



Parent Handbook

Policies • Procedures • Family Information



info@angellearningcenter.com





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Welcome to Angel Learning Center

We are pleased that you have chosen Angel Learning Center for your child's care and education. Our mission is to provide a safe, nurturing, and engaging environment where children can learn, grow, and thrive.

This Parent Handbook is provided at the time of enrollment to help familiarize families with our policies, procedures, and expectations. Angel Learning Center (ALC) is licensed by the State of Georgia and operates in compliance with Bright from the Start rules and regulations, along with additional policies established to support high-quality care.

At Angel Learning Center, family partnership is essential. We believe children succeed best when families and educators work together. Our center serves as an extension of your home, and we value open communication, collaboration, and a shared commitment to each child's well-being. Parents are encouraged to participate in center activities and are always welcome to visit. Our open-door policy allows enrolled families to visit unannounced during operating hours.

We encourage you to read this handbook carefully, as it contains important information that will help ensure a positive and successful relationship between your family and Angel Learning Center.

We look forward to partnering with you and your family, and thank you for entrusting us with your child's care and education.

Sincerely,

Angel Learning Center Administration

Effective September 1, 2026

Mission, Vision, and Values

Our Mission

At Angel Learning Center, our mission is to provide a safe, nurturing, and high-quality early learning environment where every child feels loved, respected, and supported. Through developmentally appropriate practices, hands-on learning, and meaningful relationships, we foster each child's social, emotional, physical, and cognitive development while partnering closely with families.

Our Vision

Our vision is to be a trusted leader in early childhood education across Georgia by creating strong family partnerships, maintaining the highest standards of care and compliance, and preparing children with the confidence, curiosity, and skills needed for lifelong learning and success.

Our Core Values

Angel Learning Center is guided by the following core values:

- **Quality & Excellence**
We are committed to providing high-quality care, curriculum, and environments that support every child's growth and learning.
- **Safety & Well-Being**
The health, safety, and emotional well-being of our children are our top priorities.
- **Family Partnership**
We believe families are a child's first teachers and value open communication, collaboration, and mutual respect.
- **Respect & Inclusion**
We honor and celebrate diversity, creating a welcoming and inclusive environment where every child and family is valued.
- **Integrity & Accountability**
We operate with honesty, transparency, and responsibility in all aspects of our program.
- **Teamwork & Collaboration**
Strong relationships between educators, families, and communities allow children to thrive and succeed.

Enrollment Procedures & Required Documents

Angel Learning Center follows a structured enrollment process to ensure the safety, readiness, and successful transition of each child into our program.

Enrollment Procedures

1. **Application & Inquiry**

Childcare applications may be obtained from the Center during regular office hours. The Center's operating hours are 6:00 a.m. to 6:00 p.m.

2. **Pre-Enrollment Tour**

All families are required to complete a **pre-enrollment tour** with the **Director or Assistant Director** prior to acceptance. Parents are strongly encouraged to bring their child to the tour. This allows the child to meet teachers, interact with peers, and become familiar with the classroom environment.

During the tour, families are encouraged to:

- Share information about their child
- Discuss program expectations
- Ask questions regarding daily routines, curriculum, and policies

3. **Enrollment Confirmation Meeting**

Once enrollment is approved and space is available, the **Assistant Director** will schedule an enrollment meeting with the family to review all required forms, policies, and expectations.

4. **Fees & Account Setup**

Prior to the child's first day of attendance, families must:

- Sign the Enrollment Agreement and Tuition Agreement
- Pay the applicable **registration fee** (registration fees vary by location and are non-refundable)
- Submit the **initial tuition payment** based on the selected payment plan

5. All accounts must be current before a child may begin care.

Required Enrollment Documents

The following documents must be completed and submitted **before the child's first day of attendance**, unless otherwise noted:

- ☐ **Completed Enrollment Application**
- ☐ **Signed Parent Handbook Acknowledgment**
- ☐ **Signed Tuition Agreement**
- ☐ **Child Health Form** completed by a licensed physician
- ☐ **Current Georgia Immunization Record (Form 3231)**
 - ☐ Immunization records must be updated as vaccines are received
 - ☐ All children must be current on age-appropriate immunizations within **30 days of enrollment**
- ☐ **Emergency Contact Information**
- ☐ **Authorized Pick-Up List**
- ☐ **Custody Documentation** (if applicable)
- ☐ **Infant Feeding Schedule** (for infants)
- ☐ **Special Diet or Allergy Documentation** (physician statement required)
- ☐ **Transportation Forms** (if applicable)
- ☐ **Photo/Video Permission Form**
- ☐ **CAPS Documentation** (if applicable)

Failure to submit required documentation may delay or prevent a child's start date.

Parent Responsibility for Updates

It is the responsibility of the parent or guardian to notify the Center promptly of any changes to:

- Address
- Phone numbers (home, work, or mobile)
- Employment information
- Emergency contacts
- Medical information
- Custody arrangements

Keeping records current is essential for your child's safety and compliance with state licensing requirements.

Immunization & Health Compliance

Angel Learning Center complies with all **Georgia Bright from the Start** health requirements. Children who are not current on required documentation may be excluded from care until compliance is met.

Tuition & Billing Policy

Angel Learning Center operates on an **annual tuition model**. Tuition is based on the full program year and secures your child's enrollment, classroom placement, staffing, curriculum materials, and operational costs.

Families may choose from **weekly, monthly, or annual payment options**. While payment frequency may vary, families are responsible for the **full annual tuition obligation** once enrollment is accepted.

Tuition Rates

Tuition rates are determined by the child's age, program type, schedule, and center location. Current tuition rates and available discounts are provided at the time of enrollment and outlined in the Enrollment Agreement.

Tuition rates are subject to change with advance written notice.

Payment Options

Families may select one of the following payment plans:

- **Weekly Payments**
Annual tuition is divided into equal weekly installments and billed **weekly in advance**.
- **Monthly Payments**
Annual tuition is divided into equal monthly installments and billed **one month in advance**.
A monthly prepayment discount may apply.
- **Annual Payment (Paid in Full)**
Tuition is paid in full prior to the start of care or by an approved date.
The highest tuition discount applies to annual prepayment.

Discount amounts vary by location and program and will be disclosed at enrollment. Discounts are not retroactive and may not be combined unless approved in writing.

Billing Method

All families are required to enroll in **Tuition Express through Procure**.

- Tuition is billed automatically based on the selected payment plan
- Families may submit payments manually through Procure prior to the billing cutoff date if they choose
- After the cutoff time, tuition will be processed automatically using the payment method on file

Angel Learning Center does **not** accept cash, checks, or in-person credit card payments.

Families are responsible for maintaining accurate and current payment information at all times.

Tuition Obligation

Tuition is due **regardless of attendance**, including absences due to illness, vacations, holidays, inclement weather, or temporary center closures built into the annual calendar.

Tuition is not reduced or prorated for non-attendance.

Tuition and annual fees are non-refundable and must be paid by the designated due date to maintain enrollment.

Registration Fee

Registration Fees are due at the time of enrollment and are required annually each September thereafter. These fees secure your child's placement and support program operations and supplies for the school year.

Late Payments & Fees

- Tuition not received by the due date may result in a **\$35 late fee**
 - Late fees may be assessed weekly until the account is brought current
 - Repeated declined payments may result in suspension or termination of care
-

Delinquent Accounts

Accounts must remain in good standing. If an account becomes **two (2) weeks delinquent**, Angel Learning Center reserves the right to:

- Suspend care
- Terminate enrollment
- Refer the balance to a collection agency

Parents will be notified prior to any collection action.

CAPS & Subsidy Accounts

Families receiving CAPS or other tuition assistance remain responsible for:

- We must have an active scholarship on file before the child can begin care.
- Parent are responsible for paying their share of the registration fees and co-pays
- Compliance with signing the child in and out for attendance and documentation requirements

Failure to meet payment obligations may result in loss of the childcare slot.

Withdrawal & Notice Requirement

A **two-week written notice** is required to withdraw a child from the program.

- Tuition is due during the notice period regardless of attendance
- Annual prepaid tuition is non-refundable
- Discounts may be forfeited if enrollment ends early or the account becomes delinquent

Unpaid balances remaining **30 days after the last day of attendance** may be sent to collections.

Hours of Operation & Daily Care Limit

Angel Learning Center is open from 6:00 a.m. to 6:00 p.m.

Tuition includes up to ten (10) hours of care per child, per day, measured from sign-in to sign-out. Care exceeding 10 hours will be charged at \$3 per minute, per child, beginning with the first minute over the limit. This fee applies even when the additional care occurs before the Center's 6:00 p.m. closing time. A courtesy call does not waive the fee.

Program Operations & Special Events

Angel Learning Center offers a well-rounded program that supports children's development through daily routines, outdoor play, special activities, and community experiences. The following policies outline how program operations and special events are managed to ensure safety, consistency, and quality care.

Outdoor Play & Physical Activity

Weather permitting, children participate in outdoor play daily. In accordance with state requirements, children are provided with **at least one and a half (1½) hours of outdoor activity each day**.

- Outdoor play typically occurs when temperatures are **above 35°F and below 100°F**
- Each classroom follows a weather chart that guides outdoor activity decisions
- During extreme heat, children are given frequent water breaks, rest periods, and shaded play

Parents are responsible for providing:

- Weather-appropriate clothing (jackets, sweaters, etc.)
 - Sunscreen and insect repellent (when applicable)
 - Towels or extra clothing for water play days
-

Field Trips

Field trips and nature walks are considered an important part of the educational program and may occur periodically.

- Parents will be notified in advance of all off-site field trips
- A **signed permission form** is required for each field trip
- Children must be signed up **at least 24 hours prior** to the trip

If a child is not participating in a scheduled field trip, the child must be **picked up prior to the scheduled departure time**, as staff are required to accompany the class to ensure appropriate supervision.

Additional field trip guidelines:

- Children must wear **sneakers or closed-toe shoes**
 - Toys, electronic devices, and personal items are not permitted unless approved
 - Angel Learning Center is not responsible for lost, damaged, or stolen items on field trips
-

Inclement Weather

Angel Learning Center typically follows the local public school system for inclement weather closures and delays:

- **Savannah:** Chatham County School System
- **Valdosta:** Valdosta City School System
- **Dawsonville:** Dawson County School System
- **Smarr:** Monroe County School System

Families will be notified of closures or delays through:

- Procure messages
- The Center's Facebook page
- Posted notices at the Center

There are **no tuition credits or refunds** for inclement weather closures.

Closings & Calendar

Angel Learning Center operates year-round. Scheduled closures, holidays, and training days are listed on the **annual school calendar**.

Parents are encouraged to:

- Review the calendar carefully
- Check parent bulletin boards for updates
- Follow the Center on social media for announcements

Photos & Videos

Angel Learning Center takes photos and videos of children to document learning experiences and for program promotion.

- Images are used respectfully and appropriately
- Photos may be shared through Procure, social media, or marketing materials
- Permission is granted or denied on the handbook acknowledgment form

Parents who do not wish for their child's image to be used must indicate this in writing.

Television & Media Use

Limited screen time is permitted and used intentionally.

- Only **age-appropriate, G- or PG-rated** content is shown
 - Media must align with curriculum themes or educational goals
 - Screen time is not used as a replacement for instruction or supervision
-

Parent-Teacher Conferences

For Pre-K students, parent-teacher conferences are held **twice per year**—once in the fall and once in the spring.

Conferences provide an opportunity to:

- Discuss your child's progress and development
- Review portfolios and assessments
- Address concerns or challenges
- Discuss additional support or resources

Parents may request a conference at any time. Teachers may also request meetings when needed.



Community Events & Special Activities

Angel Learning Center may host special events, classroom celebrations, or family engagement activities throughout the year. Families will be notified in advance of all events.

Participation in events is optional unless otherwise noted.

Angel Learning Center appreciates your cooperation and involvement in helping us provide enriching experiences that support each child's growth and development.

Policies for Families & Visitors

Angel Learning Center is committed to maintaining a safe, respectful, and welcoming environment for all children, families, staff, and visitors. The following policies apply to **all parents, guardians, family members, and visitors** while on Center property or participating in Center-related activities.

Parent & Visitor Conduct

All families and visitors are expected to conduct themselves in a respectful and appropriate manner at all times.

- Threatening, aggressive, or disruptive behavior toward staff, children, or other families is **not permitted**
- Concerns or complaints should be addressed calmly with administration
- Angel Learning Center does **not tolerate disrespectful behavior** of any kind

Failure to comply with conduct expectations may result in administrative action, including removal from the premises or termination of enrollment.

Open-Door Policy

Angel Learning Center maintains an open-door policy to promote transparency and trust.

- Parents may visit their child's classroom during operating hours
- Parents may call the Center at any time to check on their child
- An administrator may relay information or facilitate communication with teachers as appropriate

Visits must not disrupt classroom routines or supervision.

Authorized Pick-Up & Identification

For child safety:

- Only individuals listed on the child's authorized pick-up form may pick up a child

- Photo identification may be required at pick-up, especially for unfamiliar individuals
- The Center reserves the right to refuse release of a child to anyone who appears impaired or unauthorized

This policy is enforced for the safety of every child.

Impaired or Intoxicated Pick-Up

Angel Learning Center reserves the right to refuse release of a child to any individual who appears to be **intoxicated, impaired, or unable to safely care for the child.**

If necessary, administration may:

- Contact another authorized pick-up person
 - Contact law enforcement to ensure the child's safety
-

Smoking, Alcohol & Drug-Free Campus

Angel Learning Center is a **smoke-free and drug-free facility.**

- Smoking is prohibited anywhere on school property, including the parking lot
 - Alcohol, illegal substances, or misuse of prescription medication are strictly prohibited
 - Cigarette butts must not be discarded on school grounds due to choking hazards
-

Parking & Vehicle Safety

To ensure safety:

- Vehicles must be parked only in designated parking spaces
 - Handicap parking requires a valid permit
 - Drivers must proceed slowly and cautiously at all times
 - Children must never be left unattended in a vehicle
-

Appropriate Attire

All parents, visitors, and family members entering the Center must wear appropriate attire.

- Clothing must include shirts, bottoms, and shoes
 - Nightwear or pajamas are not permitted
 - Clothing may not display offensive language, sexual content, drugs, alcohol, or mature themes
-

Respect for Diversity & Inclusion

Angel Learning Center is a diverse and inclusive community.

- Discrimination based on race, gender, religion, national origin, disability, or family structure is not tolerated
 - Families and visitors are expected to respect all cultures, beliefs, and backgrounds
 - Personal viewpoints that may be offensive or disruptive should not be expressed on Center property
-

Language & Cleanliness

- Profanity or inappropriate language is not permitted
 - Families are expected to help keep the facility and parking areas clean
 - Trash receptacles are provided throughout the Center
-

Professional Boundaries

To protect the privacy and professionalism of the Center:

- Staff will not discuss children or families with anyone other than the child's parent/guardian
 - Personal relationships between staff and families are discouraged
 - Families are asked to respect professional boundaries and avoid personal inquiries unrelated to their child's care
-

Volunteers & Visitors

Parents are encouraged to volunteer; however:

- Georgia law requires background screening for anyone volunteering with children other than their own
 - Interested volunteers must contact administration prior to volunteering
 - Visitors must follow all Center policies while on site
-

After-Hours Childcare

Angel Learning Center employees are prohibited from providing after-hours childcare for enrolled families. This policy helps prevent conflicts of interest, protect confidentiality, and reduce liability risks.

Families are asked not to request after-hours care from staff.

Non-Discrimination & Confidentiality

Angel Learning Center complies with all federal and state non-discrimination laws.

- Family information is kept confidential
 - Information about other children or families will not be shared
 - Incident reports will not disclose identifying information of other children
-

Child Custody Concerns

If custody arrangements limit a parent's ability to pick up a child:

- A **court order must be on file** with the Center
- Without legal documentation, staff cannot deny a parent access
- Law enforcement will be contacted immediately if a custody dispute occurs on site

Angel Learning Center appreciates the cooperation of all families and visitors in maintaining a safe, respectful, and supportive environment for our children.

Supplies & Care Requirements

To ensure each child's comfort, safety, and well-being throughout the day, parents/guardians are responsible for providing certain personal items based on their child's age and developmental needs. All items brought to the Center must be **clearly labeled with the child's name or initials**.

Parents are responsible for ensuring their child's supplies are replenished as needed.

General Requirements for All Children

- At least **two (2) complete sets of seasonal clothing** (including socks and undergarments)
- **Closed-toe shoes** (no sandals or house slippers)
- Weather-appropriate outerwear (jackets, sweaters, etc.)
- All personal items must be labeled

Personal toys, money, electronic devices, and valuables should **not** be brought to the Center unless requested for a special activity or approved by administration.

Infants (6 Weeks – 12 Months)

Parents must provide:

- Diapers (weekly supply)
- Wipes (weekly supply)
- **Breast milk or formula**
 - Must be brought to the Center **cold each day**
 - Must be labeled with the child's name and date
- Two (2) complete sets of seasonal clothing
- Diaper rash ointment (baby powder is not permitted)

Additional notes:

- Pacifiers may not be attached to clothing or blankets due to choking hazards
 - Once infants are walking, socks and closed-toe shoes are required
 - The Center provides meals for infants who are developmentally ready for table foods
-

Toddlers (12 Months – 24 Months)

Parents must provide:

- Diapers or pull-ups and wipes (weekly supply)
- Two (2) complete sets of seasonal clothing
- Socks and closed-toe shoes (required daily)
- Bedroll or nap mat (available for purchase at most major retailers)

Additional notes:

- Pacifiers are permitted **only during nap time**
 - Pacifiers may not be attached to clothing
 - Children ages two and under may not have loose beads in their hair due to choking hazards
-

Twos (24 Months – 36 Months)

Parents must provide:

- Diapers, pull-ups, or training underwear (if not potty trained)
- Two (2) complete sets of seasonal clothing
- Bedroll or nap mat

If a child is beginning toilet training, parents must also provide:

- Multiple changes of underwear
 - Easy-to-remove clothing
 - Extra socks
-

Threes & Fours

Children must be **fully toilet trained** to enter the three-year-old classroom.

Parents must provide:

- Two (2) complete sets of seasonal clothing
 - Underwear and socks
 - Bedroll or nap mat
-

Supply Replacement Fees

Parents are responsible for maintaining an adequate supply of diapers, wipes, and clothing. If the Center must provide supplies due to a shortage, the following fees may apply:

- **\$2.00 per diaper**
 - **\$4.00 per pack of wipes**
-

Nap & Rest Supplies

- Each child must have a labeled bedroll or nap mat
 - Bedding must be taken home **each Friday** for laundering and returned on **Monday**
 - Children are not required to sleep but must rest quietly during nap time
-

Responsibility & Compliance

Parents are responsible for:

- Ensuring all required supplies are provided daily
- Replacing used or soiled items promptly
- Labeling all personal belongings

Failure to maintain required supplies may result in administrative follow-up.

Daily Routines, Health & Safety

Angel Learning Center is committed to providing a safe, healthy, and structured environment where children can learn, grow, and thrive. Consistent daily routines help children feel secure while supporting their physical, emotional, and developmental needs.

Daily Routines

Each classroom follows a structured daily schedule that includes:

- Arrival and greeting
- Learning centers and classroom activities
- Outdoor play (weather permitting)
- Meals and snacks
- Rest periods
- Small and large group activities

Schedules are developmentally appropriate and may vary by age group. Lesson plans are posted in each classroom and are designed to support learning through play, exploration, and hands-on experiences.

Safe Arrival & Departure

For the safety of all children:

- Parents/guardians must **sign children in and out daily** using **Procare Connect**
- Parents must use the **QR code located at the front entrance**
- Children will not be able to be accepted before opening time at the program
- Late arrivals after **9:00 a.m.** require prior notification and approval.

Children must be escorted directly to and from their classrooms. Once a child is released to a parent/guardian, they are no longer under ALC supervision.

Rest & Sleep Periods

Children are provided with daily rest time:

- A minimum of **2 hours** and a maximum of **2½ hours**
- Children are not required to sleep but must rest quietly

Parents must provide labeled bedding, which is taken home weekly for laundering.

Infants follow safe sleep practices consistent with state regulations and the **ABCs of Safe Sleep**:

- Alone
- On their Back
- In a Crib

Outdoor Play & Physical Activity

Weather permitting, children participate in outdoor play daily:

- At least **1½ hours per day**, as required by the state Outdoor play occurs when temperatures are between **35°F and 100°F**

Parents should provide appropriate clothing, sunscreen, and seasonal items as needed.

Supervision & Safety Practices

- Children are supervised at all times
- Classrooms and playgrounds are regularly inspected for safety
- Incident reports are completed for injuries and shared with families through Procure
- Emergency procedures are practiced regularly, including fire and tornado drills

In the event of a serious medical emergency, **911 will be contacted immediately**, and parents will be notified as soon as possible.

Personal Belongings & Dress Code

To support safety and independence:

- Children must wear **closed-toe shoes**
- Clothing should be comfortable and suitable for play
- Personal toys, electronics, and money should not be brought to the Center unless approved
- All personal items must be labeled with the child's name

Biting Policy

Angel Learning Center recognizes that biting can occur in group care settings, particularly among infants and toddlers. While biting is **developmentally common**, it is **not acceptable behavior**, and the safety of all children is our top priority. This policy outlines how Angel Learning Center responds to biting incidents in a consistent, respectful, and developmentally appropriate manner.

Understanding Biting Behavior

Children may bite for a variety of reasons, including but not limited to:

- Teething or oral exploration
- Limited verbal communication skills
- Frustration, anger, or overstimulation
- Desire for attention or control
- Fatigue or changes in routine

Biting is often **temporary** and decreases as children develop language, self-regulation, and social skills. Angel Learning Center focuses on **prevention, teaching, and support**, rather than punishment.

Immediate Response to a Biting Incident

If a biting incident occurs, staff will take the following steps immediately:

1. The behavior will be interrupted calmly but firmly with language such as:
 "Stop. We do not bite."
2. The children involved will be separated.
3. The child who was bitten will be comforted and cared for first.
4. The bite area will be cleaned with soap and water; ice or first aid will be applied as needed.
5. The child who bit will be redirected and supported to learn appropriate alternatives.
6. An **incident report** will be completed and documented in Procure.

7. Parents/guardians of **both children** will be notified the same day.

For confidentiality reasons, **the names of children involved will not be shared.**

Ongoing Prevention & Support Strategies

When biting occurs, staff will actively work to reduce future incidents by:

- Increasing supervision and observation
 - Identifying patterns or triggers (time of day, environment, specific activities)
 - Teaching children alternative communication strategies (words, signs, redirection)
 - Providing appropriate sensory activities
 - Modeling gentle behavior and social skills
 - Adjusting classroom layout or routines when needed
-

Repeated or Habitual Biting

If a child bites more than once, the following steps will be implemented:

- Administration will review incident documentation
- Teachers and administration will collaborate on an **individualized behavior support plan**
- Parents will be informed and asked to partner with staff on consistent strategies
- Increased supervision and intervention will be provided as needed

Angel Learning Center may require a **parent conference** to discuss ongoing concerns and strategies.

Serious or Ongoing Biting Behavior

If biting continues despite intervention, or if the behavior places other children or staff at risk, Angel Learning Center reserves the right to take additional action, which may include:

- Temporary classroom adjustments
- Reduced schedule (when appropriate)
- Suspension
- **Termination of enrollment**, at the discretion of administration

These decisions are made only after reasonable efforts have been made to support the child and ensure classroom safety.

Confidentiality & Fair Treatment

- All biting incidents are handled confidentially.
 - Children are **never labeled** as “biters.”
 - Discipline is **never punitive or shaming**.
 - The focus remains on teaching appropriate behavior while protecting all children.
-

Family Partnership

Parental cooperation and consistency are essential in addressing biting behavior. Families are expected to:

- Participate in conferences when requested
- Reinforce positive behavior strategies at home
- Communicate openly with staff and administration

Angel Learning Center supports **both the child who bites and the child who is bitten** and is committed to creating a safe, nurturing environment for every child in our care.

Guidance, Discipline & Behavior Management Policy

Angel Learning Center believes that children learn best in an environment that is respectful, supportive, and nurturing. Our approach to guidance and discipline is designed to help children develop **self-control, responsibility, problem-solving skills, and respect for others**.

Discipline at Angel Learning Center is **instructional, not punitive**, and is based on developmentally appropriate practices.

Philosophy of Guidance

Our goal is to guide children toward appropriate behavior while helping them understand their feelings and actions. Staff focus on teaching children how to make positive choices rather than punishing negative behavior.

Children are encouraged to:

- Express their feelings appropriately
 - Develop self-regulation skills
 - Learn problem-solving strategies
 - Build positive relationships with peers and adults
-

Positive Guidance Techniques

ALC teachers and staff use the following **positive guidance strategies**:

- Speaking to children calmly, kindly, and respectfully
- Providing clear, simple, and age-appropriate instructions
- Offering positive reinforcement and verbal praise
- Redirecting behavior to appropriate activities
- Helping children use words to express needs and emotions
- Modeling appropriate behavior and conflict resolution
- Giving children choices when appropriate

- Setting consistent limits and expectations

Teachers will avoid comparisons between children and focus on individual growth and development.

Behavioral Support Strategies

When challenging behaviors occur, staff may:

- Closely supervise and support the child
- Adjust the environment or activity to reduce frustration
- Provide calm redirection
- Allow a brief cool-down period with adult supervision
- Communicate with families to develop consistent strategies

If behavior concerns persist, a conference with parents/guardians and administration may be scheduled to create a **behavior support plan**.

Prohibited Discipline Practices

In compliance with Georgia Bright from the Start regulations, **the following practices are strictly prohibited:**

- Corporal punishment of any kind (including spanking, slapping, shaking, pinching, or hitting)
- Verbal abuse, humiliation, threats, or intimidation
- Withholding food, rest, or bathroom privileges
- Disciplining a child for toileting accidents or not sleeping during rest time
- Placing a child in a locked room or isolated space
- Physical restraint, except in emergency situations to prevent immediate harm

Angel Learning Center staff are **mandated reporters** and are required by law to report any suspected child abuse or neglect to the Department of Family and Children's Services.

Unacceptable Behavior Response Steps

When unacceptable behavior occurs, the following steps may be taken, depending on severity and frequency:

1. Verbal guidance and redirection provided to the child
2. Continued guidance with parent/guardian notification
3. One-day suspension (tuition remains due)
4. Three-day suspension (tuition remains due)
5. Termination of enrollment

The Center reserves the right to skip steps if a behavior poses an immediate risk to the safety of the child or others.

Family Partnership

Consistent expectations between home and school are essential. Families are encouraged to:

- Communicate openly with teachers and administration
- Reinforce positive behavior at home
- Participate in conferences and behavior planning when needed

Diapering, Toilet Training & Classroom Transitions

Angel Learning Center is committed to supporting children's developmental needs while maintaining health, safety, and consistency through each stage of growth. The following policies outline diapering procedures, toilet training expectations, and the process for transitioning children to the next age group.

Diapering Procedures

All diapering is conducted in accordance with state licensing regulations to ensure cleanliness, safety, and supervision.

Diapering procedures include:

- Diapering supplies are kept within staff reach but out of children's access
- Staff wash hands and wear disposable gloves before and after diapering
- Children are placed on a **non-porous changing surface**, with staff maintaining supervision at all times
- Diaper areas are cleaned front to back using a fresh wipe for each wipe
- Soiled diapers and wipes are disposed of in covered, hands-free, plastic-lined containers
- Changing surfaces are cleaned, rinsed, disinfected, and allowed to air dry after each use
- Children's hands are washed immediately after diapering

Parents are responsible for providing:

- Diapers or pull-ups
- Wipes
- Diaper rash ointment (baby powder is not permitted)
- Extra clothing

If the Center must supply diapers or wipes due to lack of supplies, a fee may be charged.

Toilet Training Policy

Angel Learning Center believes toilet training is a developmental milestone that requires **partnership between home and school**. Toilet training must begin at home and be supported consistently at the Center.

Stages of Toilet Training

1. **Interest in the Potty**

The child shows awareness of wet or soiled diapers, expresses curiosity about the toilet, and demonstrates readiness through words or actions.

2. **Toilet Learning with Adult Support**

Adults initiate bathroom visits on a consistent schedule. Staff assist with clothing, toileting, and hygiene. Accidents are expected and handled positively.

3. **Independent Toilet Use**

The child communicates the need to use the toilet, manages clothing with minimal assistance, and has infrequent accidents.

Toilet Training at Home

Parents should:

- Notify the teacher before beginning toilet training
 - Choose a time when the child and family can be fully dedicated
 - Dress children in **easy-to-remove clothing**
 - Encourage underwear use for short consecutive periods
 - Take the child to the toilet at regular intervals
 - Use praise, encouragement, and positive reinforcement
 - Maintain consistency, which is the most important factor for success
-

Toilet Training at the Center

A child may begin toilet training at the Center once they demonstrate readiness at home.

At the Center:

- Children are escorted to the bathroom every **1.5–2 hours**
 - Parents must supply multiple changes of clothing and underwear
 - Pull-ups may be required during nap time - Velcro pullup are best when potty training
 - Staff will provide regular communication regarding progress
-

Toilet Training Requirements

While toilet training:

- Clothing must be easy to remove (no overalls, belts, snaps, or complicated fasteners)
- Parents must keep extra clothing, underwear, and socks at the Center
- An extra pair of shoes is recommended
- Parents must take home and launder all soiled clothing
- Parents must inform staff of the child's toileting preferences (sitting or standing)

Children are expected to be fully toilet trained by **three (3) years of age**, unless extenuating circumstances exist. Once a child turns three, families will be given a **30-day grace period** to complete toilet training.

If a child does not meet toilet training expectations, a conference will be scheduled to discuss next steps, which may include additional strategies or changes in enrollment status.

Classroom Transitions

Children transition to the next age group based on:

- Chronological age
- Developmental readiness
- Classroom availability
- Agreement between parents, teachers, and administration

Most classroom transitions occur at the start of the new program year (typically September). Mid-year transitions may occur if space becomes available.

Transition Process

Angel Learning Center uses a **gradual transition approach** to support children emotionally and developmentally:

- **Day 1:** A current teacher escorts the child to visit the new classroom
- **Day 2:** The child spends additional time exploring the new classroom
- **Following Days:** Time in the new classroom increases as comfort and confidence grow

If a child shows difficulty adjusting, they may return to their current classroom temporarily while staff reassess readiness.

Parents will receive updates through the Center's communication app throughout the transition process.

Partnership with Families

Angel Learning Center believes that successful diapering, toilet training, and transitions depend on consistency and communication between families and staff. We appreciate your cooperation and partnership as your child grows and reaches these important milestones.

Incident & Emergency Procedures

If a child is injured while in care:

- An **incident report** will be completed by the staff member who witnessed the incident
- Parents will be notified through the **Procare app**
- The incident will be documented in Procare

In the event of a medical emergency:

- **Emergency medical services (911)** will be contacted immediately
- The child will be transported to the nearest medical facility

Nearest medical facilities by location:

- **Savannah:** Chandler Hospital, 5353 Reynolds St.
- **Valdosta:** South Georgia Medical Center, 2501 N. Patterson St.
- **Dawsonville:** Chestatee Urgent Care, 2395 Thompson Rd.
- **Smarr:** 88 Martin Luther King Jr Dr, Forsyth, GA 31029

Parents will be notified as soon as possible.

Nutrition Policy: Meals & Snacks

Angel Learning Center provides **nutritious meals and snacks daily**, including **breakfast, lunch, and an afternoon snack**. All meals are prepared and served in accordance with the **USDA Child and Adult Care Food Program (CACFP) guidelines**. Menus are posted in the front lobby and are subject to change based on availability and nutritional requirements.

Angel Learning Center participates in the **Child and Adult Care Food Program of Georgia**, which ensures that meals meet all federally recommended daily nutritional standards.

Infant Feeding & Formula Policy

Parents are responsible for providing **pre-made bottled formula or breast milk** for infants. All bottles and caps must be **clearly labeled** with the child's full name and date. The Center provides cereal, baby food and table food once infants are developmentally ready.

- Formula and breast milk **must be prepared at home** and brought to the Center **cold**
- Breast milk must be **clearly labeled** with the child's full name and date
- Any formula or breast milk not consumed within **one (1) hour** will be safely discarded

Parents must complete an **Infant Feeding Schedule** prior to the child's first day of care. This schedule must be updated:

- When new foods are introduced, and/or
- At least **every three (3) months**

Please refer to the **Infant & Bottle Policy** for additional details.

Special Diets & Food Allergies

Angel Learning Center will accommodate **special dietary needs** when prescribed by a child's physician or registered dietitian.

- A **written medical statement** is required for all special diets and food substitutions
 - Physician documentation is required to accommodate **food allergies**
 - Substitutes will meet **USDA and CACFP nutritional requirements**
-

Family-Style Meals

Angel Learning Center serves meals **family-style**, supporting independence, social development, and healthy eating habits.

Teachers encourage children to:

- Serve themselves with guidance
- Try a “**no thank you bite**” if unsure about a food
- Take additional servings when appropriate

Families are encouraged to practice self-serving skills at home to support consistency and confidence.

Meal & Snack Schedule

- **Breakfast:** 7:30 a.m. – 8:45 a.m.
Breakfast service ends 15 minutes before 9:00 a.m.
- **Lunch:** 11:00 a.m. – 12:00 p.m.
- **Snack:** 2:00 p.m. – 3:30 p.m.

Children arriving **after 9:00 a.m.** will not be included in the lunch count. Families must notify the Center **before 9:00 a.m.** of late arrivals.

Children arriving after 9:00 a.m. must have a **doctor's or dentist's note** to remain in care that day.

Outside Food & Items Not Permitted at School

For the health, safety, and allergy protection of all children, **outside food and beverages are not permitted** in the Center unless specifically authorized for medical reasons.

The following items may **NOT** be brought to school:

- Outside meals, snacks, or drinks
- Candy, gum, or sweets
- Homemade food items
- Fast food or restaurant food
- Birthday treats or holiday food (unless approved by administration)
- Peanut or nut-containing products of any kind

Angel Learning Center is a peanut-free facility.

This policy is strictly enforced to:

- Protect children with food allergies
- Maintain compliance with CACFP guidelines
- Ensure food safety and sanitation standards

Families wishing to celebrate birthdays or special occasions should contact administration for **approved alternatives**.

Policy Compliance

Failure to comply with the Nutrition Policy may result in food items being removed and returned home. Repeated violations may require administrative follow-up.

Health & Safety

Angel Learning Center is committed to maintaining a safe, healthy, and nurturing environment for all children, families, and staff. Health and safety policies are designed to reduce the spread of illness, promote wellness, and ensure children are able to participate comfortably in daily activities.

Illness Exclusion & Return-to-School Guidelines

To protect the health of everyone in our program, children who are ill or show signs of contagious illness must remain home.

Children Must Stay Home If They Have Any of the Following:

- A **fever of 100.4°F or higher**
- **Vomiting** within the past **24 hours**
- **Diarrhea** within the past **24 hours**
- A **body rash** accompanied by itching and/or fever
- **Head lice**, including live lice or nits (lice eggs)
- An **eye infection** with redness, itching, and/or drainage
- A **hospital stay or emergency room visit**, until medically cleared
- Severe cold symptoms such as persistent coughing, wheezing, difficulty breathing, lethargy, or extreme irritability
- Symptoms of a **communicable disease**, including but not limited to strep throat, pink eye, hand-foot-and-mouth disease, chickenpox, flu, or COVID-19

Children who appear ill upon arrival may be excluded from care.

Children May Return to School When All of the Following Apply:

- They have been **fever-free for at least 24 hours without the use of fever-reducing medication** (Tylenol, Motrin, etc.)
- They have been **free from vomiting** and able to tolerate **at least two solid meals**
- They have been **free from diarrhea for at least 24 hours**
- Rashes have resolved and the child is **free from itching and fever**, or has been evaluated and cleared by a healthcare provider
- **Head lice has been treated**, all nits removed, and the child is cleared to return
- Eye infections have resolved or the child has completed **at least 24 hours of prescribed treatment**, if applicable
- The child has been **released by a medical provider** following hospitalization or an ER visit, when required

A **doctor's note** may be required for return to care depending on symptoms, diagnosis, or length of absence.

If a Child Becomes Ill While at the Center

- Parents/guardians will be notified immediately via phone or the Procare app
- The child must be picked up **within one (1) hour** of notification
- The child will be separated from the group as much as possible while awaiting pick-up

Communicable illnesses will be reported to the local health department as required by law.

Medication Policy

For the safety of all children, Angel Learning Center follows strict medication guidelines.

- **Angel Learning Center does not administer routine or daily medication.**
- Parents/guardians may come to the Center during the day to administer medication to their child if necessary.
- **Emergency medications**, such as **EpiPens and inhalers**, are permitted and may be kept at the Center with:
 - Written authorization from the parent/guardian
 - Proper physician documentation
 - Medication clearly labeled with the date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of Parent.

Emergency medications must be stored according to Center procedures and state regulations.

Staff are trained to respond appropriately in emergency situations.

Health Partnership with Families

Maintaining a healthy environment requires cooperation between families and the Center. Parents are expected to:

- Monitor their child's health daily
- Keep children home when they are ill
- Follow illness exclusion guidelines
- Provide timely pick-up when notified

Failure to follow health and safety policies may result in temporary exclusion from care.

Safe Arrival & Departure Policy

For the safety and security of all children, **all parents/guardians must sign their child in upon arrival and sign their child out upon departure** each day.

Angel Learning Center uses **Procare Connect** as its official check-in and check-out system. Each parent/guardian must be registered in Procare and will use the **QR code located at the front entrance** to clock their child in and out. This system ensures accurate attendance tracking and protects student privacy.

Arrival Times

- Children will **not be accepted before the Center's official opening time**
- Children arriving **after 9:00 a.m.** will not be accepted unless prior arrangements have been approved due to:
 - A doctor's or dentist's appointment
 - A family emergency
 - Another approved circumstance

Families must notify the Center **before 9:00 a.m.** of any late arrival.

To ensure the safety of all children and maintain compliance with state licensing and subsidy requirements, the Center requires accurate daily documentation of each child's arrival and departure. Procare sign-in and sign-out times are also used to calculate daily hours of care and any fees assessed for exceeding the ten (10)-hour daily care limit.

CAPS Families

Parents or authorized adults participating in the **Childcare and Parent Services (CAPS)** program are required to:

- **Manually sign their child in and out each day using the Center's handwritten attendance log**, as required by CAPS program regulations.
- **Additionally sign their child in and out using the Procare electronic system.**
- Ensure that all entries are complete, legible, and accurate, including the full signature and time.

Failure to complete **both** sign-in methods may result in noncompliance with CAPS requirements and could affect continued enrollment or subsidy eligibility.

Non-CAPS Families

All families not receiving CAPS assistance are required to:

- **Sign their child in and out daily using the Procare electronic system only.**
- Ensure entries are completed at the time of arrival and departure.

General Requirements

- Children may only be signed in and out by a **parent or authorized individual** listed on the child's enrollment records.
- Staff may not sign children in or out on behalf of parents, except in documented emergencies approved by administration.
- Inaccurate, missing, or falsified attendance records may result in administrative action.

Compliance Notice

Accurate sign-in and sign-out records are a **licensing and funding requirement** and are subject to review by regulatory agencies. The Center reserves the right to enforce corrective action for repeated noncompliance.

Authorized Pick-Up Procedures

If an individual other than a parent or legal guardian will be picking up a child, the parent/guardian must notify **both administration and the classroom teacher through the Procare app** in advance.

The message must include the following wording:

"I, [Parent's Name], authorize [Authorized Individual's Name] to pick up [Child's Name] on [date(s)]."

Any authorized individual must present **valid photo identification** if they are not known to staff. Children will not be released without proper authorization and identification.

Classroom Entry & Supervision

Upon arrival, parents must escort their child **directly to their classroom**. Upon entering the classroom, parents are asked to take their child immediately to the **handwashing sink** and ensure proper handwashing to help reduce the spread of germs.

Children arriving after **7:30 a.m.** may be directed to a designated classroom.

To prevent accidents:

- Children must **not** run or roam the building, hallways, classrooms, or parking lot
- Parents must supervise their child at all times until they are released to staff

When children are released from the classroom to a parent/guardian, they are **no longer under the supervision of Angel Learning Center staff**. Angel Learning Center is not responsible for accidents or injuries that occur when a child is not under staff supervision.

Parent & Visitor Conduct Expectations

Respectful Behavior

Parents, guardians, and visitors are expected to behave respectfully at all times. **Threatening, quarreling, or disrespectful behavior** toward staff, children, or other families is not permitted. Concerns should be addressed calmly with administration.

Angel Learning Center **does not tolerate disrespectful or disruptive behavior**.

Smoking Policy

Smoking is prohibited on all school property, including the parking lot. Cigarettes must be disposed of prior to entering the property. Cigarette butts pose a choking hazard and may not be discarded on the ground.

Parking & Vehicle Safety

- Park only in designated parking spaces
- Handicap parking requires a valid permit
- Drive slowly at all times—children may be present

Children may **never** be left unattended in a vehicle, regardless of the length of time.

Car Seat Requirements

All children under the age of five must be secured in an **age- and size-appropriate car seat or booster seat**. The Center will not release a child if proper restraints are not present.

Angel Learning Center cannot store car seats on-site due to:

- Safety and tripping hazards
- Liability concerns
- Health and sanitation risks

Parent, Visitor & Authorized Pick-Up Code of Conduct

Parents are encouraged to volunteer. Please note that **Georgia law requires background screening** for anyone volunteering with children other than their own. Families interested in volunteering should contact the office.

Open-Door Policy

Angel Learning Center maintains an open-door policy. Parents may visit at any time and may call the Center during the day to check on their child. An administrator will provide updates or facilitate communication with the teacher when appropriate.

Respect for All Cultures

Angel Learning Center does not discriminate based on race, gender, religion, nationality, or background. Families are expected to respect the diverse community within the Center.

Appropriate Attire

All visitors must wear appropriate attire, including shirts, bottoms, and shoes. Clothing may not display offensive language, sexual content, alcohol, drugs, or mature themes.

Language & Cleanliness

Swearing is not permitted on school property. Families are asked to use trash receptacles provided throughout the Center.

Impaired Pick-Up

Angel Learning Center reserves the right to refuse the release of a child to any individual who appears to be intoxicated or impaired.

Photo Identification

Staff may request photo identification at any time. This is a safety requirement and is not intended to cause offense.

Professional Boundaries

To protect the privacy and well-being of children and families, Angel Learning Center staff maintain strict professional boundaries.

- Staff do not discuss children with anyone other than their parents/guardians
- Personal friendships between staff and enrolled families are discouraged
- Conversations unrelated to a child's care, development, or safety are considered inappropriate

Families are asked to respect these boundaries to maintain a professional and child-focused environment.

After-Hours Childcare Policy

Angel Learning Center employees are prohibited from providing after-hours childcare for enrolled families. This policy prevents conflicts of interest, protects confidentiality, and reduces liability risks. Families are asked not to request after-hours care from staff.

Non-Discrimination & Confidentiality

Angel Learning Center complies with all federal and state non-discrimination laws. Family information is kept confidential and will not be shared without written consent. Incident reports will not disclose the identity of other children involved.

Child Custody Concerns

If custody arrangements restrict a parent's right to pick up a child, a **court order must be on file** with the Center. Without legal documentation, staff cannot deny access to a parent. Law enforcement will be contacted immediately if a custody dispute arises on-site.

Emergency Preparedness & Notifications

Angel Learning Center is committed to the safety and well-being of all children, staff, and families. We maintain a comprehensive emergency preparedness plan designed to address a wide range of situations and ensure clear communication with families during emergencies.

Emergency Preparedness Plan

Angel Learning Center has a written emergency preparedness plan in place for situations including, but not limited to:

- Severe weather (tornadoes, hurricanes, severe storms)
- Fire or smoke emergencies
- Medical emergencies
- Lockdown or threatening situations
- Evacuation or relocation scenarios
- Utility failures or building-related emergencies

This plan is available for parent review at any time and is posted on **parent bulletin boards** throughout the Center.

Drills & Staff Training

- **Fire and tornado drills** are conducted **monthly** in accordance with state regulations
- Lockdown and emergency response procedures are reviewed regularly with staff
- Each classroom has a posted evacuation route and emergency procedures chart

These drills are conducted calmly and developmentally appropriately to prepare children without causing fear.

Evacuation & Relocation Procedures

If evacuation becomes necessary:

- Children will be escorted safely to the designated evacuation or relocation site listed in the emergency plan
- Attendance will be taken to ensure all children are accounted for
- Children will remain under staff supervision at all times

Relocation sites and procedures are posted at the Center and included in the emergency plan.

Parent Notification During Emergencies

Parents will be notified of emergencies or changes to operations through:

- **Procare notifications**
- Phone calls (when appropriate)
- Posted notices at the Center
- Updates on the Center's official social media pages

Please ensure your contact information in Procare is **accurate and up to date** at all times to receive timely notifications.

Medical Emergencies

In the event of a serious medical emergency:

- **911 will be called immediately**
- Trained staff will provide first aid or emergency care until help arrives
- Parents/guardians will be notified as soon as possible

If a child requires transportation to a medical facility, the child will be taken to the nearest appropriate hospital or urgent care center, and parents will be informed promptly.

Communicable Disease Notifications

If a child is exposed to a communicable disease while at the Center:

- Families of the affected classroom(s) will be notified through Procure
 - The Center will outline preventive measures being taken, such as enhanced cleaning or sanitization
 - Communicable diseases will be reported to the local health department when required
-

Inclement Weather Closures & Delays

Angel Learning Center generally follows local public school systems for weather-related closures or delays:

- **Savannah:** Chatham County School System
- **Valdosta:** Valdosta City School System
- **Dawsonville:** Dawson County School System
- **Smarr:** Monroe County School System

Families will be notified of closures or schedule changes via Procure and social media. There are **no tuition credits or refunds** for weather-related closures.

Family Cooperation & Responsibility

Families are expected to:

- Keep emergency contact information current
 - Respond promptly to emergency notifications
 - Follow Center instructions during emergencies
 - Avoid coming to the Center during an active emergency unless directed to do so
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Angel Learning Center takes emergency preparedness seriously and continually reviews procedures to ensure the highest level of safety for our children and staff.

Classroom Camera Access

The Center provides limited parent access to classroom cameras to promote transparency and support family engagement. Camera access is a **privilege**, not a right, and is subject to the terms and conditions outlined below.

Scope of Access

- Camera access is **live-stream viewing only**.
- Cameras do **not** record and **do not provide audio**.
- Access is limited to the classroom in which the parent's enrolled child is assigned.
- Camera access is for **individual parent use only** and may not be shared, distributed, or viewed by unauthorized persons.

Prohibited Use

The following actions are **strictly prohibited**:

- Recording, photographing, screenshotting, or otherwise capturing any portion of the camera feed.
- Saving, reproducing, distributing, or sharing camera images or content in any format.
- Using the camera system for staff monitoring, performance evaluation, or disciplinary purposes.
- Accessing or attempting to access classrooms other than the child's assigned classroom.

Enforcement and Consequences

- **Any violation of this policy will result in immediate suspension or termination of camera access without notice.**
- Reinstatement of access, if considered, shall be **solely at the discretion of the Center Director** and is not guaranteed.
- The Center reserves the right to take additional administrative action for repeated or serious violations.

Privacy and Confidentiality

The camera system is implemented to protect the privacy, safety, and confidentiality of all children, families, and staff. Misuse of camera access constitutes a breach of confidentiality and may place the Center in violation of privacy standards.

Disclaimer

Camera access is provided for observational purposes only and **does not replace direct communication** with classroom staff or administration. The Center makes no guarantee of uninterrupted access due to technical issues, maintenance, or operational needs.

Agreements & Acknowledgements

To ensure a clear understanding of Angel Learning Center's policies, procedures, and expectations, parents and guardians are required to review and acknowledge the following agreements. These acknowledgements confirm that families have received, read, and agree to comply with all policies outlined in this Parent Handbook.

Parent Handbook Acknowledgement

I acknowledge that I have received and read the Angel Learning Center Parent Handbook. I understand the policies, procedures, and expectations contained within and agree to abide by them while my child is enrolled at Angel Learning Center. I understand that policies may be updated as needed, and I will be notified of any changes.

Tuition & Billing Agreement

I acknowledge that I have read, understand, and agree to the Angel Learning Center Tuition & Billing Policy, including the annual tuition structure, payment options, fees, late charges, withdrawal requirements, and 6:00 a.m. to 6:00 p.m. operating hours. I understand that tuition includes up to ten (10) hours of care per child, per day, and that care exceeding this limit will be charged at \$3 per minute, per child, based on recorded sign-in and sign-out times. Tuition is due regardless of attendance, and unpaid balances may result in suspension or termination of care.

Health, Safety & Illness Policy Acknowledgement

I acknowledge that I have read and understand the Health & Safety policies, including illness exclusion guidelines, medication policies, emergency procedures, and pick-up requirements. I agree to keep my child home when ill and to pick up my child promptly when notified by the Center.

Guidance, Discipline & Behavior Policy Acknowledgement

I acknowledge that I have read and understand the Guidance, Discipline & Behavior Management Policy, including the Biting Policy. I understand that Angel Learning Center uses positive guidance strategies and reserves the right to take disciplinary action, including suspension or termination, when necessary to ensure the safety and well-being of all children.

Photo & Video Permission

I understand that Angel Learning Center may take photographs or videos of my child for educational documentation and marketing purposes. I acknowledge that images will be used respectfully.

- ☐ I **give permission** for Angel Learning Center to use my child's photo/video
 - ☐ I **do not give permission** for Angel Learning Center to use my child's photo/video
-

Enrollment Conference Acknowledgement

I acknowledge that I have had the opportunity to participate in an admission conference, either formally or informally, with a member of Angel Learning Center administration and that I was given the opportunity to ask questions regarding Center policies.

Camera Access Acknowledgement

By utilizing camera access, parents acknowledge and agree to comply with all terms of this policy. Failure to comply may result in the loss of camera privileges and further administrative action as deemed necessary by the Center.

I have read, understand, and agree to comply with the Center's Camera Access Policy and this Parent Camera Access Agreement. I understand that failure to comply may result in the loss of camera privileges and additional administrative action.

Policy Compliance Acknowledgement

I understand that failure to comply with Angel Learning Center policies may result in administrative action, including suspension or termination of enrollment, when necessary to protect the safety and operation of the Center.

Amendment Acknowledgement

Angel Learning Center reserves the right to amend, update, or modify this handbook at any time to remain compliant with licensing regulations or operational needs. Families will be notified of material changes.



Parent/Guardian Signatures

Child's Full Name: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

Administration Acknowledgement

Administration Signature: _____ Date: _____

Thank you for choosing Angel Learning Center. We look forward to partnering with your family to provide a safe, nurturing, and high-quality learning experience for your child.