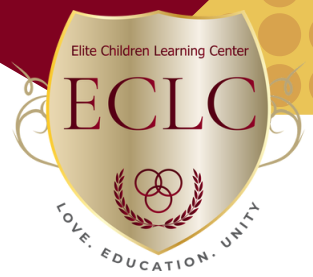




# ENROLLMENT PACKET

ELITE CHILDREN LEARNING CENTER



# CLASSROOM SUPPLY LIST

## INFANTS (ELITE STARTERS)

- (2) Soft Soap Refills
- (1) Photo of the Family
- (2) Boxes of Kleenex
- (2) 8 count Jumbo Crayons
- (2) Change of clothing labeled with name
- (2) Gallon size zip lock bags
- (1) Small beach size blanket
- (2) Pocket Folders

## TODDLER 1'S (ELITE FRESHMAN)

- (2) Soft Soap Refills
- (1) Photo of the Family
- (2) Boxes of Kleenex
- (2) 8-count Jumbo Crayons
- (2) Change of clothing labeled with name
- (2) Gallon-size zip lock bags
- (1) Small beach-size blanket
- (2) Pocket Folders

## TODDLER 2'S (ELITE SOPHOMORE)

- (2) Soft Soap Refills
- (1) Photo of the Family
- (2) Boxes of Kleenex
- (2) 8 count Jumbo Crayons
- (2) Change of clothing labeled with name
- (2) Gallon size zip lock bags
- (1) Small beach size blanket
- (2) Pocket Folders

### **Please Remember:**

- **Please label all items with child's first and last name. All cream and sunscreen to be applied are required to have a complete medical authorization form and be in its original container with the child's full name on it.**
- **NO BOOKBAGS ARE ALLOWED**



# CLASSROOM SUPPLY LIST

## TODDLER 3'S (ELITE JUNIOR)

- (2) Soft Soap Refills
- (1) Photo of Family
- (1) Box of Kleenex
- (2) 8-count Jumbo Crayons
- (1) Change of Clothing
- (2) Gallon Size Zip Lock Bags
- (1) Small Blanket
- (2) Jumbo Pencils
- (2) Folders with Pockets

## TODDLER 4'S (ELITE SENIOR)

- (2) Packs of Jumbo Pencils
- (1) Pencil Box
- (2) Boxes of Kleenex
- (2) Packs of Crayons
- (2) Packs of Washable Markers
- (2) Gallon Size Zip Lock Bags
- (1) Small Beach Size Blanket
- (2) Pocket Folders
- (1) Pack of Glue Sticks
- (1) Refill Hand Soap
- (2) Handwriting Tablets
- (1) Kid Scissors

### **Please Remember:**

- **Please label all items with child's first and last name. All cream and sunscreen to be applied are required to have a complete medical authorization form and be in its original container with the child's full name on it.**
- **NO BOOKBAGS ARE ALLOWED**

# CLASSROOM AGENDAS

## INFANTS (STARTERS)

- GELDS activities to encourage development
  - **Social/Emotional skills**
  - **Language/Communication Skills**
  - **Cognitive (Learning, Thinking, and Problem Solving)**
  - **Movement/Physical Development**
- Set steady routines for sleeping and feeding environments
- Provide safe opportunities for your baby to explore his/her surroundings
- Cuddle, play, and talk with your baby during feeding, changing, and dressing
- Talk, read, and sing to your baby
- Teach cause and effect (e.g., rolling balls back and forth, putting blocks in and out of a container)
- Pay close attention to what your baby likes and does not like; you will then better know how to meet their needs (write these things down)
- Baby Sign Language (daily)
- Capture the moments (camera available)
- Set goals for each infant

## TODDLER 1'S (FRESHMAN)

- GELDS activities to encourage development
  - **Social/Emotional skills**
  - **Language/Communication Skills**
  - **Cognitive (Learning, Thinking, and Problem Solving)**
  - **Movement/Physical Development**
- Set steady daily routines
- Self-help skills: sharing, taking turns, washing their hands, cleaning up, and putting things in the garbage
- Identify body parts, animals, and other common things
- Primary colors: Red, green, blue, purple, yellow, black, white, and orange
- Write/draw simple lines with a pencil
- Start potty training
- Teach cause and effect (e.g., rolling balls back and forth, putting blocks in and out of a container)
- Baby sign language words
- Counting 1-10 (English/Spanish)

It is important to know that each child grows and gains skills at his or her own pace. It is common for a child to be ahead in one area, such as language, but a little behind in another.

# CLASSROOM AGENDAS

## TODDLER 2'S (SOPHOMORE)

- GELDS activities to encourage development
  - **Social/Emotional skills**
  - **Language/Communication Skills**
  - **Cognitive (Learning, Thinking and Problem Solving)**
  - **Movement/Physical Development**
- Set steady daily routines
- Self-help skills: Sharing, taking turns, washing their hands, clean up and put things in garbage
- Identify body parts, animals, and other common things
- Primary Colors: Red, Green, Blue, Purple, Yellow, Pink, Black, White, and Orange
- Write/Draw simple lines with pencil
- Start potty training
- Teach cause and effect (e.g., Rolling balls back and forth, putting blocks in and out of a container)
- Baby sign language Words
- Counting 1-10 (English/Spanish)

## TODDLER 3'S (JUNIOR)

- GELDS activities to encourage development
  - **Social/emotional skills**
  - **Language/communication skills**
  - **Cognitive (learning, thinking, problem-solving)**
  - **Movement/Physical Development**
- Set steady daily routines
- Self-help skills: Sharing, taking turns, washing their hands, clean up, put things in garbage
- Identify body parts, animals, other common things
- Primary colors: red, green, blue, orange, purple, black, white, yellow
- Write/Draw simple strokes with pencil
- Teach cause-and-effect (e.g., Rolling balls back and forth, putting blocks in and out of a container)
- Baby Sign Language Words: more, thank you, wash, clean/nice, happy, mad, please, baby, stop, sleep, dog, book, hurt, milk, sad, tired, finish, mom, dad, boy, girl, come, go, me, you, home, school, car, with, hot, cold, apple, cup, shirt, shoes, brush teeth, love, what, red
- Counting 1-20 (English/Spanish)

It's important to know that each child grows and gains skills at his or her own pace. It is common for a child to be ahead in one area, such as language, but a little behind in another.

# CLASSROOM AGENDAS

## PRE-K 4'S (SENIORS)

- GELDS activities to encourage development
  - **Social/Emotional skills**
  - **Language/Communication Skills**
  - **Cognitive (Learning, Thinking and Problem Solving)**
  - **Movement/Physical Development**
- Set steady daily routines
- Follow simple two-step directions
- Knows some basic rules of grammar
- Understands the idea of counting (1-100)
- Understands the idea of "same" and "different"
- Sign language
- Put 10 to 12-piece puzzles together
- Holds scissors correctly
- Hold pencil or crayon properly
- Can sort items by color, shape, and size
- Can identify his/her body parts
- Sight Words
- Recognize colors/shapes/numbers
- Write his/her name and recognize name
- Basic Spanish (Colors/Shapes)
- Understand Time
- Basic Addition/Subtraction

It is important to know that each child grows and gains skills at his or her own pace. It is common for a child to be ahead in one area, such as language, but a little behind in another.



## Dear Elite Parents,

Please remember that according to Georgia's official code annotated 20-2-771, titled "Immunization of Students," all schools and daycare centers are required to have a current 3231 form on file for each child in attendance. If your child has not received immunizations, a notarized DHS letter must be provided in place of the 3231 form. Controlling communicable diseases in Cobb County children is a shared responsibility among parents, public health officials, physicians, schools, and daycare center operators. As part of this responsibility, we ensure that all children are protected from vaccine-preventable diseases.

Thank you,

Management

Elite Children Learning Center



# PERMISSION TO PHOTOGRAPH

I, \_\_\_\_\_ (Parent or Guardian Name),  
give permission for Elite Children's Learning Center to photograph my child  
\_\_\_\_\_, for the following purposes:

Type of Use: **Please put Yes or No to the following questions below**

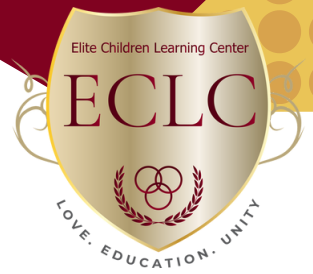
- \_\_\_\_\_ Still Photographs
- \_\_\_\_\_ Give photographs to current clients
- \_\_\_\_\_ Use still photos in promotional materials (Instagram, Facebook etc.)
- \_\_\_\_\_ Google Classroom (teacher/parent communication)

**\*\*Only first names and possibly last initials (in the event of two or more children with the same first name) will be displayed on the facility. I understand that it is my responsibility to update this form if I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment. By signing below, I also agree that it is a legally binding form and providing false information could be grounds for termination of childcare services, forfeiture of retainer, or both.**

Parent Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administration/ Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# ENROLLMENT CHECKLIST

To keep current with state rules and regulation guidelines, we ask that you please complete the following information and return to your center director. Please make sure to complete each line of the enrollment packet.

## Initial by each item once completed:

- \_\_\_\_\_ Make sure ALL lines are completed in your enrollment packet.
- \_\_\_\_\_ Register to receive your child's daily reports with Google Classroom parent app.
- \_\_\_\_\_ Updated certificate of Immunizations.
- \_\_\_\_\_ Change of clothes (2) with first and last name on them.
- \_\_\_\_\_ Small Blanket (As small as a beach towel)
- \_\_\_\_\_ Signed parent handbook signature page.
- \_\_\_\_\_ Signed Covid-19 page.
- \_\_\_\_\_ Signed updated Parent Policy page.
- \_\_\_\_\_ Signed Photo released form.

To keep current with state rules and regulation guidelines, we ask that you please complete the following information and return to your center director. Please make sure to complete each line of the enrollment packet.

Parent Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Administration/Director Signature:\_\_\_\_\_ Date:\_\_\_\_\_



# ENROLLMENT FORM

Entrance Date: \_\_\_\_\_ Withdrawal Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's Home Address (if different from child's):

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mother's Employment: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Father's** Name: \_\_\_\_\_

**Father's** Home Address (if different from child's):

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Father's Employment: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Child's Living Arrangements:

☐ Both Parents   ☐ Mother   ☐ Father   ☐ Other Guardian



# Tuition Contract

***This is a contract. Please read before signing.***

Date: \_\_\_\_\_

At the time of your child's enrollment, and every September thereafter, you will be asked to sign a tuition agreement. Please sign and return one copy, and keep the second copy for your reference.

Your child's tuition is a yearly fee, broken into monthly or weekly fees for ease of payment. There are two programs from which you may choose:

## **Tuition Payment Procedures:**

**Weekly Tuition Payments:** Tuition is to be paid in full on Monday of each week. If tuition is not paid by 9:00 a.m. Wednesday and there is a balance due, a \$10.00 surcharge will be added to the tuition payment.

**Monthly Tuition Payments:** Parents may pay their child's tuition on a monthly basis and receive a 10% discount if the tuition is paid by the 5th of each month. If tuition is not paid by the 5th of the month, the 10% discount is forfeited. If tuition is not paid by the 10th of the month, the 10% discount is forfeited, and a \$20.00 surcharge will be added to the tuition payment.

## **Vacation and Sickness Procedures:**

If a child does not attend school for a full week (for a maximum of 4 weeks each year) and if the Center is notified no later than Tuesday of that week, one half (1/2) of the normal tuition is charged. In such case, it is best to notify the Center in writing or by direct phone contact. If a parent has used the four-week half-tuition allotment, full tuition will be charged whether or not the child is in attendance.

In the case of vacation, the tuition check must be left before departure to avoid a surcharge and to hold the child's place. In the case of illness, the check must be dropped off before Wednesday to avoid a surcharge.

## **Tuition Programs:**

All tuitions are based on the total yearly fee of the program. The weekly and monthly fees are a breakdown of this yearly cost to facilitate parent payment. The two tuition programs available to parents of children at the Center are:

1. Monthly Tuition
2. Weekly Tuition

I have elected to make tuition payments by the week ☐ or by the month ☐ (please select one).

***I have read the Regulations regarding Tuition Payment Procedures and agree to abide by them.***

Parent's Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child Care Center Director: \_\_\_\_\_ Date: \_\_\_\_\_


# The Pick-up Card



The pickup card serves as a safety measure to prevent unauthorized individuals from collecting the children. The parent or legal guardian of the child is provided with five (5) pickup cards. These cards undergo verification in the classroom prior to the child being released by a staff member. Each individual authorized to pick up the child should receive one of these cards from the parent or legal guardian.

The pickup card must be fully completed and signed by the parent or legal guardian. When picking up the child, the authorized individual must present the card to the staff member in charge. It is imperative that NO CHILD BE RELEASED WITHOUT THE INDIVIDUAL SHOWING THE PICKUP CARD, and no exceptions should be made to this rule. Additionally, a parent or guardian may request additional pickup cards as needed.

## Pickup Card:



\_\_\_\_\_

Name of Authorized Person

May pick up my child \_\_\_\_\_,


Student's Name

on my behalf \_\_\_\_\_,

Parent or Guardian's Name:

Date:\_\_\_\_\_

Code:\_\_\_\_\_



\_\_\_\_\_

Name of Authorized Person

May pick up my child \_\_\_\_\_,

Student's Name

on my behalf \_\_\_\_\_,

Parent or Guardian's Name:

Date:\_\_\_\_\_

Code:\_\_\_\_\_

# Emergency Contact Information



Persons to contact in the case of emergency when parent or guardian cannot be reached:

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name of Public or Private School child attends, if any: \_\_\_\_\_

Child's doctor or clinic name: \_\_\_\_\_

Doctor/clinic phone#: \_\_\_\_\_

My child has the following special needs: \_\_\_\_\_

The following special accommodation(s) may be required to most effectively meet my child's needs while at the center:

\_\_\_\_\_

My child is currently on medication(s) prescribed for long-term continuous use and/or has the following pre-existing illness, allergies, or health concerns:

\_\_\_\_\_

## EMERGENCY MEDICAL AUTHORIZATION

Should (child's name) Date of birth suffer an injury or illness while in the care of Elite Children Learning Center and the facility is unable to contact me (us) immediately, it shall be authorized to secure such medical attention and care for the child as may be necessary. I (We) shall assume responsibility for payment for services.

Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Administrator/Person-In-Charge: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Parental Agreement with Child Care Facility

Elite Children Learning Center agrees to provide childcare for Name of Child: \_\_\_\_\_

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ (Months)

My child will participate in the following meal plan (circle applicable meals and snacks):  
Breakfast Morning Snack Lunch Afternoon Snack Evening Snack Dinner Bedtime  
Snack

Before any medication is dispensed to my child, I will provide written authorization, which includes: date; name of child; name of medication; prescription number (if any); dosages; date and time of day medication is to be given. Medicine will be in the original container with my child's name marked on it.

My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel.

I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans, and immunization records, etc.

The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc., which involve my child.

Elite Children's Learning Center agrees to obtain written authorization from me before my child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep.

I authorize the childcare facility to obtain emergency medical care for my child when I am not available. I have received a copy and agree to abide by the policies and procedures for Elite Children Learning Center.

I understand that the facility will advise me of my child's progress and issues relating to my child's care as well as any individual practices concerning my child's special needs. I also understand that my participation is encouraged in facility activities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Signed: \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_\_

Facility Administrator/Person-In-Charge: \_\_\_\_\_



## Authorization to Dispense External Preparations 590-1-1-.20(1)

Parental Authorization: Except for first aid, personnel shall not dispense prescription or nonprescription medications to a child without specific written authorization from the child's physician or parent. Such authorization will include, when applicable, the date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent.

I \_\_\_\_\_ give Elite Children's Learning Center permission to apply one or more of the following topical ointments/preparations to \_\_\_\_\_, in accordance with the directions on the label of the container.

\_\_\_\_\_ Baby Wipes  
\_\_\_\_\_ Band-aids  
\_\_\_\_\_ Neosporin or similar ointment  
\_\_\_\_\_ Bactine or similar first aid spray  
\_\_\_\_\_ Sunscreen  
\_\_\_\_\_ Insect Repellent  
\_\_\_\_\_ Non-Prescription ointment (such as A & D, Desitin, Vaseline)  
\_\_\_\_\_ Baby Powder  
Other (please specify) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Center should maintain in child's file\_\_



## Vehicle Emergency Medical Information ASP Students and Summer Camp Only

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Person to notify in an emergency and parents cannot be reached:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical facility the center uses: \_\_\_\_\_

Address: \_\_\_\_\_

Child's Allergies: \_\_\_\_\_

Current prescribed medication: \_\_\_\_\_

Child's special needs and conditions: \_\_\_\_\_

In the event of an emergency involving my child, and if Elite Children's Learning Center cannot get in touch with me, I hereby authorize any needed emergency medical care. I further agree to be fully responsible for all medical expenses incurred during the treatment of my child.

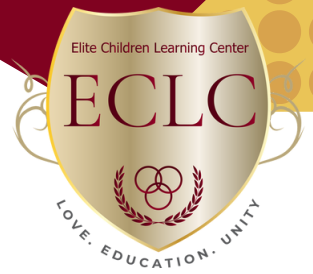
Child's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness By: \_\_\_\_\_ Date: \_\_\_\_\_





## Transportation Agreement ASP Students and Summer Camp Only

This is to certify that I give Elite Children's Learning Center permission to transport my child \_\_\_\_\_  
from \_\_\_\_\_  
at \_\_\_\_\_ (am/pm) to \_\_\_\_\_  
at \_\_\_\_\_ (am/pm).

Delivery Location on the following days:

\_\_\_\_ Monday  
\_\_\_\_ Tuesday  
\_\_\_\_ Wednesday  
\_\_\_\_ Thursday  
\_\_\_\_ Friday

\_\_\_\_\_ is authorized to receive my child. In the event the authorized person is not present to receive my child; the following procedures are to be followed:

\_\_\_\_\_

\_\_\_\_\_ is approximately \_\_\_\_\_ miles from the center.

Location: \_\_\_\_\_

In the event that my child is not to be transported as outlined above, I agree to notify Elite Children's Learning Center.

Parent/Guardian's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



# PARENT HANDBOOK

## PARENT PROTOCOLS

Please read each protocol with care as this is a legal bind contract with you and Elite Children's Learning Center, any adjustments and/or changes must be recorded and approved.

# Parent Protocols

## OPERATIONS

Hours of Operation 7:00am-6:00pm MONDAY TO FRIDAY

Months of Operation January - December

Ages 6 weeks – 12 years

**1**

### Absence

Initial Here

The daycare space is limited and ECLC reserve the right to fill any vacancy. If you want your child's space reserved, the daycare must be notified if your child will not be in attendance for any day. If your child is absent for more than one week, and prior arrangements have not been made the daycare reserve the right to fill your child's spot. To reserve your child's spot, you must pay half tuition before the week that your child will be out. 1 day or less will be half tuition and 2 days or more will be full tuition.

**2**

### Accidents

Initial Here

All parents will be required to sign an emergency release form that will include all emergency contacts and other pertinent information. Parents will be notified of any injuries occurred at the facility and asked to sign an injury report.

**3**

### Attendance

Initial Here

All students must be in attendance by 9:00am. If a child will not arrive at 9:00am, due to medical appointments or extenuating circumstances, notice must be given to the Center Director. ECLC children arriving after 9:00 without proper notice and /or documentation will NOT be allowed to receive service for that day. With a doctor note the cut off time will be 11:00am please call the center to let the director know so we can prepare for your child's late arrival.

**4**

### A.M Snack

Initial Here

A.M snack is served between the hours of 7:30-8:30am. No snack will be served after 8:30am. At 8:30 our teachers are engaged in instructional time with our students. It is equally important that all students be involved during this time.

**5**

### Transportation

Initial Here

If there is a change in normal pick-up of your child, you must send a written note. Notify the person that they will have to show ID to pick up your child. Children will not be allowed to leave with anyone except the parents or persons designated in writing by the parents to pick them up. If your child gets picked up from school, please make sure you call the center if your child will not be at school that day.

# Parent Protocols

## 6 Children items

Initial Here

In order to make sure your child's belongings are not misplaced; we ask that you take your child's belongings directly to his/her assigned classroom each morning upon arrival. This will ensure that their belonging is in the proper place and available when your child needs them. All children must always have an extra change of clothes in the center. All children's items are to be labeled with their first and last name. Please make sure is someone else is picking your child up, that they know what jacket or other items your child had on that day.

## 7 Closing Dates

Initial Here

The Center will be closed on the following holidays: New year's eve center my close early, New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and day after, Christmas eve center my close early Christmas Day and day after center will be closed.

## 8 Discipline

Initial Here

It is important that you review the following rules with your child: -Keep daycare clean -Raise your hand to speak or get out of your seat during instruction time. -Listen to the teacher and follow directions -Be nice and respect your daycare mates. The system for following/breaking rules is as follows: Green- Happy-Followed the rules correctly Yellow-Warning- was not following rules Red- Sad- after 3 warnings still was not able to follow directions

## 9 Discrimination

Initial Here

Elite Children Learning Center provides equal access to public accommodations. Applications for enrollment are acted upon without regard to race, religion, color, national origin or sex.

## 10 Uniform Policy

Initial Here

All children 2 yrs. and older are MANDATORY to wear a uniform Monday-Thursday with Friday being dress down day. Uniforms consist of the following while polo shirt with logo on them (View website to order) khaki pants, skirts and shorts. For the girls if wearing skirts more in the wintertime only burgundy and white stocking are allowed. No open toe shoes or jellies please keep in mind that if students are not in uniform, we have the right to turn your child way. We are a uniform school and there are NO EXCEPTIONS. For new enrolled students you will have 2 weeks to purchase uniforms. Until then please make sure your child is in a plan while polo and khakis.

# Parent Protocols

## 11 Emergency

Initial Here

In case of emergencies such as severe weather, fire, and/or physical plant problems or structural damage, catastrophic disaster, parents will be notified of their child's protection. Radio station contacted for bad weather and closing information is 102.5 FM. The television station contacted for bad weather is channel 11Alive also we will leave message on the center phone. Emergency plans have been developed and are posted for parent viewing. If none of these help you, please call our center for details.

## 12 Food

Initial Here

Students are not allowed to bring and consume outside food unless there is a special dietary need noted by a physician. If outside food is authorized by the director, it must meet the guidelines of Bright From the Start. If for any reason your child drinks special milk due to a milk allergy, you will need to get an allergy form from director to take to your doctor to be signed off on. If there is not an allergy to any foods or milk, we will not be able to have any outside items in the center.

## 13 Important Paperwork

Initial Here

With the center being on the state food program each family will be MANDATORY to fill out the proper paperwork when it comes to this. If for any reason you decline to fill out this paperwork, we have the right to charge your account \$25.00 per student for lunch fee.

## 14 Georgia Law

Initial Here

It is a Georgia Law that any unusual physical markings on a child are to be reported to the Department of Family and Children Services. The department may send an investigator. Please understand that an accusation is not being made. It is in the best interest of the children that educators and administrators be required to report. Elite Children is not allowed to conduct its own investigation first. All Elite employees have been informed of their legal obligation regarding signs of abuse. All staff at ECLC are state mandated reporters

## 15 Illness

Initial Here

The center will notify parents of their child's illness, injury (minor injury which do not require professional medical attention and serious injuries which do require medical attention), exposure to noticeable communicable disease, noticeable reaction to prescribed medication and exclusion of sick children. Children cannot stay at the center while showing signs of fever over 100 degrees or higher and any other contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat, no matter what the cause. If your child shows signs of illness please allow them to stay at home so they do not affect the other children. If your child shows signs of sickness you will be called to pick up your child within 45 minutes from us contacting you. Should your child become ill during the time at ECLC or suffer a serious accident the center will contact you. 911 will be utilized as a source of transportation if your child needs to be transported to Cobb Medical Center. (Parents shall assume responsibility for payment.) If your child has been exposed to any communicable disease there will be a letter sent home with the child or a sign posted on the front door.

# Parent Protocols

## 16 Infant

Initial Here

Infants must be at least six weeks of age before being enrolled.

There shall be a written diet plan for each infant and toddler signed by the parent, until he/she is on table food. This shall be updated as his/her diet changes.

The parent shall provide the following:

- ♦ Formula with date and Child's name on each one
- ♦ Disposable diapers, wipes
- ♦ Baby foods, and/or the parent shall provide special foods with individual identification on each. Unused portions shall be discarded or returned to the parent at the end of each day.

♦ At least (2) complete changes of clothing shall be brought to the center daily. Infants will be held during bottle feeding. When an infant or toddler shows evidence of wanting to self-feed, he/she will be encouraged and permitted to do so. Every effort shall be made to coordinate toilet training in the facility with the program started by the parent. No effort shall be made to toilet train until the parent agrees the time is right to begin. Diaper changing procedures are posted in the center and follow all state guidelines. Specific times will be documented on children's daily reports.

## 17 Hours of Operation

Initial Here

ECLC is open from 7:00am-6:00pm. Any child who is picked up after 6:00pm is considered a late pick-up (i.e. 6:01 is considered late); and the parent will be charged.

## 18 Labeling

Initial Here

Please make sure all your child's items are labeled and place in a ziplock bag.

## 19 Late Pick up Fee

Initial Here

\$3.00 late fee for the first minute and \$1.00 each minute after that. The charge must be paid on the same day its occurrence. Payment will not be added to account it will need to be paid in cash. After the second late arrival you will be handed a letter to sign off on and your child will not be allowed to attend the center the next day. Once the letter is signed and a third late pick up is documented, We can withdrawal your child from ECLC. Please understand our teachers have families they need to get home to as well.

## 20 Matriculation Fee

Initial Here

This \$125.00 fee is due annually, at the beginning of each school term for ECLC. This is a nonrefundable fee.

## 21 Medications

Initial Here

Our Program does not administer Medication. We do administer asthma pumps and machines when needed. Only Directors will be able to give this to a child.

# Parent Protocols

## **22** Requirements

Initial Here

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All enrollment forms, including a current health status review report and immunization record signed by a physician or other health sources, must be on file prior to the child's first day in the center. This needs to be on a 3231 form from the state of Georgia and updated as new shots are given, and as information changes such as address and phone numbers. Children should wear clothing in which they are comfortable at the Center. Children should have on shoes when he or she comes to the center even in hot weather. Each child must have a change of clothing that is left in the center to be used for emergencies. ECLC does not provide clothing. All bottles and clothing must be marked with child's name. The Center is not responsible for any unmarked clothing. We ask that parents of infants and toddlers not potty-trained provide diapers and/or pull-ups. If diapers or pull-ups are not available when children need to be changed, one will be provided at \$1.00 charge to the parent. Food exceptions are not made for individual children except in cases of allergies or social diet prescribed by a physician. In these cases, food is to be furnished by parent. The children will have scheduled outside playtime except in inclement weather. This is required by the State. It is policy that of the center not to allow any child to enter or leave the Center unless escorted by an adult. The parent or authorized person will personally deliver the child to his/her teacher or the Center staff person in charge.

## **23** Signing In

Initial Here

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It is imperative that upon arrival you are signing your little in and out daily. This is to assure the safety of each child in ECLC care.

## **24** Termination

Initial Here

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If you decide to withdraw your child, the center must receive a two week notice in writing. Otherwise, you will be responsible for paying an additional week.

## **25** Toys

Initial Here

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Children are not allowed to bring outside toys, money and lip gloss. Only on special occasions and with prior approval of your child's teacher that your child will be able to bring a toy from home.

## **26** Tuition

Initial Here

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Your child's tuition must be paid every Monday. If tuition is paid after Monday, you will incur a \$10.00 late fee for each day. If tuition is not paid by Wednesday, your child will not be able to stay until tuition is paid. \$4.00 Tech Fee each week will be added for Google Classroom teacher/parent communication and daily reports.



# Parent Protocols

## 27 Child Pick Up

Initial Here

Parents must provide us with current phone numbers and persons authorized to pick up children. Children will not be released to individuals who are not listed on the authorization pick-up forms. We will not release children to minors. They will be directed to have the parent come pick up the child.

## 28 Bus Transportation

Initial Here

We only pick up from near by schools around the area that each center is located. If you have a child that will be getting picked up from school and they will not be in attendance that day. It is your responsibility to contact the center to let us know.

## 29 Warning of Suspension

Initial Here

If your child is biting or physically harming another student by hand or with an object on more than (3) occasions. After our teachers have worked hard with and your child by rearranging his/her seat, had a one on one talks, set goals. And after several warnings and (3) OH! NO! Reports for the child, then that will be terms of suspension. If this behavior continues to occur unfortunately the student will be permanently expelled. This is to ensure the wellbeing of all the children in this center

***Please understand that this is a legal binding contract between you and Elite Children Learning Center. If you clearly understand the items listed please sign below and initial on each line above.***

Director's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



# Policy Updates

## **1 Absence:**

Initial Here

The daycare space is limited and ECLC reserve the right to fill any vacancy. If you want your child's space reserved, the daycare must be notified if your child will not be in attendance for any day. If your child is absent for more than one week, and prior arrangements have not been made the daycare reserve the right to fill your child's spot. To reserve your child's spot, you must pay half tuition before the week that your child will be out. 1 day or less is half tuition 2 days or more is full tuition.

## **2 Late Fee:**

Initial Here

Fees are \$3.00 the first minute after closing and \$1.00 per minute thereafter. Please call the facility to notify the Center that you will be arriving late. First late pick up is a warning anything thereafter your child will be suspended for 1 day. If late pick up becomes excessive then your Director has the right to withdraw your child from the center at any time.

## **3 Tuition:**

Initial Here

Your child's tuition must be paid every Monday. If tuition is paid after Monday, you will incur a \$10.00 late fee for each day. If tuition is not paid by Wednesday, your child will not be allowed to stay until tuition is paid in full.

## **4 Technology Fee:**

Initial Here

\$4.00 a week will be added to your tuition. This fee is mandatory for all children enrolled here at Elite children Learning Center.

## **5 Registration Fee:**

Initial Here

The \$85.00 fee is non refundable

Above you will find inserts from the policy handbook in which you signed upon enrollment. While we have implemented new changes and/or accommodations to our program due to Covid-19 many of our policies have remained the same. We would like to kindly remind our Elite families that we are working diligently to keep our staff and scholars safe. If an Elite location is closed due to in house exposure of the Covid-19 virus half tuition is still due to hold your scholars spot as families will be given the option to attend a sister center located within the Cobb county area. Families will be notified in a timely manner if ever a center is closed, notifications are generally sent via email from our jackrabbit portal. At this time, please make sure all your family's information is updated. We thank you all for your continued support and patience during this time if you have additional questions or concerns please contact your Center director.



# Policy Updates Parent Signature Page

By signing, you are stating that you have read and understand all the content in this letter as well to agreeing to the terms.

Parent's Name and Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Center Director/Admin Staff:\_\_\_\_\_

Date:\_\_\_\_\_



## Parent Notice of Acknowledgment of Covid-19 Elite Children Learning Center

I understand I am being informed in writing by signing this acknowledgment that Elite Children Learning Center is not liable for the exposure of the Covid-19 virus. I also am acknowledging the center is taking all precautions to prevent the exposure and introducing face mask to each child and staff member.

Parent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Contact Information



- Administrative Department
- Marketing Department

[aadmin@eliteschildren.com](mailto:aadmin@eliteschildren.com)  
[jradmin@eliteschildren.com](mailto:jradmin@eliteschildren.com)

## AUSTELL LOCATION



[1.866.311.7581](tel:1.866.311.7581)



[sreid@eliteschildren.com](mailto:sreid@eliteschildren.com)



3875 Austell Road Southwest,  
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States

## MABLETON LOCATION



[1.866.311.7581](tel:1.866.311.7581)



[sbattle@eliteschildren.com](mailto:sbattle@eliteschildren.com)



7029 Mableton Parkway,  
Mableton, Georgia 30126,  
United States



# ELITE CHILDREN LEARNING CENTER

LOVE

EDUCATION

UNITY