

Parent Handbook



LITTLE HEAVENLY ONES

Welcome and Introduction

We understand that children are only young once, and we have dedicated ourselves to making childhood the most enriching experience possible. Little Heavenly Ones is licensed by Georgia Department of Early Care and Learning,(Bright From The Start.) Our educational facility and nurturing staff will stimulate your child's social, emotional, mental, and physical development on a daily basis. We hope that this handbook will serve as a guide to the operation of our facility and will answer many of the questions that you may have about Little Heavenly Ones daycare facility. If you have questions, please e-mail us at lilheavenly1@gmail.com

Little Heavenly Ones LLC. day care facility was founded in 1997 by Lanoria Buttrum. Mrs. Buttrum's 20+ years of experience in the field of early childhood development has led to Little Heavenly Ones recognition as a 3-star Quality Rated facility. Little Heavenly Ones LLC. is home to Infants, toddlers and preschool aged children that provides the foundation and the school's mission of "Providing quality care and education for the children and family" while preparing children for academic success.

Our Goals

Little Heavenly Ones LLC. strives to provide a high-quality environment and experience for the children and families served by our facility. Our overall purpose is to help children and families reach their highest potential possible.

Our goals:

To help the children in our care develop a positive view of themselves and others.

To help the children in our care develop a genuine love of learning.

To help the children in our care develop an appreciation for the differences among people and how to celebrate those differences.

To help the children in our care to learn how to cooperate and be a positive member of a community.

To help the children in our care to develop the basic skills in key content areas of literacy, mathematics, science, technology, creative expression and the arts, health and safety that prepares them for the next level of learning.

Philosophy

Little Heavenly Ones provides a place where children can grow in a stimulating and challenging educational environment. We enrich our atmosphere with warmth and a passion for education. The first six years of a child's development lay the foundation for acquiring social skills and competence in communication, reading, mathematics and reasoning skills that are essential for scholastic success. Our facility is designed to provide a comfortable setting for children where they feel safe and free to discover their surroundings.

Non-Discrimination Policy

Little Heavenly Ones LLC. does not discriminate against individuals because of race, religion, or national origin.

State Licensed

Little Heavenly Ones LLC. Daycare facility is licensed and regulated by Bright from the Start: GA Department of Early Care and Learning. Annual unannounced inspections of the facility are conducted to ensure all state standards, policies and procedures are met. A copy of the state rules and regulations and a copy of our most recent licensing review are available to review upon request or online at www.decal.ga.gov.

Accreditation

Little Heavenly Ones has elected to participate in the accreditation process with several different bodies of review such as the National Association of Family Care (NAFCC) and the Child Development Association (CDA). The facility is also 3-star Quality Rated with the Georgia Bright From the Start Facility. Yearly training also takes place for Infant & Toddler care, SIDS & Shaken Baby Syndrome, CPR training, and Nutrition.

General Information

Little Heavenly Ones provides a variety of educational and extracurricular activities:

Hours of Operation & Holidays

Little Heavenly Ones operates from 8:00 a.m. until 6:00 p.m., Monday – Friday year-round from January until December.

An updated calendar will be given each year to acknowledge the facility observances and days closed. The facility will also be closed when DeKalb County Schools are closed due to bad weather which will be alerted by Fox 5 morning news at the bottom of your television screen. Little Heavenly Ones will also closed if there is death in the immediate family.

ENROLLMENT/ADMISSION PROCEDURES:

Required Forms/Information

There are several forms that must be completed and returned before your child may be admitted to the facility. **There are NO exceptions!!** This is to ensure compliance with state regulations and to make sure we are providing the best possible care for all children. All forms must be updated annually, or immediately upon any changes.

For each child, a signed copy of the following should be on file:

- o Application for Admission
- o Tuition Schedule that specifies the standard fees, late fees, and credits available
- o Medical and Liability Release Form

- o Vehicle emergency / Medical Form
- o Child Profile
- o State of Georgia Immunization Record
- o Parent Handbook Acknowledgement Form
- o Permission to Administer Topical Medication, if applicable
- o Infant Feeding plan (for children under the age of one)
- o Change of clothes in a gallon Ziploc type bag with all clothing labeled with child's name
- o Photo Consent

If your child requires any special treatment or services, these requirements should be clearly defined in writing before your child's first day.

On the Application for Admission, complete address and phone numbers are required. It is extremely important to keep this information updated and current since this is our only means of contacting you. Georgia law requires that these forms be complete and be updated by the parents if any changes of information occur.

Changes in Family Schedule

No refunds, prorates, or credit are given for changes in family schedules or absences due to illness or injury. By enrolling your child, you are agreeing to the weekly tuition fee for as long as your child is enrolled, regardless of the number of hours you and your child use the service.

Items Supplied by Parents

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

Diapers and wipes, if needed

Breast milk or formula in bottle labeled with the child's full name and date.

Extra change of clothing in a gallon Ziploc type bag with all clothing labeled with child's name

Other items may be requested on an as-needed basis. If it is necessary to borrow diapers or a change of clothes for your child, there will be a charge of \$2 per incident charged to your account.

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

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

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

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

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

Child Records

Little Heavenly Ones maintains files on each child enrolled. The following items will be included in these files:

Health records that document the dates of services verifying that the child is current for routine screenings tests and immunizations (as outlined by the American Academy of Pediatrics). Records should note the results of these screenings/immunizations. If any follow-up is required for abnormal results, evidence should be provided that this was completed.

Current information about any health insurance coverage required for treatment in an emergency.

Current emergency contact information for each child. This information must be updated annually or more frequently if needed.

Names of individuals authorized by the family to have access to health information about the child.

Instructions for any of the child's special health needs such as allergies or chronic illness.

If a child is overdue for any health services, as the parent/guardian, you must provide evidence that an appointment has been made in order for your child to remain in the facility. If you have chosen not to have your child vaccinated for medical or religious reasons, a form stating this must be on file. If your child is under-immunized or not immunized at all for any reason, your child may be excluded from the facility if a vaccine-preventable disease to which children are susceptible occurs in the facility.

Children without a current immunization form (or medical/religious exemption on file) will not be allowed to remain in the facility after the 30-day grace period. This is Georgia state law.

Emergency Contact Information

Parents are expected to provide the facility with any and all contact numbers we might need in order to reach you. This includes home, work, pager, and cell phone numbers as well as e-mail addresses. We also require the names, complete addresses, and phone numbers of at least two people from different households who could pick up your child in an emergency. Please be advised that facilities staff is authorized to call your emergency contacts to pick up your child if we are unable to reach you in a reasonable amount of time depending on your child's condition.

Parents must notify the facility immediately upon any changes in name, address, phone number, place of employment or any other pertinent information. In the event of a need to evacuate the facility (in a weather emergency, for instance), our evacuation location will be out the front of the home, in the front yard, nearest the gate area.

Authorized Persons

Children shall **ONLY** be released from the facility to those individuals whose names are on file with the facility. If a teacher is not familiar with the person picking up a child, he/she will ask the individual to show identification before the child can be released. Please let anyone that might pick up your child know that they will be asked to show a picture ID so they are prepared and not offended. We care as much about the safety of your child as you do. Please note that children will not be released to anyone who appears to be under the influence of drugs and/or alcohol. This policy is strictly enforced for the safety of your own child. Although you may list additional authorized persons to pick up your child on the Application for Admission, we would appreciate knowing if someone other than the parents will be picking up your child.

Arrival and Departure Procedures

All children must be escorted in and out of Little Heavenly Ones by their parents or guardians. Parents should make sure that their children are under the direct supervision of an adult before leaving the premises.

It is important that parents adhere to the procedures for bringing children to school and picking them up as it ensures their health and safety. Upon arrival at the facility, parents should accompany their child to the classroom or playground where they will begin the day's activities. Make sure you sign your child in and the time you arrived as well as sign out when you depart for the day. **This is a state law requirement.**

Greeting your child's teacher(s) when you arrive or depart lets them know when your child is present in the facility and gives you an opportunity to discuss any changes in eating or sleeping patterns or any other news about the home that might help them understand your child. If you arrive or depart during times when the teacher(s) are engaged with the group or other children, you may always write a note for them or contact them later in the day when the children are napping.

To support your child's growing sense of daily, predictable, and secure routines and the learning experiences that are planned for your child and the other children please plan to arrive in time to help your child settle into the facility before the first activities. Breakfast is served 8 a.m. until 9:30a.m. then activities begin at 10 a.m.

Termination

The contract for child care may be terminated by either the parent/guardian or the facility by giving two weeks written notice in advance of the ending date. While verbal communication with your child's teacher is appreciated, it will not be considered a valid notice. Payment by parent/guardian is due for the notice period, whether or not the child is brought to the facility for care. The facility may terminate the contract without giving any notice if the parent/guardian fails to comply with the contract terms, including but not limited to timely payment of fees, or if the care of the child poses a direct threat to the health and safety of the teachers and/or other children

enrolled. Every effort will be made to prevent the notice of termination of a child from facility participation. Little Heavenly Ones LLC. However, reserves the right to give notice of termination of enrollment under these conditions:

Tuition payments are two weeks behind and no payment plan has been arranged.

Lack of follow through on special arrangements for payment.

Failure to adhere to policies and procedures as communicated in the parent handbook.

The facility is unable to meet the developmental needs of the child.

Consistent behavioral problems that result from failure to obtain requested child guidance evaluation(s).

The child's behavior threatens the health and safety of himself or herself, the other children, or staff of the facility.

The parent or guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom.

Parental disputes between divorced parents/guardians that become administratively disruptive to the facility.

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

Section 3: Tuition and Payment Policies

It is important for our teachers to maintain a secure and stable environment for your child. In order to accomplish this, we must offer our staff the security of knowing that their employment with Little Heavenly Ones is secure and stable. Your tuition helps to support the staff and is therefore due whether your child attends one day or five days. **You must make your tuition payment in order to hold your child's place. We strictly enforce payment of tuition on Monday and will assess late charges of \$20 on Tuesday and an additional \$5 on Wednesday and everyday after for tuition received after that date.** Termination of care may result on Friday for any unpaid balance. Late fees are assessed on all accounts with a balance. Tuition may be paid in advance monthly or weekly. If tuition is not paid, termination of your child's attendance may result.

A late pick up fee of \$1 per minute will be assessed for children who are picked up after 6:00 p.m., which is when the facility closes. Little Heavenly Ones may contact the Department of Family and Children's Services if a child is not picked up within 20 minutes of the facility's closing, or for frequent late pick up of children. This is solely at the discretion of the administrative staff.

Although our school is run very efficiently, due to the increase in cost of staffing, continuing education and equipment there may be an annual increase in tuition. If there is ever a need to

increase the cost of tuition to maintain our high quality of services, parents will be provided with written notice at least 2 weeks in advance.

Little Heavenly Ones offers a challenging approach to education. A traditional academic core is combined with innovative hands-on programs and teaching methods. This format helps our students acquire a solid academic foundation and the critical thinking skills needed to relate the knowledge obtained to applicable uses in the real world. Our providers challenge and encourage each student to reach his or her greatest level of achievement.

Daily Schedule

Children may begin their day at Little Heavenly Ones as early as 6:30 a.m. There will be a daily rest time for all children from approximately 1 until 3 p.m. If a child does not sleep during this period, he/she will be asked to rest and possibly participate in a quiet activity.

Please refrain from bringing children to school between 11:00-2:00, as this is very disruptive to our schedules.

Little Heavenly Ones have an open-door policy for all children enrolled in the facility. Parents are permitted to visit our school and participate in any of our activities. We have special calendar events monthly, which include celebrating children's birthdays, themes and special holidays. Parents are welcome to celebrate their child's birthday at school, but should coordinate plans with the teacher in advance.

Modeling

Modeling, or "practicing what we preach", is one of the most important tools we use to build healthy and safe habits in children. It is important to model only those behaviors we want children to imitate. For example, sit only in chairs and not on tables or climbers.

Outdoor Play

Bright From The Start Rules and Regulations require outside play time for all children. Infants must be provided with one hour of outdoor time each day. All other children must have 1 ½ hours of outdoor time each day when weather permits. We will use the Child Care Weather Watch Chart to determine if it is safe for outdoor play and to ensure that the children wear the appropriate layers of clothing for the type of weather. When outdoor opportunities for large-motor activities are not possible because of weather conditions, teachers will be prepared to offer similar activities inside.

Confidentiality

In order to provide the best care possible, we do collect a great deal of information about your child and your family. We know that much of this information is personal and we take special precautions to ensure the confidentiality of this information. All confidential files are maintained in a locked file cabinet.

Information about children or their families is only shared on a "need to know" basis. If a need arises to discuss a child with someone outside of Little Heavenly Ones, written parental permission will be obtained. Please note that your child's provider will have access to your

child's file to assist him/her in meeting your child's needs. Regulatory authorities may also have access to these records on request to ensure that we are maintaining all required information. As the parent/legal guardian, you may request to review your child's file at any time.

To this end, we also request that our families respect our confidentiality policy. Please do not discuss another child and/or family or ask questions about any child other than your own.

Screening and Assessment

Purpose

Screening and assessment are an important part of high quality early care and education facilities. There are many reasons to utilize appropriate screening and assessments. The primary reasons include:

To learn about the development, interests and needs of each child so that appropriate individualized teaching strategies that extend, enhance, and guide each child's learning and continued development can be implemented.

To detect early signs of delay in development and/or the need for further assessment, referral or early intervention.

To improve curriculum and teaching practices which contribute to overall facility improvement.

To improve and/or adapt the learning environment if needed.

To communicate to families about their child's progress and needs.

Supervision

The staff supervise by positioning themselves to see as many children as possible. Infants and toddlers/ twos are supervised by sight and sound at all times. Providers are positioned so they can hear and see any sleeping children for whom they are responsible. For preschoolers and older children, the providers supervise primarily by sight and may supervise by sound for short intervals as long as the provider check frequently on children who are out of sight (for example while a preschooler is toileting).

Awareness requires basic knowledge of the children, including knowing each child's range of skills, interests, and ability to interact with others and development stage. Knowledge of children helps teachers to monitor and enhance skills that promote children's positive behavior.

Positioning requires being able to see all of the children. Staff should position themselves to be aware of the entire classroom and to see as many children as possible. All children are monitored by sight and sound at all times. Providers should regularly move around the classroom or outside play area.

Scanning involves regularly glancing around the classroom and playground to see children's involvement and what is happening.

Redirection is a skill used as an aid in preventing undesirable and unsafe behavior. Children are redirected to other areas/activities when undesirable behavior is about to happen or occurs. This skill helps ensure the safety of all children.

Close Supervision is required for all children in areas that are near where injury may occur. This requires the use of all of the above methods as well providers being in close proximity to the children. Close supervision is especially needed when children are waiting to be picked up due to illness or injury and need to be kept safe and comfortable.

Anti-Bias Policy

We encourage and support cultural diversity, gender equality, non-violence, and peaceful conflict resolution throughout every aspect of our facility. Our goal is to teach children to resist the bias that is seen in much of today's popular culture. We believe that children can be empowered to reject negative stereotypes of race, gender, religion, and physical capabilities with the help of their parents and teachers. We ask for your support and your feedback to help us ensure that we are living up to our highest standards.

Special Events and Birthdays

Parents are welcome to celebrate birthdays at school. Advanced notice with the teacher is required to allow for planning. Birthday celebrations may include face painting, characters, and other appropriate activities. You are welcome to bring a cake (yellow or white is preferred), fruit juice, fruit, muffins, or related items. We discourage excessive sugar such as candy in the goody bags or cookies and cake. Invitations for parties held outside of the classroom should be inclusive of all classmates, and then the provider will distribute them accordingly. A book donation to the class is a great way to share your child's special day.

Infant & Toddler Care

Unless it is deemed unnecessary or inappropriate by the teaching staff and family, we will w As much as possible, infants and toddlers will remain in the care of a consistent caregiver at the facility. Because we are a small facility, all providers may become familiar with these children, but a primary caregiver will be assigned and will be responsible for the basic care of the infant/ young toddler.

Safety Precautions

A toy that a child has placed in his or her mouth or that is otherwise contaminated by body secretion or excretion is removed from the classroom and hand washed using water and detergent, and then rinsed, sanitized, and air dried before it can be used by another child.

Section 5: Guiding Children's Behavior

Positive guidance techniques will be used as a first measure in redirecting a child's improper behavior. They are always consistent and based on the child's specific needs and development. We have found that these methods are most effective when coupled with the cooperation of the parents. Although children under three usually cannot remember problems that may have occurred earlier in the day, we ask that you discuss the proper way to act with your child. Children strive to receive approval and praise. Should these methods not succeed, we will make several attempts to work together to resolve the conflict. Time out may be used in the classroom for one minute for each year of their age. Removing them from the fun activities is usually effective, when used consistently. Many parents use this technique at home with great success.

Conferences may be necessary for a child who does not respond to these guidance techniques. If you have concerns about your child's behavior or development, you may schedule an appointment with Ms. Buttrum and she will arrange a conference.

Staff members are trained to praise and encourage children while setting limits for behavior. They modify their classroom environment to prevent problems before they occur. Children are treated as individual people, and we try to respect their needs, desires, and feelings. Every attempt is made to make their early learning experiences as positive as possible. However, in the event a child remains unresponsive to continued attempts at positive disciplinary methods and becomes aggressive towards other students, classmates, teachers or administrative staff, Little Heavenly Ones reserves the right to dismiss the child immediately from its facility.

Children with Special Needs

Little Heavenly Ones will make every effort to include children with special needs. Providers will assess each child on a case-by-case basis in cooperation with the parents/guardians and other professionals, as appropriate. Every effort will be made to make reasonable accommodations and adaptations that are reasonably achievable.

Biting

With young children biting is, unfortunately, common. Though our teachers use best practices to prevent biting, children occasionally do bite each other. When it happens, the area where the child was bitten is immediately washed with antiseptic soap and water. Both children are then given care. An accident/incident form is filled out and the parent of the child who was bitten is given a copy. The name of the child who did the biting will be given only to the parent of that child so that they can work with the staff to eliminate the behavior. An accident/incident form is completed and given to the parent of the child who did the biting. The lead teacher will work with the parents/guardians to help them form a plan to reduce any future occurrences. If intervention by the lead teachers in cooperation with the parents/guardians does not bring resolution and the problem continues, the facility will help plan additional interventions. Only after all options have been exhausted will a child who bites be asked to withdraw from the facility.

Section 6: Parent/Facility Relations

Open Door Policy and Child Access Little Heavenly Ones understands the value of the parent and child relationship as the family serves as the child's first teacher, and the bonds of a child and their family is crucial to healthy development. It is for this reason that we maintain an open-door policy for all the families of the children served.

On-going communication is essential between parents and the facility to ensure optimal outcomes for children. This communication can take place through face-to-face conversations, e-mails, or telephone calls. Other forms of communication and access include but are not limited to parent-teacher notes, parent conferences, etc. Conferences can be initiated by the parents/guardians or by staff of the facility. While families are welcome to bring their children to attend the facility at times that support the family, it is important to be aware of the impact of missing certain aspects of the facility. For example, if you bring your child in every day at nap time and pick them up in the afternoon, your child may be missing key curriculum experiences

offered during our morning activities. If you bring your child in after breakfast is served, you will need to feed your child breakfast at home, etc.

It is important to discuss with your child's provider your preferred pick-up and drop-off schedules so that you can fully understand the curricular, developmental, and financial impact that accompanies those decisions. While you are welcome to come and go according to your family's convenience, we want you to be as informed as possible about the impact of those decisions.

Parent Involvement and Communication

Parents are the most instrumental part of a child's development, and we encourage your participation in our facility. However, when your child begins school at Little Heavenly Ones, we recommend not visiting in the classroom until he/she is well adjusted in his/her new environment. Thank you for entrusting us with the care and education of your child; we hope you will feel free to visit and participate throughout the year. You have already made a great decision by choosing Little Heavenly Ones as your partner in educating your child. We want you to be a part of the educational journey and invite you to be involved through a number of activities, such as: class projects (science experiments, math, cooking, sewing, crafts, and reading), special class events, and volunteering for special events like our annual Thanksgiving Celebration held in November.

Conferences

Parents are encouraged to talk about their child's progress with their provider on a regular basis in order to keep the lines of communication open. Developmental checklists are implemented for each child. The checklist progresses with each child as they mature into the next age group.

Photo Release

The providers at Little Heavenly Ones regularly take pictures to document the experiences of the children. By signing the enrollment application, you give permission for your child's photograph to be used for marketing purposes and on Little Heavenly Ones official internet website at www.littleheavenlyones.com. The facility maintains a bulletin board where updates will be posted along with other items of interest. Please check the board frequently to stay in tune with the happenings in your child's facility.

Parents as Partners

It is only through a strong partnership between parents and teachers that we can maintain a quality early learning environment for your child. You are your child's first teacher and know your child best. Parent participation is welcome in the classroom. If you are unsure about how you might contribute, talk with your child's lead provider. They will be more than happy to share ideas and ways to make your contribution.

Official Notices

Changes in policies and procedures and official notices will be communicated in writing and placed in your child's cubby or folder.

Cubbies and Folders

Each classroom has a designated place for parents to check every day to collect their child's

belongings and for any communications about the day's activities. It is important that your child's cubby and folder be checked daily to ensure that you do not miss any important communication.

Emergency Conditions

In case of emergency, we will make every effort to contact you as soon as possible. Keeping your child's forms updated will eliminate delays in reaching you. In emergency situations, it is important that parents pick up their children within one hour of initial contact. In the event of a medical emergency, Little Heavenly Ones will administer First Aid or seek emergency medical attention if it is deemed necessary.

Emergency Conditions

Emergency conditions, such as severe weather, power outages, or fire, can disrupt operations and interfere with our operating schedule, as well as endanger our families and employees. These extreme circumstances may require the closing of the facility.

When operations are closed due to an emergency, tuition will not be pro-rated. In the event of an emergency or severe weather, you will be notified of any schedule changes or closures.

If you are signed up for our text messaging feature, we will send you a text message notifying you of any schedule changes or closures. If you are not signed up and would like to be, please see the administrative staff.

Emergency Procedures

In the event of a localized emergency such as the loss of power, administration is authorized to close the facility to protect the health and safety of children and staff. There are emergency procedures and equipment in place to ensure the safety and well-being of our children, families and staff. Each classroom has posted evacuation and emergency procedures. Be sure to familiarize yourself with these upon arrival.

Conflict of Interest/Contracting with Employees

The providers in our facility are professionals. As such, we expect them to abide by the Code of Ethical Conduct as set forth by the National Association for the Education of Young Children. This principle reads "We shall not use our relationship with a family for private advantage or personal gain, or enter into relationship with family members that might impair our effectiveness in working with children".

We ask for your cooperation and support by refraining from asking any of our staff working in the facility to provide care for your children at any time other than when they are in the facility. We understand the level of comfort that you feel with the providers and how hard it is sometimes to find quality after hours care, but we also know that you expect excellence and high quality from our facility and we expect it of ourselves. Your support helps us achieve those goals.

Section 7: Health & Safety Hand Washing

Our facility is dedicated to providing a healthy and safe environment for the children, families, and employees that enter our facility every day. Your support is needed to prevent the spread of germs.

Adults should assist children with hand washing as needed to successfully complete the task. If you decide to remain at the facility after you have signed your child in, we ask that you wash your hands in accordance with the guidelines listed below. Children and adults must wash their hands at the following times:

Upon arrival for the day.

After diapering or using the toilet

After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit).

Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, poultry).

After playing in water that is shared by two or more people.

After playing in sand.

After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.

After re-entering from outside play.

Adults must also wash their hands:

Before and after preparing a bottle and/or feeding a child.

Before and after administering medication.

After assisting a child with toileting.

After handling garbage or cleaning.

Proper hand washing procedure must always be followed. Adults and children shall wash their hands with liquid soap and warm running water. Hands must be rubbed vigorously for at least 30 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails. Hands should be rinsed well and then hands should be dried with a single-use paper towel. The paper towel should be used to turn the water off and should then be discarded.

Protection from Weather Conditions & Insects

To protect against cold, heat, sun injury and insect-borne disease, Little Heavenly Ones takes the following precautions:

Parents are requested to dress their children in clothing that is dry and layered for warmth in cold weather and in sun-protective clothing (light with a tight weave) during hot weather.

When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellent containing DEET will be used, and these will be applied only on children older than two months. The insect repellent will be applied no more than once a day with permission of parent.

Medication

Medications must be in the original container and have the child's first and last name, name of physician, expiration date, manufacturer's instructions or original prescription label that gives the name and strength of the medication, as well as directions on administration and storing..

Over-the-counter medication must also be provided in the original container and will only be administered in accordance with the medication guidelines, unless otherwise instructed by a doctor (in writing).

New medication forms must be filled out each week. Children that need ongoing medical administration will need a note from their physician. Staff administering the medication will record the action along with: the date, the time and the amount of medication that was administered; any noticeable adverse reactions to the medication; and the signature or initials of the person administering the medication. Parents will be notified immediately of any adverse reactions to medication.

All medication will be stored in a locked medicine cabinet or container and not be accessible to the children. It will be stored separate from cleaning chemicals and supplies. Medications requiring refrigeration must be provided in a leak-proof container and will be placed in the refrigerator and not be accessible to the children. Any unused medication will be returned to the child's parents immediately.

First Aid Treatment and Emergency Medical Care

Minor bumps and scratches are inevitable, but it is our responsibility to make every effort to keep children safe by maintaining close supervision and a safe environment. Most of the employees at Little Heavenly Ones are trained in CPR and First Aid. Minor injuries will be treated with the appropriate first aid following universal precautions. If an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, the child will be transported by ambulance to nearest hospital where you will be asked to meet us. An employee will be assigned to stay with your child until a parent arrives, or longer if necessary. If your child has a dental emergency, you will be asked to pick your child up to seek appropriate care.

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

Injury at the Facility

If your child is injured at the facility, an accident report will be completed by your child's provider and a copy will be given to you for your signature. A signed copy will then be placed in your child's file. If the injury is serious, appropriate emergency care will be administered, emergency personnel called, if needed, and you will be contacted by phone for further instructions. The

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

Illness/Communicable Diseases: This facility is operated as a "well-child" facility. We are not equipped to provide care for sick children. The following illness policies are mandated by our licensing agency and will be strictly enforced for the health, well-being, and safety of all concerned.

Sick Child Policy: Every course of action is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices. Under no circumstance may a parent bring a sick child to the child care facility. If a child shows any signs of illness or is unable to participate in the normal routine and regular activities, the child should be kept home. Sick children expose other children, as well as the facility staff, to the spread of germs and require additional care and attention that is not available in a group care setting. Because illness can be a great disruption for all involved, your cooperation in preventing the spread of germs/illness is extremely important.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to pick the child up.

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

Symptoms Requiring Removal of Child from Care

NOTE: A fever is defined as having a temperature of 100°F or higher. A child must be fever free for a minimum of 24 hours before returning to care. Please note that this means the child must be fever free without the aid of Tylenol or other fever reducing medication.

Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.

Diarrhea: runny nose, water, bloody stools, or two or more loose stools within last four hours.

Vomiting: two or more times in a 24-hour period.

Breathing trouble: sore throat, swollen glands, loss of voice, hacking or continuous coughing.

Runny nose (other than clean), draining eyes or ears.

Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.

Child is irritable, continuously crying, requires more attention than I can provide without risking the health, safety or well-being of the other children in care.

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

Parent Notification

Parents of any child who becomes ill or is injured while in care will be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child such as, but not limited to, any of the following: elevated temperature, vomiting, or diarrhea. Special problems or significant developments will be communicated to the parents as soon as they arise.

Infant Sleep Practices

When infants and young toddlers are sleeping, staff will maintain sight and sound supervision at all times. When actively engaged with other children, teachers will be positioned to hear and see any sleeping children. Providers will also regularly check to ensure that cribs are secure and safe for the child.

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

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

The infant's head will stay uncovered at all times. The infant's sleeping area will be maintained within a temperature range of sixty-five 65° to eighty-five 85° degrees, depending upon the season. When an infant can easily turn over onto his/her stomach, he/she will continue to be placed to sleep initially on his/her back, but will be allowed to roll over onto his/her stomach as preferred by the child. Positioning devices that restrict an infant's movement in the crib will not be used unless a physician's written statement authorizing its use is provided for that particular infant.

Diapering Practices

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

Parents are requested to supply diapers and wipes for their children while in care. For children who are not able to use disposal diapers, parents must provide documentation from their health

provider. Please check your child's supply of diapers and wipes regularly to ensure there is an ample supply. Diapers are checked/changed a minimum of every two hours, or as needed. Wet and/or soiled diapers are always immediately changed. All facility staff has been trained in the proper procedure for changing a child's diaper.

Potty Training Facility

Parents should speak with the teachers to discuss an action plan for mastery of toileting skills. Diapers and / or pull ups are recommended based on the needs of the child and what is recommended by staff members.

Remember that toilet training for a child occurs over a period of time that can range from a few weeks to several months and include several stages of development. Regressions are not unusual during the process, particularly if the child is affected by such things as illness, a move to a new home or child care facility, or a new baby in the family. Accidents are to be expected and never met with disapproval. Daytime control may occur earlier than nighttime control (or during naps taken during the day).

If you would like to discuss the signs to look for if you think your child is ready to potty train, please speak with your child's provider.

Suspected Abuse/Neglect

All staff of Little Heavenly Ones are Georgia-mandated reporters of child abuse and neglect. We are required, by law, to report any suspected instances of child abuse and/or neglect to the local Department of Family and Children Services. If a staff member is accused of abuse or neglect of a child in the facility, Bright from the Start will be contacted and requested to provide direction and guidance to protect the rights of all concerned.

Section 8: Nutrition

One of the most important ways that we can help a child improve their academic ability is to provide a well-balanced meal plan. Each meal that we prepare meets or exceeds the USDA requirements for a nutritious meal or snack. Parents will hopefully mimic this at home and limit fast food and outside prepared food. Students are taught that healthy meals should include vegetables and fruit.

Food Safety

We comply with all the standards of the USDA Food Facility. You are responsible for notifying us, in writing, if your child has any dietary restrictions. Employees will encourage children to try new foods, but will never require a child to eat particular foods if they do not want too. Food will never be used as a method of discipline. If you have a strict diet such as, no dairy products, no pork, no beef, No red juice, a certain type of milk juice etc. We ask you to provide ALL food for your child. This is to insure no mix-ups and no problems. If you choose this method you will need to bring your child food daily in a lunchbox. We do not have room to store food in our refrigerator.

Infant Nutrition

Infants on formula or breast milk will be fed on demand in accordance with the feeding plan

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

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

Allergies

When your child is enrolled, you should note all allergies on your child's enrollment form. Allergies will be posted in the classroom and special monitoring will be followed by the teacher and any food service staff to ensure the child is not served any unsafe food.

Little Heavenly Ones ***will be closed*** when DeKalb County Schools are closed ***DUE TO BAD WEATHER***. Please stay tuned to Fox 5 morning news for weather updates and school closings located at the bottom of your television screen.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated. Should the center need to close for any reason, tuition will not be refunded or reduced.

Childcare Payment Options

Options for weekly tuition:

Payment Option #1: Cash Payment

Payment Option #2: Checks payable to Little Heavenly Ones (All returned checks will be assessed a fee of \$35.00 added to the following weeks tuition fee. Any returned checks will disallow Payment Option #2 for future payments.

Payment Option #3: Cash App (\$LH01997) Zelle, and Apple pay

Payment Option #4: Childcare and Parent Services (CAPS) certificate provided by Bright from the Start: Georgia Department of Early Care and Learning (DECAL) You are responsible for your amount not paid by Ga-Caps.

Payment Option #5: Zelle ask for information

You must make your tuition payment in order to hold your child's place. We strictly enforce payment of tuition on Monday and will assess late charges of \$20 on Tuesday and an additional \$5 on Wednesday and every day after for tuition received after that date. A late pick up fee of \$1 per minute will be assessed for children who are picked up after 6:00 p.m., which is when the facility closes.

Acknowledgement

Thank you for the opportunity to serve your family. We look forward to a long, positive relationship! Little Heavenly Ones is a private facility and reserves the right to dismiss a child from our school for any reason deemed necessary by the administrative staff. I have read and understand the Early Childhood Parent Handbook. I fully agree to comply with all policies and procedures as set forth.

Parent Signature

Date Signed

***Please sign and return with your Application for Admission.
Your application will not be considered until signed and submitted including registration fees.***