

GBA POLICIES SUMMARY 2025-2026



HOURS AND DAYS OF OPERATION:

- GBA is open from 6:30 AM to 6:30 PM, Monday through Friday.
- The cutoff time for a drop off each morning is 9:30 AM. A \$ 1.50 fee will be added per minute if pick-up takes place after closing at 6:30 PM
- EHS CCP Monday - Friday 7:30 am to 5:30 pm. There will be a \$1.50 fee added per minute if the pickup takes place after EHS closing time.
- VPK Monday Through Friday from 9:00 am to 12:00 pm. Class starts at 9:00 am sharp, and there will be a \$1 .50 fee added per minute if pick-up takes place after VPK closing time.
- GBA will NOT accept your child for the day if they come after cutting off time, unless you have a doctor's Appointment. Please call us ahead of time and provide a doctor's note. The cut-off time with a Dr Appointment is 11:30 AM.

For the well-being of each child, we must limit it to a max of 10 hours per day.

PICK-UP/DROP-OFF:

All children must be clocked out before being picked up from their classroom by an adult and/or person approved in writing by a parent. It is the parents' responsibility to notify the office and make changes to this form whenever necessary.

You can clock your child in and out on the Procare app.

Parents must accompany their child(ren) into the classroom area every morning and clock their child(ren) in immediately before dropping their child(ren). We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual conditions or behavior which may adversely affect the child or the group.

PARKING POLICY:

Please Park in one of the assigned parking spaces. **Do NOT** block our entrance or park in the middle of the street. We strongly urge you to turn your car off and lock it when you drop off or pick up your child(ren). GBA is not responsible for stolen cars or items lost from cars or from the parking lot or facility.

CHILDREN'S JEWELRY, HAIR ACCESSORIES & FOOTWEAR:

For the safety of all our children, they may **NOT** wear hair beads, hair barrettes/bobby pins, ponytail holders with balls (etc.) on the ends, Jewelry (bracelets, necklaces, rings). (Per DCF Policy)

Flipflops/open-toed sandals or slide-on shoes with no back are **not permitted**. If footwear cannot be replaced by the parent, **the child will be sent home**.

DIAPERS:

Please provide diapers, wipes, and diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child's first and last name. You can bring a package of diapers to leave at the center. You will be notified when your child is running low on diapers. If you run out of diapers, we will provide them to you automatically with a fee of \$1.50 per diaper and a pack of wipes for \$3.00.

Additional personal items which are needed include:

- 1) A small blanket for rest time
- 2) A crib sheet for the mat.
- 3) Extra clothes in case of accidents.

(All labeled with your child's name)

TOYS FROM HOME:

Please do **NOT** bring toys from home, as they can cause disputes and can be broken or lost. GBA is not responsible for misplaced, stolen, lost, or broken toys or clothing. We ask that all valuables stay at home and all belongings be labeled.

WEEKLY TUITION FEES:

Parents are responsible for paying for the spot their child will take in our center. This is not based upon attendance but rather on a weekly fee that is set by an agreement which is signed by the parents upon enrollment, that is due regardless of attendance.

PAYMENT POLICIES AND PROCEDURES:

Weekly fees are due in advance on Monday, as courtesy parents have the chance to make payments until the close of business on Tuesday. There will be a \$15.00 late payment fee added if the account is not paid by Wednesday. An additional \$5 fee will be added on Thursday and Friday for a total of \$25 if the account is not paid in full.

VACATIONS, ABSENCES AND LEAVING THE CENTER:

All families are allowed to request a vacation week after six months, when you do not bring your child and no payment is made. Vacations and illnesses will be charged at the regular weekly rate. Parents are responsible to pay full price in the event of child attended even one day, also parents are responsible for half price payment in the instance of a full week absence due to illness, personal reasons, or vacation time (Parents may request 1 vacation week the child will be absent without payment every 6 months (2 weeks per year, no rollover, after 6 months of started date).

We request that all absences be reported to the GBA office before or on the day of the absence. The center reserves the right to require the disenrollment of a child.

The center also reserves the right to request the disenrollment of any child whose parent and or guardian has become a problem at the center or who has developed an uncooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies, or its staff.

DISCIPLINE POLICY:

GBA knows that every child should learn from their mistakes and be taught how to handle themselves properly in every situation.

Appropriate behavior will be highly praised.

Teachers use age-appropriate discussion, redirection, and positive reinforcement.

EXPULSION POLICY:

Unfortunately, there are sometimes reasons we must withdraw a child from our program, either on a short-term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced.

The following are reasons we may have to withdraw or suspend the child from our center, but are not limited to those:

PARENTAL IMMEDIATE CAUSES FOR EXPULSION:

- The child is at risk of causing serious injury to other children or him/herself.
- Parents threaten physical or intimidating actions towards staff members.
- Parents exhibit verbal abuse to staff in front of enrolled children.

ACTIONS FOR CHILD'S EXPULSION:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse of staff or other children.
- Excessive biting.
- Running out of the classroom.

ILLNESS POLICY:

A primary health care provider's note is required to readmit a child to determine whether the child is a health risk to others or if guidance is needed about any special care the child requires.

We perform Daily health checks on arrival of each child each day, where staff objectively determine if the child is ill or well.

The Administrative Staff determines which children with mild illnesses can remain in care and which need to be excluded.

Staff will notify the parent/guardian when a child develops new signs or symptoms of illness or requires exclusion. Parent/guardian notification will be immediate for emergency or urgent issues.

If a Child Becomes ILL at the Center

Certain symptoms can be indicative of Infection or communicable illness, in which case the child will be separated from the classroom with supervision to prevent the spread of illness. Parents/guardians will be contacted to pick up the child.

Children cannot be admitted to the center with any of the following symptoms or illnesses:

Fever: It is GBA policy that children are fever-free before fever reduced medication for 24 hours before returning to the center. A fever is defined as a temperature of 100.4 degrees or

Signs/Symptoms of Possible Severe Illness: Child must be excluded until a medical exam indicates the child may return if the child exhibits unusual fatigue, uncontrolled coughing, Irritability, persistent crying, difficulty breathing, wheezing, etc.

Uncontrolled Diarrhea: Child must be excluded when 2 or more stools compare with his/her normal pattern, watery stools, and/or decreased stool form that cannot be contained by the diaper or use of the toilet. Child may return after a medical exam indicates that it is not a communicable illness. A child whose diarrhea cannot be contained in a diaper or uses a toilet will be excluded until these symptoms are no longer evident for 24 hours.

Vomiting: Child must be excluded until vomiting has stopped for 24 hours.

Mouth Sores with Drooling: Child must be excluded until a medical exam indicates that the child may return.

Rash: Child must be excluded until a medical exam indicates that it is not a communicable illness.

Eye Drainage: A child is excluded for 24 hours after treatment is started for contagious conjunctivitis or pus drainage.

Unusual Color: A child is excluded until a medical diagnosis rules out Hepatitis A.

Significant Respiratory Distress: Excessive coughing, wheezing, or difficulty breathing.

Bacterial Infection: This includes strep, ear infection, or impetigo; children are excluded until 24 hours of antibiotic therapy have been completed.

Any contagious illness: All children must be excluded from any reportable illness such as scabies, chicken pox, ringworm, etc., that is untreated and contagious to others.

Head Lice: A child must be excluded until all lice, lice eggs, and egg cases are removed. Our center enforces a "no nit" policy. If the nits are present upon the child's return to the center, the parents will be called to pick up the child for treatment or follow-up.

Unable to Participate: If the child is unable to participate in everyday activities with reasonable comfort or requires more care than the team members can provide without compromising the health and safety of other children, he/she will be excluded from the center.

NO BACKPACKS ARE ALLOWED