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www.learnnplayacademy.com

Policy & Procedures Handbook

(Revised 1/2/2018)

Policies & Procedures

The following is a comprehensive listing of Learn N Play policies and procedures. If you have any questions regarding any of the policies or procedures listed here, please contact us at (770) 867-4996.

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Absences	Special Needs	Medications
Holidays/Vacations	Parental Involvement	Medical Emergencies
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Clothing/Attire		Revisions to Handbook and Contract

Communication

Good communication is of the utmost importance. When a new family is accepted into our center, we like to be sure that we can share openly about any concerns or questions that may arise. It is important that there is a similar child care philosophy between the center and the parents. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private at a mutually beneficial time.

Enrollment Policy

There are several forms that make up Learn N Play Academy's enrollment packet. This enrollment packet must be completed and in our possession before we can assume the responsibility of caring for your child. **NO CHILD WILL STAY WITHOUT ALL COMPLETED PAPER WORK AND A CLOCK IN/OUT CODE! PAPERWORK MUST BE GIVEN TO LNPA BEFORE A STUDENT'S FIRST DAY OF PRESCHOOL.**

This is to ensure that your child will get the very best care possible and satisfies the record keeping requirement of state licensing guidelines. All forms will be reviewed annually. If there are changes to any of the forms in the enrollment packet, please notify your director to update your records. If you have any questions regarding the completion of these forms, please feel free to ask your director. An immunization record (FORM 3231) must be provided 2 weeks after your child's 1st day in attendance. All updated immunizations will be provided on or prior to the date of expiration. Listed below are the agreements parents or guardians make to Learn N Play Academy:

1. Payment in advance for each week's tuition is due on Tuesday of the current week, with NO deductions for holidays, vacations, or absences due to illness. A \$25 weekly late fee will be added if payments are not made on time. Payments not made by Wednesday of the current week, may result in your child not being able to attend until tuition is paid. If your child will be absent for any reason, you must give notice and pay that week's tuition. A half price week is given once per calendar year for vacation.
2. A \$75 non-refundable registration fee is due at the time of enrollment. A \$65 curriculum/supply fee will be due annually and be paid in full by May 31. You may pay in installments as long as the full amount is paid by May 31.

3. Give Learn N Play a written notice of no less than 2 weeks prior to withdrawal. Payment for the 2 weeks is due as stated above if your child is withdrawn prior to the end of the 2 weeks for any reason.
4. You must pay a \$25 return check fee for each check returned. After the 2nd returned check, you must pay with cash or credit card only.
5. By signing the enrollment contract, you have given Learn N Play Academy your permission to administer medication or obtain medical assistance as we deem necessary in an Emergency Situation. Learn N Play Academy will seek the closest available medical source subject to the nature of the emergency, accident, or illness. All medical expenses are the responsibility of the parent. Explanation of Student Accident Insurance will be explained later.
6. At any time if the administration determines your child cannot adjust to Learn N Play Academy's program, your child may be withdrawn and the contract agreement will be terminated.
7. By signing the enrollment contract, you are guaranteeing that you are entitled to legal custody and possession of the child(ren) you have enrolled with Learn N Play Academy.
8. All policies, rates, and fees are subject to change as conditions warrant.

Student Accident Insurance

Learn N Play Academy's student accident insurance is designed to work with your child's personal health insurance. Our policy will only pay those expenses not paid by your health care insurance. If there is an accident involving your child while at Learn N Play Academy, we will file a claim on your behalf. Our main concern is the health and safety of all the children in our care. Please let us know if you have any questions concerning our student accident insurance.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children enrolled at Learn N Play Academy is confidential. A signed release **MUST** be on file in order to share pictures of children on the private Learn N Play Academy Facebook page or the Bright from the Start website.

Tuition / Payment Procedures

Your specific rates will be outlined in your Contract and Rate Agreement. Tuition is payable in advance and is due no later than 6:30 p.m. on Tuesday of the current week. Payments can be made in cash, check, or debit/credit card or a credit card payment can be made by phone. A \$25 late fee will be added to your account upon opening on Wednesday if payment has not been received or other arrangements made. Repeated late payments may be grounds for termination and parents who are more than 2 weeks late on payment will be denied childcare until account is made current. We ask you to consider how you would feel if your employer came to you on your expected payday and told you that your paycheck would be delayed?

The success of our center depends upon the prompt payment of tuition/fees in order to take care of day-to-day expenses that are encountered. Tuition and fees are computed with the following factors in mind:

- Food, health supplies, craft/activity/curriculum supplies, toys, computers, play equipment and books provided for the children
- Outside play equipment
- Employees' Social Security, Medicare, Workers Compensation, Unemployment Compensation and employee benefits
- Employees' continuing education
- Employee wages and benefits
- Building rent, heat, electricity, telephone, maintenance, and liability insurance
- Additional time spent, each day, on record keeping, parent-provider communication.
- Parent Vacation: You must continue to pay your tuition on your vacation to hold your daycare spot. ***Families will be awarded a ½ price week's vacation after 1 full calendar year of enrollment.***

Maternity Leave: To hold a spot you must continue to pay while you are on maternity leave.

Student Accident Insurance

Learn N Play Academy's student accident insurance is designed to work with your child's personal health insurance. Our policy will pay only those expenses not paid by your health care insurance. If there is an accident involving your child while at Learn N Play Academy, we will file a claim on your behalf. Our main concern is the health and safety of all the children in our care. Please let us know if you have any questions concerning our student accident insurance.

Bounced Checks

If a check is returned for non-sufficient funds, there will be a \$25 fee incurred as a result of the returned check. Childcare services may be halted until full payment of tuition and NSF charges has been made, in CASH. In addition, upon the second returned check within 6 months, only cash will be accepted for 3 months.

Late Fees

A \$25 late fee will be added to your account upon opening on Wednesdays if payment has not been received or other arrangements made. A \$1.00 per minute late pickup fee will be assessed for all children picked up after closing. This must be paid in cash at the time of pickup, or before the child's next regularly scheduled day.

This will be strictly enforced, and habitual late payments and/or tardiness may result in termination of services.

Hours of Operation

Our hours of operation are Monday through Friday, 6:30 a.m. until 6:30 p.m. Administrative hours are from 7:30 am to 6:00 pm. We only offer full time enrollment in our Private Christian Childcare. Lottery funded Pre K hours are 8:30 a.m. until 3:15 p.m. *We maintain an open door policy for parents during daycare hours.*

This means that parents are always welcome to call or drop in to see their children. We would appreciate your taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible.

Arrival and Departures

Students must arrive by 10:00 a.m. in order for them to participate in the ABeka academic curriculum and be counted to be served lunch and p.m. snack. Prior approval may be obtained from administration but no child will be allowed to attend after 12:00 p.m.

(updated 1/1/2016)

Children are to arrive clean and fed (unless arriving just before a meal time). We will try our best to send your child home with a clean diaper, and would appreciate the same consideration when you drop off.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be brief at pick-up times, as well. This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up our rules. Please be in control of your child during pick up times.

Please leave your cell phones in your car so that the director, teachers and your child will have your undivided attention at pick up or drop off time.

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection. Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. Your director can set up a time where the issues can be discussed in private.

Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that administration can use to contact you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. Whenever possible, students who are about to transition to the next age level will have an opportunity to visit and explore the new classroom environment and interact with teachers and peers. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities for Georgia Pre K students will include a visit to a local elementary schools Kindergarten classroom. We will provide you with information on which local school your child will attend, when you need to register your child, and ideas on how to talk to your child about going to elementary school.

Transition for after school care

Children who are of school age may continue with after school care at our center. The center will provide staff that will transport your child to their Elementary School. LNPA serves Kennedy, Bethlehem, Countyline, Holsenbeck, and Winder Elementary Schools. You must sign the Transportation Agreement form and complete all necessary forms in order to receive this service.

Sign In / Out

It is required by Bright From the Start, the State of Georgia's Early Childcare governing body, that all parents sign their child in and out each day. For your convenience, we use the ProCare system to electronically sign students in and out. If you do not have a code, please see someone in administration to set one up. All people listed on a student's Authorized Pick up and Emergency Contact Form can set the own individual code. Please use the electronic sign in and out system every day your child(ren) is in attendance.

Absences

Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

Inclement Weather Policy

Learn N Play Academy will try very hard to remain open during inclement weather. However, some weather circumstances are too dangerous for staff or families to safely travel. If Learn N Play Academy will be closed due to inclement weather, closings will be announced on our website at www.learnnplayacademy.com or on our Face book page. Closings will also be announced on FOX 5 Atlanta.

Learn N Play Academy's lottery funded Pre K will not have classes if Barrow County Schools are closed. However, if your child(ren) attend our After School Program, they can attend as long as we are open for business.

Indoor / Outdoor Play

Indoor play: We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play at all times. Our activities will include walks, playground, water play (water tables in the summer), and others. We will go outside for the full required time frame during the COMFORTABLE FOR OUT DOOR PLAY and we will shorten our time outside during CAUTION, we will not go outside at all during the DANGER times. We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of daycare until they are able to participate in all activities.

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
<div></div> Comfortable for out door play <div></div> Caution <div></div> Danger										

Heat Index Chart (in Fahrenheit %)													
Air Temperature (F)	Relative Humidity (Percent)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100
	90	91	93	95	97	100	103	105	109	113	117	122	127
	94	97	100	103	106	110	114	119	124	129	135		
	100	109	114	118	124	129	130						
	104	119	124	131	137								

There are certain center rules that all children will be taught and expected to follow. This is for the safety and well-being of everyone. In addition we realize that we must expect a certain amount of wear and tear where children are concerned, we do not want to have our center or materials "demolished".

There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. Throwing chairs, toys, or other items across a class room or on the playgrounds will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Children may not walk around the center with food, cups or bottles. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Please support us in the enforcement of these rules, in order to create a better environment for all (see [Departure and Arrival](#)).

No smoking is permitted on the premises as per state law; this included parents and staff.

Holidays / Vacations

Learn N Play Academy serves children ages 1 year to 12 years.

Hours of Operation

6:30 a.m. until 6:30 p.m.

Administrative hours are 7:30 a.m. -6:00 p.m.

Late pick up will result in a fee of \$1 per minute

Learn N Play Holidays



Dec. 31 New Year's Eve and Jan. 1 New Year's Day. If these dates fall on a weekend, Learn N Play Academy will close for 2 days.



Last Monday in May: Memorial Day



4th of July: If this falls on a weekend, Learn N Play Academy will observe the nationally recognized holiday.



First Monday in Sept.: Labor Day



Last Thursday in November: Thanksgiving
& Last Friday in November: The day after Thanksgiving



Christmas Eve & Christmas Day:
If this falls on a weekend, Learn N Play Academy will close for 2 days.

Clothing / Attire

Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Please don't dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather.

Footwear should be appropriate for outdoor play as well. Flip flops, high heels, and open toed shoes are a danger when children are running outside. We want to keep all our students safe at all times.

All children must bring or keep an extra change of clothing on the premises at all times. (Please label each item with the child's name) **Learn N Play Academy does not provide changes of clothing for students. Learn N Play Academy can not wash student's soiled clothing due to health regulations. Parents will be called to bring extra clothing if necessary.**

Personal Belongings

Students in Preschool (3's), Jr. Preschool (2's), and Tots in Training (1's) should not bring book bags to school. If a child needs an overnight bag to be sent home with another pick up person, please leave their bag with administration in the front office.

Students in GA Lottery Pre K need to bring a full size book bag to class.
(updated 1/1/2016)

Students should not bring any toys from home. Having items in their cubbies often distracts student from learning. If toys are brought, please note that they will be put away. Exceptions to this policy will be that a child may bring a favorite sleepy toy for naptime only, and toys may be brought for show and tell activities. **NO PILLOWS OR PILLOW PETS ARE ALLOWED.** We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name. However, we strongly discourage student's from bringing pacifiers or cups from home due to the spread of germs and illnesses.

Lottery Funded Pre K Students MAY NOT bring any toys from home unless otherwise directed by the Pre K teachers.

Supplies

Parents must supply the following items:

Diapers, wipes, pull-ups, powders/ointments, pacifiers, blanket for rest time, and a complete change of clothes (replaced when soiled), and sunscreen & bug spray. **(DO NOT LEAVE ANY POWDERS, OINTMENTS, SUNSCREEN, BUG SPRAY, OR ANY OTHER HAZARDOUS ITEMS IN CHILD'S BOOKBAG OR DIAPER BAG. THESE ITEMS SHOULD BE HANDED TO CHILD(REN)'S TEACHER and/or**

ADMINISTRATORS)

All personal belongings should be marked with your child's name. Eating utensils, cups and dishes will be supplied. If any of these items are brought, they must be marked with your child's name, to avoid mix-ups with other children.

Donations help us keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

- Dress up clothing, costumes, jewelry, hats, etc.
- Paper of any kind, brown, white, colored, waxed, foil, etc.
- Any misc. art supplies, such as fabric scraps, cardboard rolls, paper (not Styrofoam) egg cartons.
- IDEAS! We welcome any ideas that you may have for fun activities or crafts!!!
- Real found items, such as food boxes or containers, rocks, leaves, sea shells, etc.

Schedules

Students enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allows the children to anticipate upcoming events. We will adhere to our written schedule to the best of our ability. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off children. It is better for children to get the most out of the instructional time of the day. Please consider our daily schedules and make sure your child(ren) arrive in time to get the most out of our instructional times. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over. If your child(ren) will arrive during a meal time, please call ahead so LNPA can supply your child(ren) with a meal.

Meals

We participate in the U.S.D.A. Food Program and all meals will be provided at no cost to parents. All parents will be required to fill out the USDA Eligibility Form regardless of eligibility.

As long as Learn N Play Academy participates in the USDA Food Program, all meals will be provided at no extra cost. Meals will consist of breakfast, lunch and afternoon snack. Students MAY NOT bring food or drink into Learn N Play Academy from the outside, unless specifically requested by the teachers or staff. This protects other students from possible allergic reactions to certain foods. Also, young children do not understand why others have food that they can not have. It is also against our staff policies for teachers or staff to bring outside food into the classroom for the same reasons. Children who arrive after meal times should be fed before they arrive. Menus will be posted on the bulletin board beside the front desk. Copies of the menu are provided to parents upon request. Children MAY NOT bring food, drinks, etc. from home. The exception to this will be during special events or at the request of the teachers or staff. We will honor a parent's religious or philosophical objections to a menu item and will make necessary substitutions at the center.

If your child has allergies, and/or requires a modified diet, we must be notified of this in writing. **We will need to have a physician's written instructions describing any foods the child is not permitted to eat.** If a child has food or milk allergies and he/she cannot eat/drink from our menu, parents will be required to provide a substitution.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! If we are concerned about a child's eating patterns we will discuss this privately with the parents.

Healthy Nutrition for Celebrations/Birthdays

In order to meet federal USDA guidelines and state Quality Rated Initiatives, Healthy Food Choices will be asked for when we are having a special classroom celebration. There will be occasions that we will be making snack mixes as a classroom project. The snack mixes will be sent home with students. If you want to bring a special treat for your child's birthday, please follow the below listed guidelines. If you send in treat/goody bags, they will be sent home with students.

ACCEPTABLE FOOD CHOICES ARE:

Fruit (no grapes for children under 3)
Vegetables (semi cooked/steamed for children under 3)
Muffins such as blueberry
100% Fruit Juice
Small Water Bottles
Yogurt
Whole Grain Chips or Crackers
Pretzels
Goldfish or Cheese Crackers

NOT ACCEPTABLE FOOD CHOICES ARE:

Cupcakes
Cookies
Juices or Juice Boxes with Red Dyes
Peanuts or Peanut Butter
Chocolate or Candies

Cleanliness / Hygiene

We do our best to maintain strict cleanliness and hygiene standards. **Children's** hands are washed upon arrival, before and after meals, after coming in from outside and after toileting. We use paper towels for drying hands, so children do not have to use the same towel.

Each student will rest on their own individual cot. Children use their own sheets which are washed weekly. Parents will provide a blanket or covering to be used at nap time. The blankets will be sent home each Friday to be washed and returned the following Monday. Cots are sprayed with disinfectant when each nap time is completed.

Learn N Play Academy uses disposable cups, plates, bowls, and eating utensils. We provide sippy cups for our Tots in Training, these are sterilized after each use in a dishwasher with hot water. We disinfect tables and chairs several times per day as well as each evening at closing. All toilets, sinks, and potty seats are cleaned and sterilized with disinfectant several times per day and every evening at closing. All toys are sterilized with disinfectant spray during our closing procedures. All soft toys, pillows, dolls, etc. are washed weekly.

We request that all **Parents/Family Members** wash their hands upon arrival into their child(ren)'s class room. This helps minimize contamination from the outside environment and reduce the spread of any illnesses.

Staff Members are required to wash their hands with liquid soap and warm running water immediately upon arrival for the day, when moving from one class room to another, and upon re-entering the class room from outside play. **Staff** will wash their hands before and after diapering each child, applying any cream or medication, handling or preparing food, eating, drinking, or feeding and assisting children with their food or drink. **Staff** will also wash their hands immediately after using the bathroom or assisting children in the bathroom, after handling garbage, or handling bodily fluids, such as, but not limited to, mucus, saliva, vomit, or blood or after any other type of contamination.

Toilet Training

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Parents need to supply pull-ups, plus a couple of extra changes of clothing each day (don't forget the socks!).

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

Nap / Quiet Time

There will be a designated nap/rest time each day. All children must nap, rest, read or do an activity quietly during this period. Rest time gives children a much needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home in the evening. No child will be forced to sleep nor will sleep be withheld from any child.

Each student will rest on their own individual cot. Children use their own sheets which are washed weekly. Parents will provide a blanket or covering to be used at nap time. These will be sent home each Friday to be washed and returned on the following Monday. Cots are sprayed with disinfectant after each nap time is complete.

Fire/Tornado Drills

We are required by state law to do 1 fire drill per month. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills when the temperature is below 32 degrees or above 94 degrees. Evacuation cribs with wheels are used to transport our Tots in Training to the emergency meeting area. Jr. Preschool and Preschool Students use a ring/rope system to help them stay with their designated classes. We are required to do 1 tornado drill every 6 months and each class room has a designated SAFE ZONE that is included in their class room's emergency books.

Parental Involvement

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. There will be times and ways you can get involved in your child's daycare experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Coming and talking about your job, when asked
- Helping your child at home with the concepts we are studying here (see monthly newsletters)
- Helping your child prepare for "Show and Tell" on designated Fridays
- Helping to provide treats or other items for our parties
- Attending celebrations or family nights
- Participating in conferences when necessary
- Provide constructive feedback to our programs
- Volunteering in the classroom

Daily, Weekly, & Monthly Communications: Informational notes, daily and weekly folders, and newsletters from center teachers and staff will keep you informed about your child's activities, upcoming family related events, classroom events, special visitors, upcoming holiday closings, and special announcements.

Parent Resource Board: Our parent resource board provides a communication resource environment for parents in order to provide knowledge concerning child development which includes health and safety practices, healthy nutritional habits and healthy recipes, gross motor development, family engagement activities, and all age appropriate developmental milestones.

Conferences: Family and teacher conferences occur twice a year for all Georgia Pre K students. During these conferences we will discuss your child's strengths, likes and dislikes, and styles of learning. Families and teachers will work together to set goals for their child's growth and development. We will develop a plan of action to help children work toward meeting those goals in the classroom and at home. Families may request a conference at any time to discuss their child's development and any concerns they may have.

Open Door Policy: We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular business hours. Please keep in mind that children will become excited when you visit and could display separation anxiety upon your departure. Our administrators, teachers, and staff will always do their best to speak with parents/guardians. Please keep in mind that teachers and staff who are involved in direct care of children, must maintain proper supervision at all times. During these times it is not feasible for long discussions, we ask that you please schedule a time when it is convenient for you and our team to discuss any concerns you may have.

Inclusion

Learn N Play Academy believes that all children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs. If your child has an identified special need, every attempt will be made to accommodate and facilitate that need. If you have concerns about your child's development, our Special Needs Coordinator, will work with you

to provide the necessary assessment and data collection, testing, and resources available to your child through Babies Can't Wait, Children 1st, and/or Barrow County Schools.

Activities / Curriculum

Our main objective is to have fun, improve social skills, and encourage creative expression and cognitive development. Learn N Play Academy will provide a daily planned program of varied and developmentally appropriate activities that promote the social, emotional, physical, cognitive, language and literacy development of each child. Our staff will use a variety of teaching methods to accommodate the needs of the children's different learning styles. A balance between indoor and outdoor play as well as quiet and active periods will be planned for each group. Weather permitting; children will have opportunities for gross motor development during outside play, 45 minutes each morning, and 45 minutes each afternoon.

Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meal times. Special songs, rhymes, poems, and finger plays will be taught each month based on the goals set forth in the ABeka Christian Curriculum (private preschool only). Lottery funded Pre K classes will utilize the songs, rhymes, etc. through Big Day for Pre K by Scholastic.

Learn N Play Academy's Private Preschool will use ABeka Christian Curriculum that uses a balance of free play as well as planned activities to promote individual development. Students will bring home a folder containing samples of their work each Wednesday. Please review this work with your child(ren) each week and return their folder the following school day. Our Lottery Funded Pre K Program will use Big Day for Pre K by Scholastic that addresses all learning domains as set by Bright from the Start.

Television will be limited to educational programming only. It will be planned as part of a weekly education tool and limited to 30 minutes per week.. The exceptions to this may be a particularly rainy/cold day where students can not participate in outside play or if a class/student is having a difficult day. We carefully screen everything the children watch and watch along with the children. We avoid any type of graphic images, potentially frightening images, unpleasant language, or anything of that nature, as we believe that young children are extremely impressionable. This rule applies to school age children as well. We prefer to err on the conservative side when choosing appropriate viewing.

Children of all ages will be taught age appropriate curriculum daily.

Staff Qualification and Ratios

Our teachers are hired in compliance of state requirements as a base minimum. Teachers participate in an orientation and maintain 20 hours of ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e.: babysitting). Any arrangement between families and the teachers and/or staff associated with Learn N Play Academy and the services we offer is a private matter. Said arrangement is not connected or sanctioned by Learn N Play Academy or its corporation Pen Properties, Inc.

Children are supervised at all times. All teachers receive scheduled breaks.

Learn N Play Academy maintains the following standards for child to staff ratios as regulated by Bright from the Start.

Age	Child to Staff	Maximum Group Size
1 year	8	8
2 years	10	20
3 and 4 years	15	21
4 and 5 years	18	22
6 to 12 years	25	25

Reporting Requirements

As a child care center we are mandated reporters to the Department of Human Services if we feel a child is being abused or neglected. Always be sure to let your director know when you drop your child off if he/she has any unexplained cuts or bruises.

If you ever notice any unsafe practices at Learn N Play Academy, please bring the matter to administrators' immediately. We are proud to say we do our best to follow state licensing guidelines to the letter. Our staff is highly trained in knowing and complying with all applicable state and local laws.

Discipline

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage problem solving when another child is involved, or children may be removed from the area if necessary. An example might be where a child is not behaving in the block center, that child may be asked to play in another center for a short period of time. A cozy area is available if a child needs to re-group and/or calm down.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

If a discipline problem arises that does not respond to the above mentioned techniques, you may be called to remove your child from the center if his/her behavior prevents us from being able to properly care for the other children. Learn N Play administrators, the student's teachers, and parents will have a conference when necessary to address discipline problems. We will work on a reasonable solution together, however if the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

Illness

Learn N Play Academy is a "well-child care facility". At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well being and safety of all concerned.

Sick Child Policy: Under no circumstances may a parent bring a sick child to daycare, if the child shows any signs of illness (see [SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE](#)), or is unable to participate in the normal routine and regular day care program. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to day care before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see [Cleanliness and Hygiene](#)).

If your child is unable to participate in the normal activities of the daycare (including being able to play outside), then your child MUST stay home.

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 come 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 come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to day care immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call your onsite director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

Symptoms requiring removal of child from day care:

Fever: Fever is defined as having a temperature of 100.5°F or higher (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)

- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), 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, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Just a note: Many times our child care may get blamed for the illness of a child, meaning that we have "allowed" sick children to come here. Parents may not stop to think that when sick children are brought to our center, our entire staff is also at risk of exposure. How would you feel if another parent brought their sick child and exposed your child? We STRESS this again -- if you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether or not the child is contagious. We appreciate your cooperation in this matter.

Medications

Learn N Play Academy DOES NOT administer over the counter medications. Written authorization is needed for us to administer PRESCRIPTION medication. NO MEDICATION WILL BE GIVEN WITHOUT WRITTEN PARENTAL CONSENT. **NOTE: All medicines must be in their original container with pharmacist's RX label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.**

Medical Emergencies

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid. If an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Learn N Play Academy's student insurance is designed to be used in conjunction with the families medical insurance. Please see administration for more information.

Termination Policies

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Behavioral issues where the safety of the child, other children, or staff is a routine concern
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

(see Center Rules).

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Parents are required to give two weeks written notice when they decide to terminate child care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

Learn N Play Academy reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider, staff, or other children in attendance. If this occurs we will consider your contract null and void.

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of

amount owed. All accounts turned over to collections will be subject to any fees assessed by the collection agency, as well as, but not limited to, filing fees, lawyer fees, or court fees.

Revisions to Handbook and Contract

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks notice of changes.

