

LITTLE CATERPILLARS DEVELOPMENT CENTER, INC. POLICIES AND PROCEDURES

WELCOME TO LITTLE CATERPILLARS DEVELOPMENT CENTER

Thank you for selecting Little Caterpillars Development Center to provide your childcare. We appreciate the opportunity to provide your child with the very best in care and early childhood education. We are committed to provide quality care to children in a safe and clean environment with enthusiastic, responsible, and knowledgeable caregivers. We intend for our children to prosper from little caterpillars into beautiful butterflies during their stay with us. Our staff is properly trained in providing programs, which give your child positive experiences to enhance their many phases of growth and development. We welcome our parents to share their feelings, concerns, and suggestions with us about the care their child is receiving. Our doors are always open and we encourage parents to communicate with our center director and staff.

SERVICES OFFERED

The center's services begin at age six weeks and continue through age twelve. We offer full time and drop-in service. We will also offer a "Summer Camp" from the first of June to the first of August for school age children. Parents will have the option to choose which weeks their child will attend and pay for those weeks only. Transportation is available from selected local area schools. Drop-ins are accepted on a space available basis only. If this service is desired, parents should call the center in advance to ensure space availability. Students are enrolled on a first come first serve basis. A classroom waiting list is available in the event that there are no spaces available.

HOURS OF OPERATION

The center's hours of operation are Monday through Friday, 7:00 A.M. until 6:30 P.M. during the entire year, except for the later noted holidays. Unless prior arrangements are made with the center director, a charge of \$10.00 will be made for the first fifteen minutes the child is in the center past 6:30 P.M., and for any portion of every fifteen-minute segment thereafter.

TECHNOLOGY/SECURITY

The center is equipped with closed caption cameras in each classroom. There will be television monitors in the reception area for parents viewing. For your child's safety, the front entrance to the center will be secured and will require a security code to enter the center. All other doors in the center are exit only.

REGISTRATION POLICY

The registration forms must be filled out completely in order to validate your child's enrollment. Please make sure the financial agreement is signed and filled out completely. Your child's enrollment will be secured upon receipt of the completed forms and registration fee, which is non-refundable.

FEES/TUITION

For families with more than one child enrolled, there will be a weekly \$10.00 discount. The center will also offer additional discounts using tuition express. A form must be completed and signed in order for the center to offer you the discounted rate. There will be a quarterly supply fee collected on the 15th day of each month (January 15th, April 15th, July 15th, and October 15th). The fee will be used for class parties and supplies needed for your child's room. All fees are due by Monday of each week. There will be a \$10.00 per week charge for payments not made by Wednesday at 6:30 P.M. There will also be a \$25.00 service charge applied for all checks returned to us by the bank as non-payable. After two returned checks, we may require that all future payments be made in cash. If you are more than two weeks late with your payments, your security code will be deactivated and your child will not be allowed in the center. Tuition and other fees must be paid in full without deduction for absences of any duration or for any cause, and without substitution of other days of attendance as "make up" days. This is because staffing and other operational costs are incurred on the basis of fixed levels of enrollment, and because few of these costs are eliminated when the child is temporarily absent.

TRANSPORTATION

The center provides transportation for children on field trips, and to and from local area schools. The center does not provide transportation to and from home. Parents must sign an authorization form in order for the center to transport your child.

HOLIDAYS

The center will close in observance of the following holidays:

- New Years Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve
- Christmas Day

FORMS

In compliance with state regulations and your child's safety, all enrollment forms must be completed and on file with the center prior to your child's first day of attendance. The required forms include, enrollment application, parental agreement, medical form, feeding plan, transportation form, and other forms as required. Parents are required to keep child's forms current and co-operate with the center in carrying out all governmental laws, rules, and regulations.

ATTENDANCE

Please notify the center director if your child will be absent on a scheduled day of attendance. If your child depends on center transportation for travel to and/or from school, we ask that you notify the center director at least one hour before the scheduled pickup time if your child will not need transportation on a scheduled day.

ARRIVAL AND DEPARTURE

Parents are required to sign their child in and out of the center each day using the computer in the foyer or the computer in the child’s classroom. It is important to bring your child inside and place them in the care of a staff member before leaving the child at the center. Parents should also re-enter the building when picking up their child. We do not allow the children to walk to and from cars without being escorted by their parents. Please take extreme caution in parking areas to avoid possible accidents.

AUTHORIZED PERSONS

Your child will be released from the center only to those individuals whose names are on file with the center. Little Caterpillars Development Center assumes no liability if we are not properly advised of name changes. Anyone picking up the child should be prepared to show identification before the child will be released. If you see that you will not be able to pick your child up, and you have been unable to contact anyone whose name you have listed to be authorized to pick up your child but have been able to reach someone not listed on file at the center, you may call the center and inform us of the name of the person picking up the child. However, in order for us to allow such telephone authorization, you must have a designated password on file at the center and give us that password during our telephone call to assure us of your identification.

NUTRITION

The center provides a nutritious breakfast, lunch, and afternoon snack daily. Our weekly menus are posted in the foyer and the classrooms for your review.

Serving times are as follows:

- Breakfast.....8:00 a.m. – 9:00 a.m.
- Lunch 11:00 a.m. – 12:00 p.m.
- Afternoon Snack.....2:00 p.m. – 3:30 p.m.

We do not allow your child to bring food into the center unless a special diet is required for documented medical reasons.

DIAPER/FORMULAS/BABY FOOD

Each parent is responsible for providing the necessary disposable diapers, wipes, bibs, formulas, and baby food for infants and toddlers. All baby food and formula bottles must be dated, and labeled by the parent with the child’s full name. Unused portions will be discarded or returned to the parent each day. Non-breakable bottles must be provided for all infants and toddlers who are bottle-fed. A written feeding plan, provided by the parents, must be on file prior to the child’s first day of enrollment. Parents shall update such plans as the child’s diet changes. At least two complete changes of labeled clothing should be brought to the center daily for all infants and toddlers.

CLOTHING

We ask that your child have a change of clothing to be left at the center in case of emergencies. Please be sure to label all clothing including jackets, sweaters, gloves, hats, towels, bathing suits, etc. Shoes must be worn.

DISCIPLINE

The method of discipline used by the center is positive reinforcement and positive redirection. This is done by praise for appropriate behavior in order to encourage a child positively. There will be no physical punishment or threat. Yelling, belittling, or name calling will not be permitted. When necessary, children are given a few moments, but no longer than one minute for each year of age, in “time out.”

NAPTIME

Each pre-school child will be provided with an afternoon nap. We encourage the children to rest quietly during this time. The center will provide the required mats, sheets, and blankets. If your child wants to bring his/her own blanket from home, it must be labeled and laundered weekly.

TOYS AND PERSONAL BELONGINGS

The center provides an adequate amount of toys for all children. These toys are cleaned and sanitized on a regular basis to further insure the health and safety of your child. Children are not permitted to bring toys, money, movies, or other personal belongings from home to the center, with the exception of some special occasions such as “show and tell.” All items should be properly labeled and taken home at the end of the day.

OUTDOOR ACTIVITIES

Each child will be allowed to play outside on the playground daily, except in inclement weather. Should you not want your child to go outside, a written statement is required.

PROGRAMS

The centers program encourages learning experiences in the physical, social, emotional, and intellectual growth of young children. The children are encouraged to proceed at their own pace. Our education program is enhanced by computer learning experiences, which teach basic math and reading readiness.

MEDICAL/IMMUNIZATION FORMS

For the health of all children enrolled in the center, you are required to submit your child’s current medical and immunization forms prior to their first day of attendance. Please keep these forms updated as changes may occur.

ILLNESS

Parents will be notified when their child becomes ill while at the center. The director or person in charge will determine if the illness requires the parent to pick up the child at that time. If a child does become ill, he/she will be supervised and provided the necessary attention until the parents arrives to pick the child up. No child will be accepted nor allowed to remain at the center if he/she has the equivalent of a 101-degree or higher oral temperature and another contagious symptom, such as vomiting or diarrhea. Your child shall not return to the center for at least 24 hours until all symptoms have subsided.

MEDICATION

Parents must give written authorization for medication, (prescription or non-prescription) to be administered by the staff of Little Caterpillars Development Center. All medication must be in the original container indicating the child's full name, type of medication, and date of prescribed medication, amount and time of dosage. Parents will be notified by the center if their child has any adverse reactions to any prescribed or non-prescribed medication. Authorization to dispense medications shall be limited to two weeks, unless otherwise prescribed by a physician. Medications, which are no longer to be dispensed, will be returned to the parent immediately.

EMERGENCIES

In case of an emergency, the director, or person in charge, will determine if 911 should be called or if the director, or person in charge, will transport the child using the center's vehicle for the necessary medical attention. For emergency care that does not require an ambulance, the child will be transported to the Oconee Regional Medical Center located at 821 North Cobb Street in Milledgeville. Please note that if the center's vehicle is unavailable at the time a child needs to be transported for medical attention, a personal vehicle of the director, or person in charge, will be used. If this situation occurs, the necessary seat belt restraints will be provided. If such an emergency occurs the center will notify the child care licensing office within 24 hours or the next work day following the reportable situation. Parent(s) or person(s) listed on emergency contact sheet will be notified of any injury requiring medical attention.

INJURIES

In the event your child is involved in an accident, we will make every effort to contact you by telephone for instructions. If you cannot be reached, we will call the person you have listed on the enrollment form to make the necessary medical decisions. The center will notify the child-care licensing office within 24 hours or the next work day following the reportable situation.

REASONS FOR DISMISSAL

The following are reasons that our school would be inclined to dismiss your child from the center:

- Frequent delinquent or non-payments
- Ongoing behavior problems that becomes disruptive to our program
- Failure to pickup your sick child within one hour of being notified
- Frequent late pick-ups
- Defying any state laws and regulations
- Failure to keep immunization and other records current

WITHDRAWAL

A one-week written notice of withdrawal is required. If a one-week period is not given, you will be charged for one-week of tuition fees.

COMMUNICABLE DISEASE

In the event a communicable disease is identified in the center, you will be notified in writing. A notice will also be placed next to the communicable disease chart located in the foyer. We are required by state licensing to report all communicable diseases to the local health

authorities. Children absent because of a communicable disease may not return to the center without a signed statement from a physician indicating that the child is no longer contagious.

REQUIREMENT TO REPORT CHILD ABUSE

We are required by state law to report any cases where there is reasonable cause to believe that a child has been neglected, exploited, deprived, sexually assaulted, sexually exploited, or physically injured by other than an accidental means by a parent, guardian or caretaker, to the proper authorities.

FIRE DRILLS/SEVERE WEATHER/NATURAL DIASTERS

In the event of a fire, a gas leak, bomb threat, and other physical plant problems, an evacuation plan is posted in all rooms. We hold fire and tornado drills on a regular basis. The center is equipped with a fire alarm system, indoor sprinklers, and fire extinguishers placed throughout the center. Should an emergency requiring an evacuation of the center occur, you will be notified immediately and the children will be relocated to an alternate location. If severe weather conditions make it absolutely necessary to close the center, we will make an announcement over a local radio station.

STATE LICENSED AND REGULATED

The center is licensed and regulated by the State of Georgia, Department of Human Resources, State Fire Marshall's office, and other local governing agencies. Our license is displayed in our foyer. We are periodically inspected by the various regulating agencies to ensure the safety and quality care of your child. Copies of such inspections are available for your review from the center's director.

POSTED NOTICES

Please note that the following items are posted in the foyer for your review: the license, copy of state rules and regulations, the most current review of evaluation report, communicable disease chart, statement of parental access, name of person(s) in charge, current menu, emergency plans for severe weather and fire, and statement for visitors.

STAFF/CAREGIVERS

Our staff is trained and evaluated to ensure they possess the necessary skills when providing care for your child. Staff members are required to meet certain hours of child-care training. They are trained in first aid, CPR, child abuse, disease control, and childhood injury control, and fire safety. All staff members are required to undergo a criminal background investigation by the Georgia Bureau of Investigation to ensure they have no previous criminal history such as child abuse, violation of controlled substances, or a felony conviction. The center also reserves the right to perform periodic drug testing on all staff members.

OPEN DOOR POLICY

Parents are always invited to drop-in unannounced and visit our center anytime. We do ask that you check in with the staff person in charge.

PARENTAL ACCESS

The custodial parent(s) of a child shall, at any time the child is in attendance, be permitted access to all child care areas of the center and shall make his or her presence known to the center staff prior to removing the child from the center.

PARENTAL INVOLVEMENT

Parental involvement is always welcomed at LCDC. If you would like to be involved with program planning, classroom activities, or schedule a group or individual meeting, please let us know. We encourage parent participation and welcome any suggestions that will improve our program.

GROUPING OF CHILDREN

Children who turn three(3) years of age during the regular school year may remain grouped with other two(2) year olds for the remainder of the school year provided that the continued placement in the younger group is with the agreement of the older child's parents and is developmentally appropriate for the child.

SMOKE FREE ENVIRONMENT

The campus is a smoke free environment. The state prohibits smoking in the facility and LCDC prohibits smoking on the entire campus.

FIELD TRIPS

In the event of a field trip, all children will be transported to and from the center in an approved center vehicle. Your written permission is required in order for your child to participate on any field trips.

BIRTHDAY PARTIES

Birthday parties are always enjoyed. If you would like to arrange a celebration, please consult with the center director at least one week prior to the anticipated party.

PHOTOGRAPHS

Each year, the center will have photographers to provide school pictures of your child. The purchase of school photographs is optional.

FUNDRAISERS

There will be no fundraisers for the center.

CONFIDENTIALITY

All information provided on forms is confidential. We will not distribute or sell any information that you have provided the center.

Reviewed & Revised 11/26/10.