

# Learning Days- Atlanta

## Family Handbook

2022/2023



### **Welcome to Learning Days**

3920 Jiles Way Kennesaw, Ga 30144

Director: Michelle Provost

Executive Director: Shiketa Morgan

Email [learningdays@aol.com](mailto:learningdays@aol.com)

Website: [www.learningdays.com](http://www.learningdays.com)

Hours 6:30am-6pm Monday-Friday

This handbook has been designed to provide you with important information about the Center and the policies and procedures that will affect you and your child. If you have any questions or concerns, you are encouraged to talk with your child's teacher or the Director.

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## **Our Philosophy & Beliefs**

We believe that children should be in a warm, loving, nurturing environment that focuses on self-help and daily living skills. We also believe that children should be provided with, age appropriate activities; that meets the social, emotional, spiritual, physical and intellectual needs of the individual child.

## **Purpose**

The purpose of this program is to provide a Quality Early Childhood Care and Educational program and to teach children about Jesus Christ and train them in the bible.

## **Goals**

### **For the children**

- Meet the developmental needs of each child in the Program.
- Provide a fun and enriching early childhood experience

### **For Parents**

- Provide quality child care services
- Give parents a peace of mind
- To partner with you and provide you with opportunities to grow and understand child development, by providing you with parenting resources. *“You are your child’s first and most important teacher”*

### **For the Community**

- To collaborate with other businesses and agencies in the community.

## **Programs**

Infant/Toddler Care (6wks-23months)  
Part/Full Day Preschool Program (2-5yrs)  
Before/After School Program (6-12yrs)  
Full-Day /Summer Camp (6-12yrs)

**Our Mission:** To provide High Quality Early Care and Education

### **Scheduled Closings/Center Holidays**

The Center will be closed on the following Days/Holidays:

New Year's Eve/New Year's Day

Martin Luther King Day

Good Friday

Memorial Day

Juneteenth

4<sup>th</sup> of July

Labor Day

Thanks Giving Day and Day after

Christmas Eve/Christmas Day

### **Things to bring to the Center**

Send 2-cot sheets for naptime, extra clothes labeled with your child's name, wipes, box of tissue, two-pocket folder, 3-ring binder, pampers, baby bottles and pull-ups (if not toilet trained). Preschool supply list will also be issued. **All 3-yr olds must be in under wear.**

**\*\*Infant linen must be washed daily.**

**\*\*Napping linen must be taken home each week for laundry and be returned on Monday for napping.** ( ages 12months- 5 years of age)

### **Things to leave at home**

Please do not bring food, drinks and or toys into the center except for special occasions. The staff will make effort to safeguard personal belongings brought by the children, but shall not be responsible for lost or broken items.

### **Payment/Tuition Policies**

- Non-refundable \$75 registration fee must be paid upon enrollment. Must be paid via Tuition Express.
- 2-weeks of Tuition are due every other Monday and must be paid via Tuition Express. **\*\* Credit card or Bank Account info must be on file.**
- In the event that you bank or credit card info needs to be updated, you must notify the Director before the tuition is due.
- Sliding fees are due on the 1<sup>st</sup> of the month. **\* Must be paid via Tuition Express**
- A \$25 returned payment fee will be applied to your account if your payment is returned.
- No tuition is required for one weeks of family vacation. *2-week notice* must be given
- For families receiving Georgia Caps, a Scholarship must be received before your child can attend the program.
- Late Pick-up fee of \$1/minute after closing time.
- Parents must raise at least \$150/year by participating in fundraisers. This helps to keep your tuition cost affordable and helps to purchase new materials for classrooms.

## **Arrival/Departure Procedures**

Children must arrive by 9:00am unless other arrangements have been made with the Director. Please notify the Director or office staff in the event of an absence.

Upon arrival, a staff member will greet you and your child in a warm and friendly manner. Please check your child's temperature at the door upon arrival, sign your child into the program ( if temperature is normal) and walk your child into his/her designated area/class to be greeted by his/her teacher.

Please note that we are required by the local childcare licensing authorities to observe children for contagious illnesses upon arrival each morning. If your child appears to be ill, please expect for your child's teacher or Director to do a brief health check. If your child has a contagious rash, fever, chronic cough, diarrhea or vomiting within 24 hours, or any other communicable disease; your child will not be accepted into our care.

\*\* See posted communicable disease chart.

Children may arrive after 9:00am in the event of a Doctor's Appointment or family emergency. You are also expected to notify us if your child was injured prior to arriving to the center

**Children will only be released to authorized persons listed on the enrollment form. \*\* Persons authorized to pick-up children must always be prepared to show identification to staff upon request. Children must be signed out at pick-up time.**

## **Staff Qualifications/Education**

The center has experienced and highly trained early childhood professionals. Our teaching staff must meet the Georgia educational requirements set forth by Georgia Bright Start. Director- Our Center director has a TCC in Early childhood and has completed a Bright from the start required 40 -hour of Director training.

Our Center Owner/Executive Director has over 23 years of Child Care Experience, has a Business Administration degree with over 30 college credit hours in early childhood education and she is a former Missouri Certified Child Care Center Director.

Lead Teachers must have some experience working with children with a CDA credential or have some early childhood education or in the process of completing a TCC, CDA or a Associates or Bachelors degree.

Teacher assistants must have some experience working with children along with completing all required training.

All staff must have a comprehensive background screening and complete a First aid and CPR Training.

The Child Care industry is known to have a high turnover; however, we believe that turnover is necessary, in the event of the following: a staff member is not **friendly or professional** with parents, management, or co-workers, dependable, and/or does not **implement quality practices**.

When a new teacher joins our team, your feedback will be requested during the first 30-days of employment. Furthermore, we want you to know that our goal is to hire, dependable, loyal, honest, educated and trained educators that support the Learning Days Vision!

### **Ways you can get involved**

Parents are encouraged to be involved in the program in a variety of ways. Here are some examples of parent involvement:

- Parent surveys
- Volunteer in classroom
- Assist on fieldtrips
- Send treats to parties
- Volunteer your talent or work experience
- Help with fundraisers
- Help organize events
- Parent Advisory Board or Join Annual Parent Conference call (see Director)

If you would like to help us in other ways please let us know!

### **Meals**

**Our center participates in the Missouri Child Adult and Food Program. This program monitors our meals and reimburses us for the cost of our meals.**

The following meals are provided: Breakfast, Lunch and snack. (Formula, Baby jar food and cereal are provided) For children 12months and older, each meal offers your child 1% milk, meat, vegetables and/or fruit and whole grain bread. Meals are served at a specific time. Your child will be served if in attendance. Meals will not be saved or held. Menus are posted on our parent bulletin board. Infants have individual menus. Meals must be served at the Center. (CACP Requirements) \*\* We are a Candy free center! \*\* Children are not allowed to walk into the building eating.

### **Parties**

Birthdays and Holidays are special events at Learning Days. If you choose to celebrate your child's birthday, we will plan a birthday celebration on your child's birthday at snack time. Parents are welcome to send decorations along with cupcakes and 100% Juice to celebrate their child's Birthday.

Below is a list of Parties/events that we plan throughout the year:

- Valentines Day
- St. Patrick's Day
- Easter Events
- Earth Day

- Graduation
- Fall Festival or Trunk or Treat
- Christmas
- Patriotic Parade
- Breakfast for moms
- Breakfast for Dads
- Other Special Events

If you would like for your child to celebrate any of the above events/holidays, please feel free to send food or non-food related items to the event or assist with the event.

### **Behavior Management policies, and procedures**

When behavior problems occur, the child's age will be considered, to decide if the behavior is age appropriate. You will be notified of behavior problems such as: causing harm to others, disruptive behaviors, or other behavior concerns. We will then together develop a plan to improve your child's behavior. We will continue to provide positive guidance and help your child gain self-control and take responsibility for his/her own behavior. If the behavior continues, your child will be excluded from the program for up to 24-48 hours and possibly terminated from the program.

Teachers are to redirect inappropriate behavior or place the child in a Time out chair, and then discuss the behavior with the child to see an understanding of classroom expectations. We will also use positive guidance to guide the behavior.

\*\* Children with a special need or developmental delays; must have an IEP on file  
 \*\* If we notice developmental delays via assessment; the parent will be referred to see their child's pediatrician.

### **Policy regarding sick children**

Please keep your child home if your child has a temperature of 100degrees or higher, chronic cough, sore throat, pinkeye w/drainage, unusual skin rash, diarrhea and/or vomiting. If any of these symptoms occur while your child in our care, you will be contacted to come for your child. You will be given an Illness form. Your child will be isolated until your arrival. Your child will be allowed to re-enter the program if he/she has been free of the above symptoms for more than 24 hours and in some cases a doctor's statement may be required before your child can return to the center.

**If your child is too sick for Outdoor play, he/she is too sick for school. We are required by Georgia Bright from the start to provide the children with a minimum of 1 hour of outdoor play each day.**

### **Child/Abuse Neglect**

The staff of Learning Days is required by the Laws of Georgia to report, any suspicions of child Abuse, sexual or otherwise neglect or endangerment of which they may become aware.

### **Injury/Accident Prevention guidelines**

If your child becomes injured other than a minor scrape or bruise you will be notified immediately. The incident will be assessed and documented. You will be given a copy of the incident report at pick-up time. In case of an emergency you must supply us with (2) back up contacts. **You must be easily reached during the hours your child is in our care.**

### **Other injury/accident prevention guidelines**

- To prevent injuries on the playground please send your child to school with **tennis shoes.** No open toe shoes on playground.
- Do not allow your children to run on the parking lot, hold your child's hand: children should not be left unattended in the car
- Loose comfortable clothes must be worn. Sweatshirts with strings around the hood are not allowed.

### **How do we Negotiate Differences? ( Staff/Parents)**

Step1... Reflect on what happened ("I see how upset you are about the situation")

Step2... Explain ("Here's what I think")

Step3... Reason (I will give you a reason for what I think)

Step4... Understanding (Try to see the conflict from both point of views)

**Step5...**Negotiate (Begin to look for a solution when both parties are clear about the issues and our differing perspectives (What can we do about this situation?))

### **Process for orientating child/family to program**

Before your child attends the program, you will be encouraged to visit the program with your child. Families are also offered a **Trial day before enrollment.** **You and your child will be invited to a mealtime, a daily activity or just to stop by the classroom and meet the teacher and the other children at any time.** Parents must pay a registration fee, complete all required enrollment forms, provide the center with age-appropriate immunization records or a signed affidavit against immunizations. meet with the director, before the child's first day, to review all required enrollment forms, review/discuss the family Handbook and share your goals for your child. A supply list will be provided for infants, toddlers and preschoolers. **\*\* Parents are responsible for transporting children to and from the center. \*\* Safe sleep policies are issued to parents of infants.**

### **Parent Conferences/Communication**

Parent conferences are scheduled once a year in person or by telephone. Together you and your child's teacher will review your child's progress, needs and set goals for your child. Parents are also welcomed to visit the program at anytime their child is present. Others ways that we will communicate with you:

- Brief discussions upon arrival
- Daily/weekly reports
- Telephone calls during teachers planning time
- Monthly newsletters
- Open house events



- Discussion and interactions on our Facebook Page

### **Authorized Person to pick-up Child**

If anyone other than yourself and/or designated person will pick-up your child, you must complete an authorized to pick-up consent form. Employees of Learning Days are not allowed to transport children in their vehicles. (No exceptions!)

### **Social Media**

Our Facebook page is used to inform parents of upcoming events, provide you with helpful resources and to view photos that can only be viewed by you and our Facebook friends. Be sure to subscribe to our tweets!

### **Materials that are accessible to you**

- Criminal Background Checks of Owners and All staff members
- DECAL Licensing Rules and Regulations & Evaluation reports
- Lesson Plans & Daily Schedules
- Information on Parents as teachers and/or Special needs services
- License information
- Referral services
- Communicable disease chart ( Posted near front desk)
- Children records, developmental records & Class Portfolio
- Curriculum (Our center implements an integrated research-based curriculum: Creative Curriculum, Project construct along with incorporating a theme-based curriculum.)
- Theme based Curriculum overview is issued upon enrollment
- Menus

### **Medication Policy**

Medication will only be administered with the parent's consent by signing a medication consent form.

Non-Prescription and Prescription Medication will only be given with the child's

Physician written instructions stating the following information:

- Child's name
- The medication name
- Dose
- Frequency of administration
- Special precautions that may be necessary
- Staff may not administer injections. \*\* Children may administer their own injections with written consent

If we notice adverse reactions to a medication, we will notify the parent immediately. Once a child has completed the medication as prescribed, any unused medication will be sent home. \*\*We will not administer Fever Reducers unless prescribed by a doctor for a medical condition!

## **Field Trip Policy**

Fieldtrips are scheduled during the spring, fall and summer months if weather permits. Parents are informed in advance of outings and written permission must be obtained before your child can attend the fieldtrip.

On the day of the trip, a notice will be posted reminding parents and staff of the trip, where the children will be going, cost, when they will leave and return to the center. At least one staff member accompanying the group must have first aid and CPR Training. A first aid kit must be taken along, money for emergency telephone calls and Children's emergency information. Name- tags will be on children with the following information; Center's Name and phone number. Prior to the trip, procedures and safety rules are carefully reviewed with the children and checklist completed. Children under the age of 3 must be accompanied by a parent or designated person. (Insurance requirement)

\*\*\*For the safety of your child, there will be no fieldtrips to amusement parks or swimming fieldtrips, however water fun days at the center will include sprinklers and water activities that does not involve swimming.

\*\* We do not travel on the highway and fieldtrips are less than 45 minutes away from the center.

\*\* Our bus driver has completed a required transportation training and has a valid drivers license.

## Transportation Policies and Procedures

### **Please Read Carefully**

Learning Days picks-up children at Kennesaw Elementary and Baker Schools. **Written permission** must be on file before children are allowed to ride the Van.

**Please read the information below very carefully.**

- School Transportation times will be discussed upon enrolling school age children
- A signed transportation agreement must be on file to transport your child to school or on fieldtrips.
- Our vans contain a transportation log accounting for children
- Children must wear seat belts on the van
- Food is not allowed in Vans
- Our vans are inspected annually
- Vans are disinfected after use to prevent the spread of germs.
- Parents must notify the Center in the event of school closings and in the event your child will not need transportation.
- Transportation fees are included in tuition
- Our van drivers are properly licensed, and our vans are insured.
- Head counts are conducted before loading the vans and vans are thoroughly checked for children ( by 2 staff members) after van routes are completed.
- Children information is also kept on the van in case of an emergency.
- \*\* Emergency info, fire extinguisher and first aid kits are also available on the vans.
- Van driver must have CPR/First Aid certification, comprehensive background screening and transportation training

### **Transportation will not be provided under the following conditions**

Scheduled Closings/Holidays  
Inclement Weather (Icy Roads, etc)  
Emergency Closings  
Mechanical issues with the Bus

Transportation services will be **cancelled** if:

**Inappropriate behavior while on the Van**  
**Tuition Fees are not paid when due**

## Child Care Payment Agreement

Please specify program.

Preschool Program  Infant-Toddler Care  Before School Care  After School Care  
 Summer Camp Only

**The following agreement is made between parent (s) guardian (s) and Learning Days, LLC for childcare services given to:** \_\_\_\_\_

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

Individual Responsible for paying for Tuition or Sliding Fees: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email address \_\_\_\_\_

The terms of the agreement are as follows:

Date Care is to begin: \_\_\_\_\_. (See termination agreement)

(Not to exceed 5 days a week and/or 10 hours per day)

Hours: Days M T W Th F

Times: \_\_\_\_ to \_\_\_\_ \_\_\_\_ to \_\_\_\_ \_\_\_\_ to \_\_\_\_ \_\_\_\_ to \_\_\_\_ \_\_\_\_ to \_\_\_\_

**\*Parents must notify the center in the event of arrival and/or pick-time changes.**

Toddlers (2's) \$370 Bi-Weekly  Preschool (3 year old) \$330-bi-weekly

Prek \$300 bi weekly  School-age ( daily rate) \$30/day

Infant \$466 bi-weekly ( 6wks-18 mos)  (18-23mos) \$400/biweekly

Full-time School-age (6-12years) \$290 bi-weekly  Multi child discount \$10 off a weekly

**I agree to pay: (See Tuition Schedule)**

My fees are: \_\_\_\_\_ Bi-weekly. Fees are due two-weeks in advance every other Monday upon the arrival of my child. If you child is absent when tuition is due, you must call the center to pay by phone or stop by the center to drop-off payment by closing time.

I understand that Learning Days may take photos or video of my child for developmental portfolio and some photos may be uploaded to our Website(s).

**\*\*In the event I need to make a payment arrangement, I understand that it must be made 5 days before the tuition is due.**

**Late Fees:** \$1 every minute after 6:00pm; \$5/day for more than 10-hours/care and \$10 Late fees when tuition is not paid on Mondays or when due.

My family receives subsidized childcare  Yes  No

I have paid my Registration Fee in the amount of \$75  I agree to raise \$150/year with fundraisers.

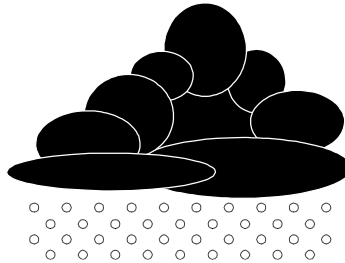
### **Termination of Services Agreement:**

Either parent/guardians of Learning Days may terminate this childcare contract by giving a written two-week notice to the Director. Tuition for childcare services must be paid during the two weeks' notice period, whether or not the child attends the Full year childcare program. If you leave the program without giving a written notice to the Director and not paying your tuition, your account will be sent to collection, and you will be responsible for all legal fees. Learning Days may terminate this contract immediately without any notice if parents or guardian do not make payments when due, we cannot establish a mutually working relationship or if your child causes harm to other children.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed and signed contract to the Director.

# Severe Weather Procedures



In case of severe weather please watch the local News Channel for closing or opening information. Severe weather procedures will also be emailed to you or posted on our Social media pages.

Thanks,  
Learning Days

## Emergency Preparedness Letter

Dear Parent/Guardian,

In the event of an emergency (Learning Days Atlanta) has outlined the below response plan. Please know that Learning Days will make every effort to attempt to notify you, so it is vital that you keep your emergency contact information up to date.

Keep this letter with you and/or make copies for family members so that you will know how to contact us in the event of an emergency.

### **Evacuation/Relocation**

- If the emergency is confined to the immediate area at Learning Days, such as a fire, gas leak, power outage, bomb threat, water line disturbance, tornado, earthquake or a potentially violent situation, children cannot stay on the premises; the parents will be notified to meet us at a meet up space and children will be taken to our designated emergency meet -up location. The children and staff will remain at this location while you or your emergency contact is notified of the situation. (to be texted to parents)
- If the emergency is more widespread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g., flood, and the children cannot remain in the immediate area, they will be transported to a local meet-up place. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
- Once a month we will evacuate the building for fire drills and we practice going into our safe rooms for tornado drills. (we will use evacuation cribs for infants)
- See the entire emergency plan on our website at [www.learningdays.com](http://www.learningdays.com)

### **Emergency Care**

- In the event that a child or all children are in need of a Physical exam or emergency care, the children will be transported to the designated hospital that parents have on file, where they will be examined by a physician and you will be notified. Notification
- Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergencies.
- Information about the event can be obtained through our social media pages and/or on our website at [www.learningdays.com](http://www.learningdays.com).

We will also strive to email parents. You may also send a text message to your child's classroom tablet ( Numbers are posted on parent bulletin board) or to the Center Director Michelle Provost at 678-989-6657.

### **Emergency Supplies**

- We encourage you to bring individual emergency packs for each child to keep at the center that includes, change of clothes, blanket one day supply of diapers. We will have extra supply of bottled water, hand sanitizer and food for at least 3-5 days in our emergency kit. Please rest assured that (Learning Days) staff will remain with and care for the children at all times during an emergency to ensure the children's safety.

As always, please don't hesitate to contact me if you should have any questions or concerns.

Sincerely,  
Shiketa Morgan, Owner/ Executive Director

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Please initial each policy/procedure that you have read below and or have had explained to you and return this page to the Director with your signed Childcare contract.

<b>Policy and/or procedure</b>	<b>Initials</b>
Program's Philosophy, goals and objectives	_____
Daily Time Schedules Preschool	_____
Daily Time Schedules School-age	_____
Curriculum Overview	_____
Center Holidays	_____
Severe Weather Procedures	_____
Things to bring and/or Leave at home	_____
Payment Provisions	_____
Arrival/Departure Procedures	_____
Staff	_____
Ways you can get involved	_____
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Parties	_____
Behavior Management policies, and procedures	_____
Transportation Policy	_____
Description of Policy regarding sick children	_____
Child/Abuse Neglect	_____
Injury/accident guidelines	_____
Procedures for staff and families to negotiate differences	_____
Process for orientating child/family to program	_____
Parent Conferences/Communication	_____
Authorized Person to pick-up Child	_____
Materials that are accessible to you	_____
Medication Policy	_____
Field Trip Policy	_____

Your signature \_\_\_\_\_ Date \_\_\_\_\_