

# CHILD CARE LEARNING CENTER

## Policies and Procedures

The following policies and procedures are set forth to provide children with a clean, safe, comfortable environment where they can play, learn, and grow with guidance and loving care. These policies and procedures will be kept current, made available to parents, and used to govern the operations of the Child Care Learning Center along with the rules and regulations set forth by Bright from the Start: Georgia Department of Early Care and Learning. These policies become effective upon acceptance by the parent/guardian and the child care program.

\_\_\_\_\_  
Child Care Learning Center's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address (City, State, Zip)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
E-mail

### AGES SERVED

☐ Infant (0-12 months) ☐ Toddler (13 mos-2 yrs) ☐ Preschool (3 yrs – 4 yrs) ☐ School Age (5yrs or older)

### MONTHS OF OPERATION

☐ All ☐ January ☐ February ☐ March ☐ April ☐ May ☐ June

☐ July ☐ August ☐ September ☐ October ☐ November ☐ December

### DAYS OF OPERATION

☐ All ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

☐ Saturday ☐ Sunday

### HOURS OF OPERATION

Weekdays: \_\_\_\_ am/pm to \_\_\_\_ am/pm      Weekends: \_\_\_\_am/pm to \_\_\_\_am/pm

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CLOSURE DATES - The child care learning center will be closed on the following holidays/dates:

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### ADMISSION REQUIREMENTS

All necessary enrollment forms must be completed and returned prior to admission. It is the parent's responsibility to ensure all forms are updated immediately upon changes and at least once a year. Upon arrival at the child care learning center the parent, or adult dropping off the child, must escort the child into the center and ensure that the program staff are aware of their presence.

#### Forms needed:

- \*Child Enrollment Forms/Parent Handbook
- \*Policies and Procedures Handbook
- \*Immunization Record
- \*Transportation Agreement
- \*Permission to Administer Medication

### CHILD CARE FEES

A refundable/non-refundable deposit (\$ \_\_\_\_\_) is due upon enrollment.

Child care fees (\$ \_\_\_\_\_ per \_\_\_\_\_) will be due \_\_\_\_\_ by cash/check. If payment is not received by the due date a late fee will be charged in the amount of \$ \_\_\_\_\_. Multiple late fees could result in immediate termination of your contract and you will lose your position. Returned checks will incur an additional fee of \$ \_\_\_\_\_ along with the late fee.

The following fees will also apply based on your contract:

\_\_\_\_ Transportation fee of \$ \_\_\_\_\_ per \_\_\_\_\_.

\_\_\_\_ Fees for days your child is absent will still apply / will not apply (circle one)

One week of unpaid vacation is allowed after one year of care has been completed.

### TRANSPORTATION

A transportation permission form must be signed for routine transportation and other times children will be transported, such as for field trips, swimming and/or other activities away from the center. Parents will be notified before children are transported.

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## **Policies and Procedures**

If no one is home to receive a transported child when transportation to and from school or home is provided, the child will be taken back to the child care learning center and remain in care until an authorized person is present to receive the child.

### **DISCIPLINE**

At no time will a child be subjected to physical punishment or shaming, frightening or humiliating methods be used, or any type of verbal abuse, threats, derogatory remarks, or deprivation of a meal or any part of a meal be used. No person, including, but not limited to, parents, guardians, or other family members may use such methods of discipline while on the premises of the child care learning center.

### **EMERGENCY MEDICAL CARE**

In the event of an emergency with your child, parents will be called, and if necessary the child will be transported by ambulance to the nearest hospital.

### **ADMINISTRATION OF MEDICATION**

No child will be given any medication, prescription or over-the-counter, unless the parent gives written permission. Permission to Administer Medication forms are to be filled out each time your child will need medicine to be administered. Prescription medication shall have the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy.

### **ADVERSE REACTIONS TO MEDICATION**

Parents will be notified immediately of any adverse reactions to medication.

### **PARENT NOTIFICATION**

Parents of any child who becomes ill or is injured while in care will be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child, such as, but not limited to, any of the following: elevated temperature, vomiting or diarrhea. Special problems or significant developments will be communicated to the parents as soon as they arise.

### **COMMUNICABLE DISEASE CHART**

The current communicable disease chart of recommendations for exclusion of sick children from the center and their readmission will be followed. Any cases or suspected cases of notifiable communicable diseases listed on the disease chart will be reported to the local county health department. If a child in care contracts a communicable disease, the parents of all enrolled children will be notified of the occurrence either by a phone call, posted notice or a written letter home.

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Ill children may return to care 24 hours AFTER symptoms of the illness end which means if the child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications.

### **EMERGENCY PLANS**

The following procedures will be followed in the circumstances listed below:

Fire: Get the children out of the center, meet at the designated safe place as far away from center as possible, and conduct a head count to ensure all children are safely out. Call the fire department, call the parents, and call Bright from the Start - Child Care Services within 24 hours.

Severe Weather: Remain calm. Move the children into a hallway or interior room away from windows. In case of a tornado, the children shall place their heads between their knees with their backs to the wall. Listen to the radio for weather updates.

Loss of Electrical Power: Remain calm. Call the power company to report power loss. If in hot weather, open the windows, if possible. In cooler weather, put on warmer clothing or get blankets out for the children. Call the parents if the power will be out for an extended period of time.

Loss of Water: Have bottled water available for drinking purposes. Call the water department if in the city. Call the plumber if in a rural area. If water will be out for an extended time, have water available for hand washing and toileting purposes. Call the parents if the water will remain out of service for an extended length of time.

Serious Injury to a Child: Call 911 or the police. Keep the child calm and comfortable until medical service arrives. Call the child's parents to report the injury. Report the injury to Bright from the Start - Child Care Services within 24 hours.

Loss of a Child: Call 911 or the police. Call the child's parent to report the loss. Keep the other children calm. Have program staff to help assist in the search. Look in the house, yard, and surrounding area.

Death of a Child: Call 911 or the police. Call the child's parents. Keep the other children calm. Report the death to Bright from the Start - Child Care Services within 24 hours.

### **PARENTAL ACCESS**

Parents may visit the child care learning center unannounced and at any time that their child is in care. Any information requested by the parent concerning the operation of the child care learning center or the care of the child will be provided to parents. The parent(s) will be provided daily communication (verbal/written) regarding the care of the child, especially with infants, toddlers, and nonverbal children.

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### **PROHIBITED SUBSTANCES**

No person shall smoke, use tobacco or prohibited substances on the premises or in any vehicle being used to transport children during operating hours.

### **INFANT SLEEP POSITION PRACTICES**

Based on the risk factors of Sudden Infant Death Syndrome (SIDS) all infants will be placed to sleep on the infant's back unless the home has been provided a physician's written statement authorizing another sleep position for that particular infant.

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All infants will be placed to sleep on a firm, tight-fitting mattress in a sturdy and safe crib with no pillows, quilts, blankets, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib.

The infant's sleeping area will be maintained within a temperature range of sixty-five 65° to eighty-five 85° degrees depending upon the season.

When an infant can easily turn over onto his stomach, staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over onto his or her stomach as the infant prefers.

Positioning devices that restrict an infant's movement in the crib will not be used unless a physician's written statement authorizing its use is provided for that particular infant.

### **REQUIRED REPORTING**

The child care director and staff are mandated reporters of suspected abuse, neglect, or deprivation of a child. This means the law requires them to report any known or suspected abuse, neglect, or deprivation to the Department of Family and Children Services.

I have read and fully understand these policies and procedures. I agree to abide by the above policies and procedures. I have received an exact copy of this Policies and Procedures Handbook for my own records.

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

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

Program Official Signature \_\_\_\_\_ Date \_\_\_\_\_