

GMBH Academy Handbook

Please read this ~Handbook~ thoroughly, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. There may seem to be a lot of information, if you have any questions regarding my policies, please do not hesitate to ask. We will go over this book during your interview, but this copy is for you to reference back to. There will be a yearly revision to this ~Handbook~ and the accompanying contract. All families will sign a new contract each year. I reserve the right to make changes to the policies and procedures, as I deem necessary. You will be notified, in writing, of any changes that may occur.

DEAR PARENTS,

What I as a provider should expect from you, the parent:

Open communication. Explain clearly and carefully your wishes and expectations about how your scholar will be cared for. Also provide updates on problems and progress that your child is making. Good communication helps us work together in the best interest of your scholar

Agreement on Terms or Arrangements. You should fully understand the terms of the contract and the policies and procedures that you as the parent are agreeing to.

Honesty and Trust. This includes being honest about how you believe the arrangement is working. Although you need to be vigilant in order to safeguard your scholar, you should trust me as your provider to do the best for your scholar. Show your trust by asking questions rather than jumping to conclusions when apparent problems develop.

Pick up on Time. If your scholar is not picked up on time there will be a late fee. The late fee must be paid before the scholar can return to the Academy.

Respect. Realize that taking care of children is a job and that not only am I a worker, but also a working parent. Recognize that this is not an easy job. I am not “just a Baby-sitter”. Last but not least, I am only human; I’m not “superwoman”. Please don’t expect me to do things that you yourself would not want to do.

Philosophy

We believe a child’s early experiences enrich and stimulate future growth. Scholars deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, and imagination. We respect each scholar’s need for love, security, acceptance, warmth, and stimulation.

Goals

While attending GMBH Academy your scholar will have the opportunity to participate in a wide variety of activities, which promote all aspects of development. GMBH Academy provides for scholars the comfort and experience of belonging to an extended family. I provide a home like setting. My approach to each scholar is child centered and child directed. Scholars are offered choices whenever possible. Your scholar will bring home a newsletter each month, which will give a brief overview of what we will be doing. Just because you are not seeing anything in the way of papers does not mean that we have not been busy all day.

LIABILITY WAIVER

The undersigned being the lawful parent and/or guardian of the above child(ren) hereby consent to the participation by the child(ren) in all activities conducted by GMBH Academy and to the participation of the child(ren) in all events related to said activities. The children that participate in activities and adventures with GMBH Academy are consistently well supervised, however, accidents do happen. The undersigned assumes all risk of injury or harm to the child(ren) associated with participation in GMBH Academy activities and adventures and agrees to release, indemnify, defend, and forever discharge GMBH Academy and its subsidiaries, vendors, staff, employees, and agents of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to the child(ren), howsoever caused, arising by reason of or during the child(ren)'s participation in GMBH Academy.

ABOUT ME AND MY FAMILY

My husband and I have been together for 18 years and married for 7 years. We are a blended family of 10 including 1 grandchild. Education is very important to me. I graduated with honors from University of Phoenix with a GPA of 3.9. Received my CPR, Degree and have had the Academy since February 2013. We transit it out of our home to our newest location.

License capacity: Ages allowed: 3 years old to 5 years old

Hours of Operation

GMBH Academy is open from 7:30 AM until 4:30 PM Monday through Friday. Hours of care will be contracted from scholar to scholar. No preschool will be provided on Saturday and Sundays or on the following holidays:

New Year's Eve (close at 1:00 PM)

New Year's Day

Independence Day

Memorial Day

Labor Day

Thanksgiving

The day after Thanksgiving

Christmas Eve (close at 1:00 PM)

Christmas Day and day after Christmas

Payment Procedures:

Rates: per child

Full Time: \$525 per month

Bi-Weekly: \$280

After School: \$80 a week

I will talk to you about my prices during our interview.

Open Door:

You are invited and welcome to visit **GMBH Academy** anytime your scholar is present. You are asked to avoid visiting during Rest Time as much as possible. Please knock first. Parents are also free to call **GMBH Academy** at any time. If I do not answer the phone, please leave a message, and we will call you back as soon as we are finished with the current activity.

Matters of Tuition :

The contract is a legal document obligating me to provide a service for you and obligating you to pay me for that service. There are other requirements in the contract. I urge you to thoroughly read the contract/handbook and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all it's terms.

Daily Doings

Drop Off/Pick Up:

I assume responsibility for your scholar only while he/she is on my property. **No staff will pick up or hold any scholars.** No scholar will be allowed to leave with anyone except the parent, unless indicated on the alternate pickup list, without written permission from the parent. Telephone permission will not do! Anyone unfamiliar to me will be required to show proof of Identification. Please make the alternate pick up person aware of the requirements. It is normal for your scholar to cry on arrival, especially for the first few weeks. Please make your goodbye brief and tell your scholar exactly when you will be returning. The crying usually stops within seconds of your departure. You are welcome to listen outside the door. Never leave without telling your scholar goodbye. Please be in control of your scholar during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. I will remind your scholar if inappropriate behaviors are being displayed. Scholar of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart. If the person picking up the scholar appears to be under the influence of alcohol

or drugs, another authorized person will be called to pick-up both the scholar and the adult. Court Order: If there is a court order keeping one parent or guardian away from the scholar, I must have a written note from the custodial parent or guardian in my file to that effect. Otherwise, I cannot prevent the non- custodial parent from picking up the scholar.

Sick/Vacation Days:

In the event that your scholar is ill and needs to miss a day, please call 1 hour before arrival time. Full payment must be received whether or not child attends.

Television:

I allow limited TV viewing consisting of Nickelodeon, PBS and the Disney Channel only. On occasion I let the scholars pick a child appropriate video to watch. Scholars are NEVER required to sit and watch TV, and TV is not offered in place of Free Play or Learning Activities.

Guidance:

Some people call it discipline. I prefer guidance. No scholar will be hit, spanked, belittled, or otherwise intimidated at **GMBH Academy**--even with parental permission. No corporal punishment will be used. Scholars will be treated with courtesy, respect, and patience. Guidance will be according to age and understanding level. Younger scholars will be redirected to another activity. Older scholars will be given time outs depending on the severity of the offense (almost always 1 minute per year of age, never to be more than 15 minutes). If a scholar becomes a persistent behavior problem, I will address it with you and we will try to resolve it together. **AT NO TIME WILL A SCHOLAR BE SUBJECTED TO PHYSICAL PUNISHMENT OR SHAMING, FRIGHTENING OR HUMILIATING METHODS BE USED, OR ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED. NO SCHOLAR WILL EVER BE PUNISHED FOR TOILET ACCIDENTS.**

Meals:

We are catered a nutritionally balance meals and snacks for your child. Please do not send any food or drink with your child without prior approval through the provider. Please see Activities for a list of meal times; if your scholar arrives

after a meal or snack has been served, he/she will wait until the next meal/snack time to eat. Meals and snacks are served family style. Scholars are encouraged to use this time to share their experiences with each other. Manners are taught, and practiced during this time as well. Please list on the medical report any food allergies scholar may have. If your scholar needs a special diet, the parent must furnish these foods.

Activities:

Age appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual scholar and day. I will offer times for outside play, crafts, stories, instruction, and naps appropriate to the child's ages, interests, and abilities. I will provide your scholar with tender loving care, understanding, patience and guidance in a happy family setting. Chores, such as picking up, putting dishes on table, etc. I provide preschool curriculum, developing large and small motor skills. We do many arts and crafts where the focus is on the process, not the product. Free play is an important part of a scholar's early years. It is here that they learn social skills that will be needed the rest of their lives.

An example of a day at GMBH Academy:

7:30 AM-8:00 Arrival and free play
8:00 AM: Breakfast and clean up. Toilet time.
8:30 AM: Free Play
9:30 AM: Crafts. Learning skills. Toilet Time.
10:30 AM-11:45 TV. Learning skills. Science
12 -12:30 PM: Lunch and clean up. Toilet Time.
12:30 -1:00 PM: Slow down and Quiet Time. Reading a story. Lay on mats.
Toilet Time.
1:00-300 PM: Rest Time
Scholars do not have to sleep, but they do have to lie or play quietly on their mats so as not to disturb the other scholars
3:30 PM: Afternoon Snack. Toilet Time. Study Time for older children. Story Time, puzzles, coloring, games.
4:30 PM: Clean up time and get ready to go home.

*******NO EXCEPTION*******
ALL DOORS OF THE CENTER WILL BE LOCKED AT 9:00 AM. ALL SCHOLARS MUST BE AT THE CENTER BY THAT TIME UNLESS THEY HAVE A DOCTOR'S EXCUSE.

House Rules

- 1.No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others.
- 2.No intentionally breaking anything.
- 3.No running, jumping, wrestling, climbing, etc.
- 4.No picking up toddlers.
- 5.No leaving the yard without permission (no one is allowed outside without adult supervision, even when parents are here).
- 6.No name-calling, yelling, fouls language or teasing—everyone deserves to be treated with respect.
- 7.All food and drink will remain in the cafeteria area.

Dress Code: UNIFORM SHIRTS CAN BE PURCHASED ON WEBSITE.

Please dress your scholar appropriately in assigned uniform. Weather permitting; we will spend a lot of time outdoors. You also need to supply a complete change of clothing in case of an accident; I do not supply clothing for scholars. If the scholar has no spare clothing, the parent will be called to bring some.

Toys:

Please do NOT send any toys from home with your scholar. If your scholar needs a special toy or item for sleeping, it will be allowed, but it will remain put away until Rest Time. **GMBH Academy** assumes NO responsibility for lost, stolen, or broken toys from home. Should the scholar deliberately destroy my toys or other property through misuse or willfulness, the parent will be required to replace it.

Rest Period:

All scholars under the age of 5 will have a rest period. No scholar is forced to sleep, however they must remain quiet. Older scholars, and those who wake early, will participate in a quiet activity until Rest Time is over. Please try not to schedule pick ups or visits during this time to lessen disturbance to the resting scholars. All scholars will rest on their mats with individual linens.

Toilet Learning:

All scholars must be toilet trained! If the scholars are not then.....I will assist you in toilet training your scholar with the understanding that it will be successful only if we work together. I will use cotton underwear or pull-ups supplied by the parent. I required at least 5 complete changes of clothing during Toilet Learning. I do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day. After 3 weeks of

training and I see no progress then a meeting will be scheduled to discuss other options.

Transportation Policy: At this time we will not be transporting

Emergency Transportation: If an emergency occur we will then use our private vehicles to transport scholars.

Holidays/Birthdays:

We honor major holidays and all scholar's birthdays. If you would like to bring a special Treat (no homemade treats please) for the scholar, please arrange this with the provider. You are more than welcome to participate in ANY activities we have planned.

Other Goodies Confidentiality:

The information you supply to **GMBH Academy** will be kept confidential. I will, at all times, respect your privacy. Before any of the information is released to outside persons, the parents will sign a release form.

Changes to Policies:

Changes may be made to these policies as needed with 2 weeks notice. The policies, contracts, consents, and forms will be reviewed and updated, if needed, yearly in January. Please give written notice of any changes that may occur, especially of name or address, or of updated immunizations.

Emergency Location:

Location #1: J&W TAX 125 East McDowell Road, Jackson, Ms 39212

(601) 965-5055

Location #2: CVS 2803 Suncrest Dr, Jackson, Ms 39212

(601) 373-2111

Emergencies:

Fire: There is four fire extinguishers located in the center. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the scholars will be

prepared in the event of a fire. The fire evacuation plan is located on the walls in each room and you are free to view it at any time.

Tornado: In the event of a tornado warning, the scholars will gather in the restroom. We will remain in the restroom until the inclement weather has passed. Tornado drills will also be practiced monthly.

Power outage: There are flashlights located in the kitchen. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the center is getting too cold for the scholars, you will be called to pick up your scholar.

Intruder A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child. If there is an intruder or dangerous adult in the center:

- Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.
- A staff member will attempt to have the parent/intruder move to the hallway and close the classroom door, while a second staff member calls the Director or Assistant Director to assist with the situation.

IN THE EVENT OF AN INTRUDER OR DANGEROUS ADULT:

- Staff members will be notified by the Director and/or Assistant Director of the threat using “text” feature on the telephones.
- ALL staff and children must return to their classrooms; lock all classroom doors; and sit on the floor away from doors and windows. Wait for an “All Clear” from the Director or Assistant Director before continuing with activities.
- The Director and/or Assistant Director, or a staff member designated by the Director and/or Assistant Director, will contact the local police department to notify them of the situation.
- The Director and/or Assistant Director will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves

Enrollment Requirements:

Before enrolling your scholar in **GMBH Academy** there are several things you must do:

1. Read through and become familiar with the Policies. You will be required to sign a form that indicates you have read, understand, and agree to ALL the Policies as outlined.

2. An acquaintance visit must be made. I will not accept the scholar unless they have attend open house or come visit **GMBH Academy** to become familiar with me and the service provided.

3. All appropriate forms must be filled out, signed, and on file **PRIOR** to admission. All necessary forms/consents will be given to you in your admission package.

4. All required supplies must be brought within 2 weeks of your child's first day.

Termination of Care:

Care can only be terminated with 2 weeks notice by the parent. I reserve the right to immediately end care for non-payment, failure to respect me, my center, behavior of the scholar, which is harmful to the physical or emotional well being of the other scholars, or failure to abide by my policies. If you terminate care without giving appropriate notice, you will be responsible for payment of the final 2 weeks of care whether or not your child attends. Please be advised that you will be charged the No Show Fee in addition to your scheduled daily rate until you notify me that your child will not be returning. *Provider has the right to terminate a contract without notice in the case of harm to other scholar or a dangerous situation due to that scholar has caused intentionally or other wise.

Child Abuse/Neglect:

I am required by law to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents in my center. Any request to use physical punishments by the parents will be noted in the scholar's file along with a written refusal from **GMBH Academy**, signed by the parent and provider.

Supplies:

All supplies must be labeled with your child's name. You will need to provide the following things to be left here:

1. 1 complete change of clothing (more if we are toilet training) to be left here. This includes shirt, pants, socks, and underwear.

2. Any over the counter medication that you may wish to be used. This must have the scholar's name on it. Remember, I will always ask your permission before administering.

Health Matters

Illness:

Under no circumstance is a sick scholar to attend **GMBH Academy**. The scholar should be allowed to recover fully from an illness in the comfort of their own home. The other scholars in care are exposed to any disease your scholar may bring into the center. If you are unable to remain home with your scholar, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illness. However, minimizing exposure and providing good hygienic practices in the center are means by which we can limit the problem and the resulting inconvenience. Accordingly, for the benefit of all involved, the following policies will be strictly enforced:

Scholars who have exhibited ANY symptoms of infectious illness within the proceeding 24-hour period are likely to be contagious and should remain at home. Examples of associated symptoms include, but are not limited to, fever of 100F measured orally or 101F measured rectally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green runny nose, draining eyes or ears, rash, or head lice. I reserve the right to determine whether a scholar should remain in the home where illness is a consideration. Parents of scholar who become ill during the day will be promptly notified and are expected to arrange to pick up their scholar immediately. The sick scholar will, if possible, be isolated from the other scholars to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.

Medications:

No scholar will be given any medication, prescription or over the counter, unless the parent gives written permission. Prescription medication shall have the scholar's name, name of medication, Doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. I have Permission to Administer Medication forms to be filled out each time your child will need medicine to be administered. Written permission is required in order to use diapering products, sunscreen lotion and insect repellents.

Medical Emergencies:

Although supervision is constantly given, I cannot be by the scholar's side at all times to prevent falls, tripping, bumps, etc. If the scholar is injured non-life-threatening way, I will assess the scholar and provide home first aid. If the injury is more serious, the parent will be notified so the scholar can be transported to the hospital doctor's office. (I.e. needs stitches, broken arm, or dislocation, etc.) All costs associated with injuries to the scholar will be the responsibility of the parent, unless being negligent. In case of a medical emergency, I will attempt to contact you immediately. If I am unable to reach you, I will start calling the people designated as your emergency contacts. If I am unable to reach you or your emergency contacts, I will transport your scholar to his/her doctor to the hospital, if necessary. If immediate intervention is required, I am certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your scholar transported to the nearest Hospital. You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in the center.

Non-Discrimination: As a licensed provider, I shall not discriminate about admissible one of race, creed, color, national origin, religion, or sex.

Sign _____

Print _____

Date _____