap, every time

Crib - In a crib with a firm, flat surface and no extra items such as pillows, blankets or toys.

Personal Belongings

- o Toys and money should not be brought to the Center unless it is requested for a special occasion.
 - o Bottles are only allowed in the infant/transition class.
 - o All parents are to bring 2 extra sets of seasonal clothing to be left in their child's cubby. The extra clothes
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should include socks and underclothes. (Note: When a child is being potty trained, several pairs of training pants should be brought to the Center daily. Please be considerate of the type of bottoms your child wears during training. Clothes should be easy to remove for the child & the teacher.

- o Please put your child's name or initials on all items left at the center.

Items Needed by Parents to Ensure Quality Care

Infants: 6 weeks to 12 months:

- o Diapers – weekly
- o Wipes – weekly
- o *Breast milk or formula (up to 12 months) *Must be brought in COLD every day and labeled with the child's name and the date.
- o 2 sets of seasonal changing clothes – always
- o Infants cannot have pacifiers attached in any way to the clothing as this is a choke hazard.
- o We are not permitted to apply baby powder; therefore, parents must provide ointment for diaper rashes.
- o Once the child is walking, please send them wearing socks and a pair of closed toe shoes.

Note: **The Center provides meals for infants that eat table foods.**

Toddlers: 12 months to 24 months

- o Diapers or Pull-Ups and Wipes – weekly
- o 2 sets of seasonal changing clothes – always
- o **Socks and shoes are required to be worn in this classroom.**
- o Children are not allowed to have pacifiers except at nap time until they give them up. Pacifiers cannot be attached in any way to the clothing as this is a choke hazard.
- o Bedroll (Can be purchased at most major stores or online)
- o ***Children, ages 2 and younger, are not allowed any loose beading in their hair. These are a choking hazard if they fall out***

Twos: 24 months to 36 months

- o Diapers/ Pull-Ups/Training Underwear (if child isn't potty trained)
- o 2 sets of seasonal changing of clothes – always
- o Bedroll (Can be purchased at most major stores or online)

Parents are required to provide all diapers, wipes, extra clothes, etc. If the school needs to give your child additional supplies, you will be charged \$2.00 per diaper & \$4.00 per pack of wipes.

All items must be labeled with your child's name. You are responsible for ensuring your child's necessities are provided each day.

Diaper Changing Procedure:

1. HAVE DIAPERING SUPPLIES READY Ensure supplies are within reach of staff, but not accessible to children. Perform proper handwashing and put on disposable gloves.
 2. PLACE THE CHILD ON NON-POROUS SURFACE Keep one hand on the child at all times. Unfasten the diaper but leave the soiled diaper under the child. Avoid contaminating additional items.
 3. CLEAN THE CHILD'S DIAPER AREA Lift the child's legs as needed and use a fresh wipe each time you wipe front to back. Place the soiled wipes into the soiled diaper or directly into a covered, plastic-lined, hands-free trashcan.
 4. REMOVE THE SOILED DIAPER Fold the soiled surface of the diaper inward. Place soiled disposable diapers in a
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covered, plastic-lined, hands-free covered trash can. Remove gloves using the proper technique.* PUT ON A

5. **CLEAN DIAPER AND DRESS THE CHILD** Slide a fresh diaper under the child. Use a clean disposable glove to apply any necessary diaper creams. Fasten the diaper.
6. **WASH THE CHILD'S HANDS** Use proper handwashing technique.** Return the child to a supervised area.
7. **CLEAN AND SANITIZE THE CHANGING TABLE** Clean changing table with water and soap solution. Rinse table. Wet the entire changing surface with a disinfectant. Put away the disinfectant and let it sit according to the manufacturer's instructions. Wash hands using proper procedure.

Toilet Training

When potty training begins, it requires cooperation between school and home. Please dress children in clothes that will help increase independence of this new skill. Clothes to avoid-overalls, onesies, jumpers, & body shirts. Elastic pants will assist them, and we encourage the children to begin dressing themselves as in pulling up their own pants. Please keep in mind if your child has an excess number of accidents, potty training may be temporarily put on hold.

Toilet training children need to have at least four changes of easy to pull up and down clothes. This includes underwear, and socks as liquid tends to go with gravity. It is also a good idea to have a spare pair of sneakers in their cubby for the same reason.

Belts, zippers and buttons are discouraged for potty training children. These things can wait until they get a good grasp on using the potty.

Children must be toilet trained to enter the 3s class

Threes & Fours:

- o 2 sets of seasonal changing clothes, socks and underwear always included.
- o Bedroll (Can be purchased at most major stores or online)

Note: Please dress children in clothes to have fun in. Children should not have to worry about getting clothes dirty while they are playing, learning, and having fun.

***All children must wear toe closed shoes. -No sandals or house slippers**

***All students are required to always have an updated shot record on file.
Update us as they receive their immunizations.**

Discipline & Behavior Management Policy

The guidelines for discipline at ALC are to foster and teach children to be independent self-monitors of their behavior. This will be achieved through behavior guidelines provided by teachers and staff. Children attending Angel Learning Center will not be subjected to any form of corporal punishment by the Director or any other staff of the facility. The definition of “staff,” includes: any regular or substitute caregivers, volunteers, cooks, secretaries, janitors, vehicle drivers or any other individual who might encounter the children while providing services. We are mandated reporters and will report and suspected child abuse or neglect to the Department of Family and Children’s Services.

ALC instructors and other staff will provide Verbal Guidance by:

- o Speaking kindly to children.
- o Providing positive verbal praise when interacting with children.
- o Giving clear instructions.
- o Avoid making comparisons between children.
- o Giving positive directions and suggestions.
- o Promoting positive self-esteem.

ALC instructors and staff will provide Behavioral Guidance by:

- o Supervising children for all activities (indoor, outdoor, and field trips)
- o Planning developmentally appropriate classroom activities. - Ensuring that children know the consequences of inappropriate behavior.
- o Providing consistency in discipline practices.
- o Ensuring that teachers and staff will be positive role models.
- o Giving children choices.
- o Knowing and understanding the mental and emotional needs of the children.

ALC complies with General Statutes of the State of Georgia, which are:

- o No child will be handled roughly in any way including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
- o No child shall ever be disciplined for not sleeping during a rest period. Foods shall not be withheld as a means of discipline.
- o No child shall be placed in a locked room.
- o No child shall be disciplined for toileting accidents or any other accidents.

Angel Learning Center will not be held liable for the actions performed by outside entities and all further legalities must be brought to the attention of said companies.

Biting Policy

Biting is, unfortunately, not unexpected when children are in group care. Biting can be frustrating and stressful for the children, parents, and teachers. Biting is a normal developmental stage that many children go through. It is usually temporary; however, there are no quick solutions. The safety of all children at Angel Learning Center is our primary concern. This biting policy addresses the actions that will be taken if a biting incident occurs.

Children bite for several reasons: oral exploration, wanting attention, desire to have a toy another child has, and teething. Some children have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The children will be encouraged to “use their words” if they become angry or frustrated. The focus is not on punishment for biting, but on effective techniques that address the reason for biting.

The following steps will be taken if a biting incident occurs:

- The biting will be interrupted with a firm “Stop...we don’t bite people” and we will immediately separate the biter and the victim.
- The bitten child will be comforted
- The child that bit will be removed from the situation
- The bite will be cleansed with soap & water and ice will be applied
- The caregiver will work with the child who bit to learn other behavior
- The parents of both children will be notified of the biting incident and a written record will be kept
- The names of the children involved will be kept confidential. This is to avoid labeling of the children, which makes it more difficult to work quickly and positively toward stopping the biting.

Should the child bite a second time, the teachers and Director will work together to make special efforts to eliminate reoccurrence and to protect the children in the classroom. The parents and Director will work to try and resolve the problem in an appropriate manner.

If the child is a habitual biter and fails to respond to corrective measures and continues to bite and only after we feel we have made every effort to help the biting child and for the protection of all of our children, we reserve the right to terminate the enrollment at the discretion of the Director.

We support all our children, whether they bite or are bitten. We want the best for all the children in our care. Parental involvement, cooperation and support are of key importance in the education of your child.

The following are the steps ALC will take regarding unacceptable behavior.

1. Verbal warning and corrections needed to be given to the child.
2. Verbal warning and corrections needed given to the child and family.
3. One-day suspension - *Regular tuition will be due.*
4. Three-day suspension - *Regular tuition will be due.*
5. Enrollment will be terminated.

Stages of Potty Training

Angel Learning Center believes there are three steps to potty training or toilet learning. These stages are:

- First Stage: Interested in the Potty!
 - This stage occurs when the child starts to communicate that they have gone potty in their diaper. They show interest in the potty by pointing, saying potty words, and being uncomfortable in their diaper. This is a great phase to start reading books about going potty and watching videos!
- Second Stage: Toilet Trained with Adult Support
 - This occurs when the child can use the toilet, but it is the adult who gets the child to the bathroom on a set schedule. In summary, the adult initiates the use of the toilet by the child on a consistent schedule. During this stage, the child is fully assisted by the adult. The adult walks the child to the toilet, sits them down, pulls up and down their pants, and helps with wiping. Accidents do occur frequently in this stage. This stage's focus is to get the child used to going to the bathroom, being aware of this new and exciting adventure, and assisting them to do it properly!
- Third Stage: Potty Training
 - The student can use the toilet, mostly on their own, and expresses the need to go potty on the toilet. They are communicating interest and acting. The child is showing signs of readiness and is feeling independent enough to use the potty on their own. Accidents occur very infrequently in this stage! They still may occur, so do not get discouraged.

Signs of Readiness

- Verbal Signs:
 - The child can speak in three-to-four-word sentences.
 - The child can speak when his or her diaper is wet.
 - The child can say they feel that they need to go potty or are wetting their diaper.
 - The child tells you that he or she needs to go to the bathroom.
- Physical/Psychological Signs:
 - The child stays dry for longer periods of time
 - The child can hold urine or bowel movements.
 - The child has a somewhat consistent bowel movement schedule. This means their bowel movements are at somewhat regular times.
 - The child can pull down and pull up pants and underwear
 - The child asks and wants to wear underwear.
 - The child initiates using the toilet by walking to it.
 - The child can learn and initiate the following actions of going to the bathroom, peeing, wiping, flushing and washing hands.
- General Notes on Potty Training
 - The following notes are important to remember while potty training your child:
 - Make potty training a POSITIVE EXPERIENCE for everyone!
 - Never make the child feel bad about having an accident. Remember, it is a process!
 - Positive reinforcements are beyond helpful in training.
 - Make sure to pay attention to the child's signs of readiness and be ready yourself.

The Potty-Training Process at Home and at the Facility

Angel Learning Center requires the potty-training process to begin at home. The process should begin when the

parents and child can be dedicated and there are not a lot of changes in the child's life.

The Process at Home:

1. Notify the teacher of a scheduled weekend that you plan to start the process. Ensure that the teacher is aware and can start working with your child at the facility around the same time.
2. We recommend your child to stay in underwear for two to three consecutive days. This is because underwear feels different than a diaper on a child. They start to realize that the underwear cannot hold their urine/poo and they feel uncomfortable. Underwear helps produce the sensory signs of going to the bathroom on the toilet to maintain dry and clean underwear!
1. It is important that parents stay close to home and keep the child close to the bathroom while playing or participating in activities to ensure ease of use.
2. We recommend your child to wear comfortable, easy to remove clothing during this process.
3. Take your child to the bathroom every 2 hours, and reward them with cheering, or other positive reinforcement techniques even if they are just sitting on the toilet.
4. Read books throughout the process and watch clips to support this new and exciting milestone.
5. Staying consistent with the procedure at home is the most important step in this process.

The Process at Facility:

A successful weekend at home is defined by the child having 3 or less accidents and remaining excited about the process. If your child goes more times during the weekend on the toilet than in their underwear, this is a sign of success!

1. Notify the teacher that it was a successful weekend through a note in the app or a face-to-face conversation.
2. Bring extra clothes and underwear in case of accidents.
3. Walk the child to the bathroom and show them how it looks just like the one at facility. Stay a minute at the facility to have the child sit down and become comfortable with a toilet outside of their home.
4. Talk with the child about how excited you are for them to use the potty at facility.
5. The teachers will bring the student to the bathroom every 1.5 to 2 hours.
6. Notes on the potty-training process at the facility will be provided to the parent.

The following Guidelines must be followed when children are potty training at facility/wearing underwear:

No Overalls, pants that have a belt, pants that snap or any clothing that is hard to get out of quickly.

Bring an extra pair of shoes if possible as they can get wet too.

ALWAYS have extra clothes and underwear onsite at the facility.

Inform the teacher if your child prefers to sit or stand when using the toilet.

Keep a small supply of pull-ups for nap time at the facility.

It is your responsibility to take home any soiled clothes to be cleaned and sanitized - not the facility's!

Children should be potty trained by 3 years old unless there are extenuating circumstances.

Once children are 3 years there will be a 30 day grace period to complete the potty training process if required.

Our staff members are very diligent in the potty training process; however it **REQUIRES** parental involvement as well.

If a child does not meet the potty-training deadline a conference will be scheduled to discuss options including removal from the ALC program.

Transitioning A Student to The Next Age Group

Students will transition to the next age group when they are age appropriate, there is space available, and all parties including the 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 facility year, which is in September, but some may be able to occur during the facility year if a space becomes open.

Angel Learning Centers transitioning schedule is based on how the students react 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 assess their progress.

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

Reporting Child Abuse and Neglect

We understand the importance of family unity, however if a time arrives where upon any symptoms of suspected child abuse or neglect by a staff member or parent/guardian are brought to our attention, we are required by law to report it to the local County Division of Family and Child Services. This Center will abide by this law.

Inclement Weather

Angel Learning Center typically follows the local public schools for inclement weather closings and delays. If the local school is closed or opening late due to inclement weather, the Center will follow with the same schedule. You should also check the center's Facebook, as well as, Procare Connect messages for closing and late openings announcements. There are no tuition discounts for inclement weather closings.

- o Angel Learning Savannah - Chatham County School System
- o Angel Learning Valdosta - Valdosta City School System
- o Dawsonville Angel Learning – Dawson County School System

Outdoor Activity

State requires at least 1 hour and a half of outside activity per day

Weather Permitting we will be outside (above 35 and below 100). Please provide proper clothing (jacket/sweater) towels (for water days), sunscreen, Bug Spray. Children will be given plenty of liquids, popsicles, ice cream and rest periods during extremely hot conditions.

*Each classroom has a weather chart that guides the teachers whether they are permitted outside or not.

Field Trips

Field trips and nature walks will be taken periodically to nearby places and are considered an important part of the educational program. The same responsible adult supervision will be provided for those excursions as are available to the children while in attendance at the Center. Parents will be notified in advance of all field trips away from the Center and must sign their child up 24 hours prior to the trip. In the event your child will not be attending a class field trip, the child must be picked up prior to the scheduled time of the field trip. The entire class staff is needed on the trip to ensure proper supervision and safety of the class during the trip. Parent authorization will be required for each field trip.

Students must wear sneakers on all field trips. Toys, electronic devices, games, and other such items should not be taken on trips, unless special permission is given by staff. ALC will not be held liable for any lost, damaged, or stolen items on field trips.

Closings

Please pick up a copy of our school year calendar. Please look for posted dates on the parent bulletin boards, along with following us on our Facebook page for updates.

Photos/Videos

We take pictures and videos of children on a regular basis as a way of documenting your child's learning process. These pictures are used as materials for marketing and advertising. Angel Learning Center. Pictures are always used and shared with respect. By signing the last page of this handbook, you will be giving ALC permission to use your child's image whenever necessary. If you do not wish to have your child's pictures and/or videos used for these purposes, please note your exception on the same page.

TV/ Movie Policy

We allow our children to watch age-appropriate G and PG rated films and shows when they are appropriate and go along with the curriculum theme of the week.

Parent-Teacher Conference - PreK

Parent-Teacher Conferences will be held twice a year, once in the fall, and once in the spring. The Parent-Teacher Conference is a special opportunity for you to talk with the teachers about your child's individual progress. Parent-Teacher Conferences give you a chance to:

- o Share insights about your child.
- o Find out about your child's learning and progress.
- o Review your child's portfolio.
- o Discuss any challenges your child is having—or any of your own concerns.
- o Ask for extra help for your child, such as potty training, etc.
- o Learn about special programs, supplemental services, or outside resources.

Parent-Teacher Conferences are not the only time you can meet with your child's teachers. You can request a conference at any time you have a concern. Teachers may also request a conference at any time if they feel it is needed.

Emergencies

Emergency procedures for Severe weather (tornado, hurricane, etc.) as well as lockdown procedures or a threatening situation the posted emergency plan will be put into place. Evacuation procedures will be

followed if necessary and a posted location where children are taken for secure care will be posted on the front door. Parents will be notified through the ProCare application. Please look for posted dates on the parent bulletin boards, along with following us on our Facebook page for updates.

Section II

Enrollment Process

Angel Learning Center Tuition Agreement

Revised August 1, 2024

At the time of enrollment, parents are required to sign a tuition agreement, pay a registration fee of \$150.00 along with one week's tuition in advance. **THE REGISTRATION FEE AND 1ST WEEK OF TUITION IS NONREFUNDABLE.** The registration fee/tuition will also serve as a security deposit to secure a child's space in a classroom for a minimum of two (2) weeks. At the end of the 2 weeks, the child will need to have started the program, or another week of tuition will be due, or the space will be lost.

Tuition

Each child's tuition is an ongoing fee, which will be made in weekly or monthly payments. If you choose to pay monthly, you must pay **1 month in advance**. Tuition is billed on Monday for the upcoming week. If you have not paid tuition by Wednesday, we will run the card on file for tuition express again. A \$35 late charge will be added to all accounts that are not paid by Friday of the week. Your child will be eligible for 1 week of vacation credit after 6 months of enrollment. **This excludes after-school children and GA PreK.** Vacation credits can only be used when a child is not in attendance and can only be used from August 15th to August 15th.

For CAPS clients we can hold a slot for a maximum of two service weeks during the eligibility period when a child is absent from care. There are no tuition discounts for closings.

Policy on Holding CAPS Slots

To hold a CAPS slot, families must comply with specific payment requirements as outlined below:

1. **Payment Obligation:** All required payments, including applicable fees or co-pays, must be made in full and on time.
2. **Bankruptcy Payments:** For families under bankruptcy arrangements, payments must be submitted to the designated recipient as instructed by CAPS or Bright from the Start. It is the family's responsibility to ensure payments are directed to the correct address.
3. **Failure to Pay:** Failure to meet parent payment requirements may result in the loss of the CAPS slot/child care slot. If you have questions or need clarification on payment procedures, please contact the CAPS team immediately for assistance.

Example:

- o Tuition is billed to your ProCare Account every Monday.
 - o You must notify management if you wish to self-pay on your Procare app prior to Monday morning.
 - o All accounts not paid by Friday will be charged a \$35 late charge.
-

NOTE: Tuition is required if your child attends the Center or does not attend if the child is enrolled in the program. We offer one vacation credit after the child has been enrolled for six months.

Forms of Payment:

All families need to be enrolled in Tuition Express; you can pay in advance until Thursday evening after this time your payment will be processed through the automatic tuition express application. Your personal bank information will only be used if you do not pay by the cutoff date.

Penalty Charges

Re-enrollment fee of \$50.00 is charged when a child is dropped from the program by the parent or Center and re-enrolled at any given time within the same year. If a client wishes to continue services, and if the slot is still available, the \$50.00 re-enrollment will be requested upon entering the program. **Late Payment Penalty** of \$35.00 will be charged to all accounts on Friday's and every Friday thereafter if the account is delinquent. **The Center may discontinue services if tuition is two weeks or more delinquent.**

LATE PICKUP FEES will be charged if a student is picked up after Center operating hours.

If you pick your child up after your center's closing time, your account will be charged **\$3 per minute per child** if you are late. We expect a courtesy phone call to notify us of late arrival, but you will not be exempt from a late fee charge. Accounts will be billed.

Delinquent Accounts

If accounts are two weeks or more delinquent, the Center Director has the right to discontinue services. All unpaid accounts will be turned over to a collection agency. Parents will be notified prior to this procedure. Any balances left unsettled will be sent to collections after 30 days.

Withdrawal Policy

If a parent decides to withdraw from the program, **two weeks' written notice** is required. A meeting with the director is requested. Any parent failing to provide the proper notice will be charged their normal tuition rate for two weeks. All balances will be sent to collections after 30 days of the last day the child attends the program.

Addition to Parent Handbook

Transportation, Medication and Emergencies Procedures

Transportation Services

Angel Learning Centers provide transportation to several local elementary schools using school buses or vans. To participate in our transportation program, parents/guardians must complete the required transportation forms.

During our school-age summer camp program, we offer field trips as part of the experience. For each trip, a field trip permission form must be signed in advance for children to participate.

Medication Policy

Angel Learning Centers do not administer medication in any of our programs. Parents should inform their child's physician of this policy so that, if necessary, medications can be prescribed for home administration. If needed, parents/guardians may come to the center during the day to administer medication to their child.

However, EpiPens and inhalers are permitted for emergency use. Parents must provide the necessary documentation and ensure that these emergency medications are properly labeled and stored according to center guidelines.

Communicable Disease Notification Policy

If a child is exposed to a communicable disease while at Angel Learning Centers, parents will be notified through a message on ProCare. Notifications will be sent specifically to the affected classroom(s).

In addition to informing families, we will outline the preventive measures we are taking to protect the health of all children. These may include increased sanitization of toys and equipment, special cleaning procedures, or fogging of the room as necessary.

Our goal is to maintain a safe and healthy environment for all children, staff, and families.

Emergency Preparedness Plan

Angel Learning Centers have a comprehensive emergency plan in place to address various situations. This plan is available for parents to review at any time and is posted on the parent bulletin boards in each center.

Each classroom is equipped with a tornado and fire drill evacuation chart, which is practiced monthly to ensure children and staff are prepared. For other emergencies, such as building or program-related issues that may impact operations, our emergency plan outlines:

- Evacuation procedures and designated relocation sites if necessary.
- Parent notification methods, ensuring timely communication during emergencies.

Our priority is to keep all children safe and informed during any unexpected situation.

Injury Notification Policy

At Angel Learning Centers, the safety of our children is our top priority. However, minor injuries may occasionally occur during daily activities. In such cases, teachers will notify parents through the ProCare application using the online incident report form.

This report will include:

- The nature of the injury
- Any first aid administered (if needed)
- Staff present at the time of the incident
- Additional notes for your information

Our goal is to ensure transparency and keep parents informed about their child's well-being throughout the day.

Injury Notification & Emergency Response Policy

At Angel Learning Centers, the safety and well-being of our children are our highest priorities.

- Minor Injuries: Parents will be notified through the ProCare application via the online incident report form, which details the nature of the injury, any first aid administered, staff present, and additional notes.
- Major or Serious Injuries: A staff member will call the parent immediately to notify them, seek guidance if needed, and arrange for the child to be picked up as soon as possible.
- Life-Threatening Emergencies: In the event of a severe medical emergency, emergency medical professionals will be contacted immediately to provide care. Parents will be notified as soon as possible.

Our staff is trained to respond quickly and appropriately in all situations to ensure the health and safety of every child in our care.

Parent Suggestion Box

At all Angel Learning Centers, we value open communication and collaboration with families. To ensure continuous growth and excellence in our program, we provide a Parent Suggestion and Survey Drop Box, allowing parents to share feedback at any time. Additionally, we conduct annual surveys to gather insights into areas for improvement.

All feedback is carefully reviewed and used to enhance our programs, inform teacher training, and implement necessary updates. To promote transparency, we communicate any significant changes with families. Our center also establishes specific goals with actionable steps and timelines to ensure meaningful improvements.

We encourage all families to participate in shaping a nurturing and high-quality learning environment for their children.

Agreement Page – Turn in this page only to the center with your paperwork.

STUDENT'S NAME _____ **DATE OF ENTRY:** _____

I have read and understand the Parent Handbook and agree to abide by the policies and procedures as stated. I have also participated in an admission conference either formally or informally with a member of administration.

Signature of Parent/Guardian **Date**

I understand and will abide by the Tuition Agreement.

Signature of Parent/Guardian **Date**

I have read, understood, and agree with the biting policy established by Angel Learning Center.

Signature of Parent/Guardian **Date**

I _____ give/ I do not give Angel Learning Center permission to use my child's photo.

Signature of Parent/Guardian **Date**

The parents were given an opportunity to ask questions and discuss the policies of Angel Learning Center.

Administration Signature **Date**

Thank you for choosing Angel Learning Center. We look forward to partnering with your family so that we may care for and meet your child's needs in the best possible way. Please feel free to bring any concerns or suggestions to our attention.
