

ABC EDUCATIONAL CHILDCARE CENTER, INC. - POLICIES & PROCEDURES

ABC #1-48th St.,912-355-1442*ABC #4-8805 White Bluff Road, 912-927-4313

*Main Office,912-233-8877 www.abcchildcare.org

Attendance - Licensing regulations limit any child's attendance at a child care facility to no more than ten (10) hours per day.

ABC Hours of Operation - The ABC at 1106 E. 48th St. (912-355-1442) operates year round from 6:30 a.m. to 6:00 p.m. Monday through Friday; ABC at 8805 White Bluff Road 912-(927-4313) operate from 6:00 a.m. to 6:00 p.m. Monday through Friday. The Main Office at 105 Red Gate Farms Trail operates 8:30 a.m. to 4:30 p.m. weekdays.

Center Emergencies - In the case of loss of power or water expected to last over 4 hours, parents will be contacted to pick up children. Children not picked up within one hour of parent contact will be transported to another ABC location.

Custody Issues - ABC staff cannot prohibit a parent who is listed on the enrollment application, from picking up a child. If you provide ABC with a copy of a legal notice to have on file, staff will refuse to release the child. If the parent demands the child's release, staff will try to dissuade the parent and contact you. If the parent physically takes the child who is not authorized to pick up the child, ABC staff will not be held legally liable to physically withhold the child, but will contact you and authorities immediately. This policy applies only for legal guardianship and only if a legal notice is in the child's file.

Discipline Policy- Staff will remove child behaving inappropriately from situation. Positive re-directing of child's behavior will be attempted before calling parents to discuss the situation or to have parent remove child temporarily from the center.

Emergency Plans - plans are posted and available for parent viewing at each ABC Center.

Evaluation of Center - Parents/guardians are asked at random to participate in an evaluation of the staff and curriculum. This usually takes no longer than 15 minutes and is very helpful to administrators as they strive to ensure the very best environment and program for the children.

Holidays - ABC is closed on the following holidays (or Friday before or the Monday after): New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, two days at Christmas (usually Christmas Eve & Christmas Day). Notices will be posted in advance. The regular weekly tuition charge remains the same, tuition is based on a yearly fee, not a weekly fee.

Late Charges - A late fee of \$1.00 per child per minute will be charged for pick-up after closing time. Late fee must be paid before child can return to ABC. When a parent/guardian is 30 minutes late and the center staff is unable to reach the parent/guardian or any of the emergency contacts, the center staff is required by law to contact the police department. If the police are unable to reach an authorized, responsible adult, they will contact the Department of Family and Children Services and place the child at the Greenbriar Children's Center. It is very important to pick children up on time or in the event of an emergency to contact the center. Make sure all home, work, and emergency phone numbers are current.

Smoking is not allowed any where or by anyone on ABC property. This is a Georgia Law for all child Care centers.

Termination of Services - ABC reserves the right to terminate child care services if:

1. Tuition is not paid timely.
2. Policies & procedures are not followed.
3. Parent is not supportive in addressing behavioral problems, i.e., biting, inappropriate language, hitting, or disobedience while riding on a school vehicle. If any of these offenses happen twice on the same day, parent will be asked to immediately pick up their child and schedule a conference with the director and teacher. If inappropriate behavior continues after a conference, child care services will be terminated.
4. Immunization is not kept current.
5. If parent is abusive or disruptive to ABC staff or program in any manner.
6. If the director is not properly notified that a child will be absent from the center.

Severe Weather -

1. During severe weather (if the early warning siren sounds) children will be escorted into hallways away from entrance and exits and placed against the walls until the warning siren stops.
2. If civil defense or other government officials announce local public closings due to inclement weather or other emergencies, children must be picked up within one hour of media announcement. Children remaining after one hour will be transported to the nearest Civil Defense emergency shelter.

Sign In/Sign Out-Parents of full-time as well as drop in children are required to sign in and out in the classroom upon arrival and departure each day. When signing out a child, a security card must be obtained from the front desk and given to the teacher providing care for the child before a child may be released from the center. For other than the parent/guardian or those designated by parent/guardian pick up a child, parental permission and a photo-ID must be presented by the person picking up the child.

I have read and understand the above policies.

Child's Name: _____ Parent/Guardian Signature: _____ Date: _____

ABC EDUCATIONAL CHILDCARE CENTER, INC. - HEALTH POLICIES & PROCEDURES
ABC48th St. (912-355-2442)*ABC WB (912-927-4313)*Main Office, 912-233-8877

ABC makes every effort to ensure that the center is a safe and healthy environment for every child. In the best interest of all the children, please follow the health guidelines. We ask that you keep your child at home when he/she is sick. In general, a child should not return to the center until they have been fever-free or diarrhea free for 24 hours. If a child becomes ill while at the center - that is, exhibits symptoms of a fever (100 degrees or over), vomiting, diarrhea (after two episodes) or any other suspected contagious illness- the parents will be contacted and must make arrangements for the child to be picked up immediately. These guidelines will be strictly enforced. If a child is sent home with a suspected communicable disease, you must provide a written notice from your child's doctor stating that they are not contagious and may return to child care.

Change of Clothing - Each child must have an emergency change of clothing (which includes underwear, pants, shirt & socks) which remains at the center. All clothing should be marked. The center does not accept responsibility for lost or damaged clothing. Children should wear inexpensive clothing because they will be involved in indoor/outdoor play, painting, etc.

Communicable Diseases - Parents will be notified by a sign on the door if a communicable disease is introduced into the center. The center will notify the Health Department of any communicable disease in the Center.

Developmental Progress - Directors & staff are trained to monitor the cognitive and physical development of each child. Each child will be promoted to the next class when the staff and parent agree that the child is developmentally ready (providing a space is available).

Diapers - Parents must supply disposable diapers and wet wipes for all children in diapers. ABC staff may bring to a parent's attention when they feel a child is ready for potty training; or the parent may discuss this with staff when they feel their child is ready. ABC is ready to cooperate with parents to accomplish this goal. Parents are asked to supply disposable pull-ups and wet wipes during this time.

Diet Exceptions - Children may not bring food into the center. Breakfast, a hot lunch, and afternoon snack are served at the center. Weekly menus are posted in the reception area for parents to review. Food exceptions are not made for individual children except in cases of allergies or a special diet prescribed by a physician. A letter from a physician must be given to the center with this information.

Emergencies, Severe - A severely injured or ill child will be taken by ambulance to Memorial Health University Medical Center located at 4700 Waters Avenue. Parents and/or emergency contacts will be notified.

Food Program - ABC participates in the Federal Children and Adult Care Food Program (CACFP) which provides extra funds to ensure healthy, nutritious meals approved by the United States Department of Agriculture. This program is a tremendous asset for the children. Parents must complete an Income Eligibility Statement as part of the enrollment application process and every August after that.

Health Records - Parents are responsible to keep their child's health records current to reflect any significant changes as they occur, i.e., telephone numbers, work location(s), emergency contacts, child's physician, child's health status, infant feeding plans and immunization record.

Immunizations - shot records must be updated regularly. All new children have 7 days from date of enrollment to submit the required certificate. Immunizations can be administered by doctor or at the Health Department which is located at 2011 Eisenhower Drive, Ph. #356-2441. It is open 7:30 a.m. until 6:30 p.m., Mon. through Thurs. and 7:30 a.m. until 3:30 p.m. on Fridays. The original copy of the state required certificate, form #3231, which shows month and date of next immunization, is the only immunization record we may accept.

Medication - A medication form (located in the reception area) must be completed and signed for the days a child needs medicine. A refrigerator is available in the kitchen for cold medication storage and a medicine shelf and box in individual classrooms for other medication storage. Medications may not be given without written permission by the parent and the proper form completed. No over the counter medicine will be given without a pharmacist label with the child's name & dosage on it. Only medication prescribed for the child will be administered. Any child receiving medication will be observed more carefully than usual. Unusual behavior or adverse reaction to medication will be reported to parent(s) immediately.

Naps - Each child under five years old will have the advantage of an afternoon nap or rest period each day.

Outdoor Play - Bright From the Start requires that each child in a child care center play outside daily, weather permitting. A child who is too sick to go outside may be too sick to attend child care and may need to stay home.

I have read and understand the above policies.

Child's Name: _____ Parent/Guardian Signature: _____ Date: _____