

# Tina's Learning Center

55 Willis Road Sharpsburg, GA 30277

Phone: 678-673-6800



## **PARENT HANDBOOK**

### **Policies and Procedures**

Tina's Learning Center (also referred to as "TLC") believes children are our future. It is proven the first 5 years of a child's life is crucial to their health, wellbeing, and the overall trajectory of their lives. In the early years, your child's main way of learning and developing is through play. Other influences in their development include genes, nutrition, physical activity, health, and community.

Our commitment is to provide a safe and nurturing environment encompassing age-appropriate activities to promote cognitive development and academic achievements for children ages 6 weeks to 12 years. Our kitchen will serve nutritional meals as outlined by the USDA Child Meal Pattern Plan. Children will be guided and encouraged to flourish socially, emotionally, and physically through interactive play and curriculum. Our teachers will provide positive guidance and will teach the basic skills necessary allowing your child to develop individual skills and reach milestones early in their lives. Every day of growing is another day of knowing!

*Welcome:*

Tina's Learning Center is located at 55 Willis Road, Sharpsburg, GA. (Near the corner of Hwy 154 and Willis Road). We are within a short distance of Willis Road Elementary School and Lee Middle School. This area is growing with the addition of some already established new home subdivisions and the recent start of the Twelve Parks Subdivision. TLC is being established in a former childcare center to provide the community with professional care for children aged 6 weeks to 12 years regardless of their religion, race, sex or national origin.

Tina's Learning Center is open year-round, Monday through Friday from 6:00a.m. until 6:00 p.m. TLC closes promptly at 6:00 p.m. Please plan to arrive in a timely manner each night to depart from the building no later than 6:00 p.m. A late pick up fee of \$1.00 per minute/per child is charged after 6:00 p.m.

**The center will be closed on the following Holidays:**

**New Year's Day**

**Memorial Day**

**Labor Day**

**Christmas Eve & Christmas Day**

**Martin Luther King Day**

**July 4<sup>th</sup>**

**Thanksgiving Day & the Friday after**

*\*\*if the holiday falls on Saturday the center will be closed the Friday before the Holiday*

*\*\*\* if the holiday falls on Sunday the center will be closed the Monday after the Holiday*

This handbook will use the term "parent" as any person legally responsible for any child enrolled in Tina's Learning Center. The term "administrator" or "manager" will refer to the Director of TLC. The term "center" will refer to the physical building and surrounding property of TLC and the term "staff" or "teacher" will refer to anyone employed by Tina's Learning Center.

All team members of Tina's Learning Center staff are selected through a thorough resume and detailed interview process. They are also required to clear a state of Georgia background check coded for the purposes of working with children. In addition, all team members are required to have and keep current CPR/ First Aid certification and Fire Safety certification. Our team members participate in professional development throughout the year to stay current with the required number of state training hours. Teachers will attend to the needs of students while offering unconditional encouragement and a stable and loving environment. Teachers will understand that each student has a level of their own personal success and work with that child accordingly.

Tina's Learning Center is a smoke free, drug and alcohol-free environment. Smoking is prohibited on the premises including inside the center,

the parking lot, the drive-through canopy, the playgrounds, and all surrounding areas. Drug or alcohol consumption is prohibited on the premises including inside the building, the parking lot, the drive-through canopy, the playgrounds, and all surrounding areas. Any person suspected of being under the influence of drugs and / or alcohol will be denied access to the facility and Coweta County Law Enforcement will be notified. No exceptions!

Tina's Learning Center is a "No-Cell Phone" Zone. Please complete your call prior to entering the building to drop off or pick up your child.

***Enrollment:***

Registration forms are required to be filled in by a parent or legal guardian prior to enrollment at Tina's Learning Center. A parental agreement must be signed, and copies of the required immunization and health certificates must be provided. Parents are responsible for updating these forms regularly to ensure all contact information is current.

The enclosed registration forms provide a space to list any person(s) Tina's Learning Center may release your child to or may notify in the event of an emergency. Persons not listed on these forms will not be allowed to pick up your child without prior written consent. Anyone other than the parent picking a child up will be required to present a photo ID for identification at the front desk. Addresses and phone numbers for these persons must be provided.

Parents are required to check their child in & out daily and/or initial the attendance log in their child's classroom at arrival / departure to ensure safety and accurate attendance records.

***Tuition & Fee Requirements:***

A non-refundable registration fee of \$50.00 is due for each child enrolled at the center. If there is a break in attendance of more than 30 days, the registration fee will be due again upon reenrollment.

All tuition payments are due on MONDAY of the current week. Tuition received after Noon on Wednesday will incur a 10% late fee. Accounts not paid in full by the end of each week will result in dismissal from the program.

Full tuition is due each week your child is enrolled. Half of your regular tuition will be charged if your child is absent the entire week. No more than 4 consecutive weeks at the half week tuition rate is allowed.

Families with more than one child will receive a 10% discount off each older child's weekly tuition.

Checks or Credit/ Debit charges returned from the bank unpaid, for any reason, will incur a processing fee of \$50.00. Cash payments may be required after two returned items.

For your payment convenience, Tina's Learning Center accepts Visa / MasterCard / Cash / Checks or Money Orders.

### ***Withdrawal Procedures:***

Parents are encouraged to provide a two week notice if withdrawal from our program is needed. Without notification of withdrawal, tuition will continue to be billed as outlined and payment will be due each week. If a child is not in attendance for a period of 2 weeks, without communication from the parent, they will automatically be removed from enrollment and the tuition billed will be due immediately.

### ***Parent Involvement:***

Tina's Learning Center will have an open-door policy allowing the parents of enrolled children to visit anytime. We encourage parents to join our daily activities and to visit regularly. The exception to this policy will be altered if guidelines are imposed by the CDC or State of GA Bright From the Start disallowing this policy for the safety and welfare of your child and all other children attending TLC. It is recognized that communication with center staff is an important component to providing the best environment for your child. Involvement opportunities are numerous during non-pandemic times; all we require is that you check in at the front desk upon arrival. Parents that volunteer on a regular basis **must** have a current, clear criminal background check on file at the center.

### ***Student Dress Code and Personal Items:***

Comfortable, washable play clothes are recommended for your child during the time he / she is at TLC. An extra set of clearly labeled clothing, preferably with permanent marker, is requested to always have on hand. Various activities including messy Mealtimes, Art Center, Cooking Activities, Outdoor Play, and Potty Training may require a change of clothes. Parents of all children are asked to provide at least one change of clothes, two if your child is Potty training. Parents are also required to always have closed toe shoes on their child.

This is for the safety of the child. Tina's Learning Center cannot be held responsible for replacing lost or damaged clothing.

Tina's Learning Center does not allow children to bring personal items from home. Personal items can get lost or broken and some items can pose unnecessary hazards to other children. After explaining this to your child/ please do not allow them to bring personal belongings to the center. The center will provide all items such as but not limited to:

resting cots / toys / arts & craft supplies / curriculum guides / milk / juice / sippy cups" and all table food.

### ***Parking:***

Parking spaces for families are located directly in front of the center. There are also designated handicap parking spaces for those who hold a state issued permit. Parents planning to stay any length of time should plan to park in designated parking spaces prior to entering the building. The drive-under canopy is available for arrivals and departures. This area is intended to move fluently while dropping your child off or picking them up. Parking time in this area should be limited to just a few minutes. *\*Siblings and / or other children are not allowed to be left in a vehicle unattended.* All drivers are encouraged to place valuables out of sight and lock their vehicle. Tina's Learning Center is not responsible for personal items left in vehicles.

### ***Arrival & Departure:***

Children MUST be always escorted by an adult to ensure their safety. Children should not be allowed to run through the hallways or go anywhere on the premises alone. Parents are encouraged to have their children at the center by 9:00 a.m., however this is not a requirement. An early arrival allows the children to participate in all activities the teacher has planned and allows the teaching and nutrition staff to plan accordingly. On holiday weeks, such as but not limited to: Thanksgiving - Christmas Winter Break - Spring Break please plan to have your child arrive prior to 10:00 am or notify the Director of any absences for staffing purposes.

ALL children must wash their hands upon entering the classroom to assist with maintaining a healthy environment. Parents are encouraged to assist the child with placing their daily belongings into their designated

cubby and then proceed to hand washing. Parents or authorized persons are then required to check their child into attendance.

For departure, a parent or authorized person must enter the classroom and alert the staff of their presence. When needed/ parents should assist the child with gathering all belongings. A Daily Report outlining your child's day will be available at this time for students younger than Pre-K age. Incident Reports regarding any accident, injury or illness that your child may have experienced during the day will also be made available. Incident Reports should be reviewed, signed and return to the front office staff prior to departure.

Parents or authorized persons are required to sign their child out of attendance.

*\* Anyone other than the parent picking a child up will be required to present a photo ID for identification at the front desk. Addresses and phone numbers for these persons must be provided.*

At departure, if it is determined the safety of the child is at risk, because of reasons such as, but not limited to: the transporter appears to be intoxicated or impaired in any way, the release of the child will be prohibited. At such time, another authorized person will be notified to pick the child up from the center. Coweta County Law Enforcement may intervene if deemed necessary by the center Director or administrator.

*\*Pets are not allowed to be brought into the center. This includes bringing pets into the building at arrival and departure.*

*\*\*Service animals are always welcome with proper identification verifying them as a "service animal" or "service animal in training"*

### ***Mealtime & Special Events:***

Tina's Learning Center will provide a morning breakfast, lunch, and an afternoon snack to all children enrolled. Breakfast will be served between 8:00 a.m. and 8:30 a.m. Children arriving after this time will be offered a breakfast snack if they have not eaten breakfast. Please alert your child's teacher if this is the case. TLC is a peanut free environment. Food brought in from outside sources, is not permitted for regular scheduled meals and / or snacks unless these foods are specific to a child's diet. (ex. Soy milk, doctor recommended diet). In the event of medically documented food allergies, moderate modifications to the menu can be made on an individual basis and / or parents will be required to provide meals and snacks for their child following current USDA guidelines.

All meals served will be posted in advance per a monthly menu and will follow USDA recommended guidelines for serving sizes per age and maximum

nutritional value. Tina's Learning Center will comply with the non-discrimination policy as required by law.

The non-discrimination policy reads: *"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA."*

Mealtime provides an opportunity for daily learning. It allows your child to take on responsibility and encourages conversation between staff and other children. Prior to each meal, staff and children jointly participate in the preparation of the eating areas. Children will be encouraged to help clear / clean and set the table. This activity encourages social development plays an important part of building a child's self-esteem. Following each mealtime, children will assist with clearing the table which helps teach individual responsibility.

The center staff will engage the children in major holiday celebrations. Birthdays are absolutely a special event for children. For special events such as these, parents are welcome to bring in a cake, cupcakes or other special snacks for their child's class. Any food provided for class celebrations must be purchased from a commercial supplier and arrive prepackaged and clearly labeled to verify its contents and ingredients. Because candles and balloons can be potential hazards, they will not be permitted. Please notify your child's teacher if you plan to provide any type of snack or cupcakes for your child's special celebration. Parents are encouraged to attend. For major holidays, staff may post sign-up sheets requesting donations for your child's classroom. If you do not wish for your child to participate in any of the planned special activities, please notify your child's teacher prior to the event.

### ***Rest Time:***

All children under the age of 5 years are required by state guidelines to have a 2-hour rest time each day. For those in Pre-K, rest time decreased to 1 hour. Rest time will follow lunch and clean up. All items needed for rest time are supplied by TLC. Children are not required to sleep; however, they are required to remain quietly on their rest mat for 1 hour. If after a brief while the child is not asleep, a quiet activity or book will be offered.

### ***Outdoor Activities:***

The state of Georgia requires outdoor play for all children. Weather permitting, the children will be outdoors daily. Exceptions will apply in extreme cold or heat, or severe pollen counts. Please make sure your child is dressed to accommodate the weather conditions i.e. - coats, gloves, hats etc. It is extremely important your child have closed toes tennis shoes on the playground. No sandals or flip flops as this can result in tripping and injury. All clothing should be clearly labeled with your child's name or initials using permanent marker. Tina's Learning Center cannot be held responsible for replacing lost or damaged clothing. Requests for restriction from outdoor activities must be in the form of a note from your child's physician.

### ***Inclusion:***

Team members are trained and prepared to assist each child in adjusting to their educational environment. It may be the case that Tina's Learning Center will be the first opportunity a child has to be enrolled in an educational setting. Our commitment is that all children are treated equally with patience, respect, and kindness. A group environment will provide exposure to many opportunities and experiences that a child may not be exposed to at home. On occasion, certain behaviors and / or developmental issues present themselves that parents may not have noticed previously. Staff will be prepared to assist each child in adjusting to their educational environment.

In the event professional intervention may be required, Tina's Learning Center will work directly with the parents to contact and utilize outside resources to ensure their child's needs are being addressed. A child's pediatrician may also offer guidance and encourage intervention from programs like "Babies Can't Wait" for children from Birth to the age of 3 years, and from the Special Education Division of the Coweta County Board of Education for ages 3 years and older, if outside resources are needed. TLC will work with these outside resources to promote what is in the best interest of your child. In the event a child has needs TLC cannot accommodate, alternate care arrangements for your child may be required. Parent refusal of intervention from outside resources may also require the child to be dismissed from TLC's program.

### ***Curriculum:***

Tina's Learning Center will utilize varying forms of curriculum to provide your child with the greatest learning experiences and potential. It is a well know fact that young children learn the best from play. Interaction between staff, teachers and peers will factor immensely into a child's social development. TLC



will utilize materials from Pinnacle, ABC Mouse (award winning program: Mom's Choice Gold, Teacher's Choice and Parents Choice Gold Awards) and STEM (Science, Technology, Engineering & Math). TLC will also draw from the Reggio Emilia approach which is a student-centered self-guided curriculum that uses self-directed, experiential learning in relationship-driven environments. This approach is based on principles of respect, responsibility, and community through exploration, discovery, and play. TLC classrooms will incorporate block centers, Music and Movement, Reading Center, Art, Dramatic Play, Discovery and more. Seasonal centers will be incorporated, and daily lesson plans will be utilized to engage the students in developmental activities and parents will be able to see what their child is learning. The outdoor playground area will also be utilized for the children to experience team learning. TLC's athletic staff will teach kickball, soccer, T-ball, and other organized play. Outdoor supervised free play will also be available.

### ***Infant Room:***

The first year of life a baby will go through tremendous growth and social development. Babies as young as 2-3 months will not have separation anxiety or be wary of strangers. As they grow beyond this, they will begin to develop a sense of attachment to their caregiver. The infant room will contain cribs for each child. Crib sheets will be provided. TLC will have plenty of sensory-stimulating opportunities to help your child learn and will utilize brightly colored toys, tummy time with play gyms and mirrors for babies to see their reflections. Staff interaction will be an integral part of your baby's development at this time. Coing, smiling, developing a sense of humor, engaging in comfort, making sure your baby has proper rest and feedings, diapering and overall health and well-being will be given.

Bright From the Start has specific rules for feeding practices. "A signed written feeding plan for children less than one (1) year of age shall be obtained from parents. Instructions from the parent shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies." Parents will be given a feeding/crawler plan form to be filled in. TLC staff will utilize this form for the proper feeding of your baby. Parents are required to provide formula and or breast milk - jar baby food - infant cereal - diapers - wipes - several changes of clothes. Formula and breast milk MUST be premixed, if applicable, and ready for consumption in

your child's bottle. The bottles must be clearly labeled with your child's full name and current date. If a child does not consume the entire premeasured bottle, any remaining formula or breast milk will be discarded.

Diaper changes will be done on each child every 90 minutes and more often if needed. Each child will be changed on a designated diapering counter that has been disinfected before and after each diaper change. Staff is trained in proper state mandated diapering procedures. Your child will be cleaned with fresh wipes and several wipes are used at every diaper change. Staff will notify you if wipes or diapers run low. A good rule of thumb is to plan to replenish these items on a weekly basis.

Parents will be given a Safe Sleep Practices Policy, which is required to be read and signed. The policy will outline the safe sleep practices required by Bright From the Start Georgia that Tina's Learning Center will comply with. The policy is as follows:

*1) Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.*

*2) Cribs shall be in compliance with CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards.*

*3) No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.*

*4) No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors, and mobiles.*

*5) Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.*

*6) Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots/mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed. This facility will adhere to the following practice: Sheets will be washed daily after use.*

*7) Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety-approved crib for sleep.*

*8) Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.*

*9) Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.*

### ***Toddlers:***

This age is filled with movement and physical development, cognitive development (learning, thinking and problem-solving) and language and communication development. There will be a lot of milestones to be achieved during this period.

The Toddler rooms environments are set up to stimulate the senses, and help toddlers reach age-appropriate milestones. Teachers will work with the children on colors, shapes, numbers, and letters. There will be books and blocks as well as many other age-appropriate learning aids. The use of ABC Mouse curriculum and STEM activities will be incorporated into your child's lesson plans. Toddlers will begin to express themselves verbally and will also display temper tantrums and independence. Teachers will utilize positive reinforcement, and encouragement to keep your toddler engaged while building self-confidence.

Toddlers will also experience dietary changes during these years. New foods will be introduced. Tina's Learning Center will follow the USDA food and nutrition recommendations for acceptable foods and serving sizes. TLC is a peanut free facility therefore nothing containing peanuts will be served. Hot dogs, raw carrots, popcorn, fish with bones and grapes will NOT be served to children under 3 years of age to avoid choking hazards.

Potty training will take place between the ages of 2 and 3 years old and will be teacher assisted. Tina's Learning Center has bathrooms located within the classroom with split doors that allow student privacy and allow the staff member to be seen. These bathrooms are properly ventilated with a functioning exhaust fan and duct system.

To assist your child, an adult seat with a child size second seat is utilized. This allows the child to use a seat that is properly sized for him/her. Children who cannot reach the seat will use a step stool for easy access. Children will engage in handwashing immediately after bathroom use. All bathrooms will be cleaned and disinfected daily, and all toilet paper, soaps and single use hand towels will be replenished daily.

### ***Preschool:***

The three- to four-year-old children are an emotional and enthusiastic group. At this age children will dress and undress themselves; they will show concern for others, they will not get upset at leaving their parents and friends. They've learned to say their names and can name their friends. They may become upset at changes in their routines. They enjoy games and making things. They learn extremely well through social interaction.

The classrooms at Tina's Learning Center will be structured for various areas of learning and play. There will be small group centers and large group learning areas whereas the teacher engages in guided instruction.

Children will be encouraged to experiment, explore, sing, dance, paint, and learn new songs and stories, utilize puzzles and continue to develop their emotional, social, cognitive, and physical skills.

Each child is to have a change of clothes for their child to leave at the center in case of an accident requiring the student to change clothing. All clothing should be labeled with the child's name or initials. Clothes that have been soiled will be put in a plastic bag and sent home for laundering.

Children will be served lunch per the USDA guidelines for three- and four-years olds. Children will be required to rest after lunchtime. If the child does not sleep, they will be offered a quiet activity.

### ***Private Pre-K:***

Private Pre-K will be offered for children who are 4 years of age on or before September 1 of the upcoming school year. The Private Pre-K program will follow the same calendar as the Coweta County Board of Education Georgia Pre-K.

This program is subject to the need of the community and will be assessed based on enrollment.

### ***Before and After School:***

Currently, Tina's Learning Center does not have a transportation bus. Arrangements have been made to have Willis Road Elementary School students picked up and dropped off.

Students participating in our before and after school program will be offered an afternoon snack and a variety of activities each day. Teachers will oversee the opportunity to complete homework assignments from school. Although our staff will oversee the homework, they are not tutors. They will not be able to assist each child individually with their homework. Students that do not have a homework assignment will be allowed to play indoor games or participate in a quiet activity during the time when the other students are working. Outdoor supervised play will also be offered.

### ***Summer Camp:***

Tina's Learning Center will offer a summer camp program for children eligible for kindergarten through 12 years of age. This program will be a structured program with activities planned appropriate for the different age levels. Children will be separated according to age to for their own safety and overall well-being. Activities and events for each week will be posted ahead of time for parents to review. TLC will provide breakfast, lunch, and snacks during this time.

### ***Guidance and Discipline:***

Positive guidance and discipline are crucial for children because they promote self-control, teach responsibility, and help them make thoughtful choices. The staff at TLC will focus on encouraging appropriate child behavior, which translates to less time and effort spent correcting misbehavior. NEVER will a child be subjected to physical force, threats and put-downs that can interfere with a child's healthy development. A discipline strategy that works with one child may not work with another. If a child is engaged in inappropriate or unsafe behavior, that child will be redirected to another activity. In the event the child's behavior continues in a negative manner, they will be redirected to a quiet activity away from the other children for a while.

In the event the child's behavior is continuous and disruptive, the parents will be notified. If the behavior is cannot be corrected, the child will be required to go home for the day. Continuous disruption and behavior from the same child will result in the child being dismissed from Tina's Learning Center.

Please note, Tina's Learning Center recognizes and respects that parents have the right to discipline their children. Any form of corporal punishment while on the premises will be cause for immediate dismissal. Staff is required by law to report to the Department Family and Children's Services any cases of child abuse, neglect, exploitation, or deprivation. This law is non-negotiable and taken extremely seriously. If the law is broken, the parents will be reported.

### ***Illness:***

Georgia Bright From the Start policy regarding illness reads:

"A child shall not be accepted nor allowed to remain at the center if the child is displaying symptoms such as, but not limited to, the equivalent of 101-degree temperature, is vomiting, has diarrhea, has an undiagnosed rash or a sore throat".

Children displaying these type symptoms will be removed from the group to a quiet area, where they can be supervised until an authorized person can arrive to pick them up. Parents or an authorized person will be called to notify them of an illness and must arrive to pick up the ill child within a 1-hour time period immediately following such notification.

It is the parent's responsibility to notify the front office personnel of any possible exposure their child may have imposed on the other students. The center will then assume its responsibility to notify parents in writing of any possible exposure to a communicable illness their child may have incurred while at the center. Notification will be in writing and given to the parents of any possibly affected students. The letter will also be posted on the door of the classroom affected.

A Communicable Disease Chart/ outlining the recommendations for the exclusion of sick children, is posted in the front lobby for reference. The recommendations posted on this chart will be enforced for the health and safety of all children enrolled. Any suspected case of a notifiable communicable disease will be reported to the Coweta County Health Dept.

Following any illness, children are required to be symptom free and fever free, for a period of 24 hours prior to returning to the center. Children prescribed an antibiotic for any illness must have taken the prescribed dosage for a 24-hour period prior to returning to the center.

### ***Injury:***

Tina's Learning Center will administer basic first aid to minor injuries such as a scratch, bruise, scrape etc. An incident report, requiring a parent signature, will be completed by the supervising staff. Upon parent pick up, the incident report will be reviewed and signed. Parents will not be called during the day for minor injuries requiring basic first aid.

In the event of a medical emergency, requiring more than basic first aid, 911 will be called immediately. All TLC staff will not interfere or impede in the delivery of emergency care by a licensed or certified emergency health professional. Parents will be notified immediately in the event of such emergency. Should further medical attention be deemed necessary by the emergency care personnel, the child will be transported to:

Piedmont / Newnan Hospital \* 745 Poplar Road \* Newnan, GA 30265

Parents shall assume full responsibility for the payment of all debts and expenses incurred from such medical, surgical, and/or emergency care.

Parents will be notified in writing of any incident, accident, injury, or illness incurred by their child while in attendance.

### ***Medication Administering:***

Staff at Tina's Learning Center are not authorized under Georgia law to dispense prescription or non-prescription medication to a child without specific written authorization from the child's physician or parent.

Authorization forms will be available for parents to fill out and will be valid for one week only. Should the prescription continue, a new medical authorization form must be completed prior to dispensing any further medication.

All medication must be dispensed from the original container labeled with the child's name and dispensing instructions as authorized by the child's physician per Georgia Law.

Medications will be dispensed twice daily and 10:00 a.m. and 2:00 p.m. In the event of any adverse reactions, the child's parents will be notified immediately. Unused medication will be returned to the parent.

Dispensing records will be kept for all medications dispensed to children including the date, time, and amount of medication dispensed; any noticeable adverse reactions and the signature or initials of the person dispensing the medication.

### ***Health documentation and Immunization records:***

Georgia law requires Form #3231 for every child that is enrolled in a childcare center. This form is a record of your child's immunization history. It may be retained from your child's physician or the County Health Department. This form must be up to date and on file with your child's enrollment package or

within 30 days if not immediately available. Failure to provide and maintain current records could result in termination of services.

Beginning at the age of 4 years, all children enrolled at Tina's Learning Center are required to have a current Health Certificate for their individual file. The form required is #3300, also referred to as an "Ear/ Eye/Dental Certificate". It is available through your child's physician or the County Health Dept. Failure to provide and maintain current records could result in termination of services.

***Environmental / Structural Safety and Inclement Weather:***

The safety and security of your child is of utmost important at Tina's Learning Center. All parents or visitors must enter through the front lobby entrance. Camera equipment recorded observation will be utilized throughout the center for safety and security purposes. Any individual or persons attempting to access the playground area or any other entrance of the facility will be reported immediately to the Coweta County Law Enforcement authorities. There is a zero-tolerance policy for any person who does not follow this procedure.

Parents will be notified immediately in the event of loss of power, water, or damage to the center that restricts the care of children. Tina's Learning Center's main hallway is a tornado shelter hallway reinforced on all sides. In the event of a tornado, or severe threatening weather, children will be escorted to this hallway and required to sit down. Staff will do quiet activity with the children or read to keep them calm.

Emergency plans have been developed and are posted in each classroom for parent reference. Fire and Tornado drills will be conducted on a regular basis to ensure safe evacuation in the event of an emergency.

In the event of inclement weather, when the Coweta County Board of Education closes the school system, Tina's Learning Center may delay opening. Please check the website for updates on delayed openings or unforeseen closures.

***Code of Conduct:***

Tina's Learning Center is committed to bettering the lives of children by providing a positive environment with rich learning experiences, a safe surrounding with teachers and staff. TLC understands that the most important aspect of a parent's life is the safety, health, well-being and proper education of their child.



TLC will insist that all behavior and communications be respectful and professional regardless of if it is verbal or written. It is imperative that TLC remain a neutral, peaceful, and supportive environment.

Children learn what they live and will mimic the actions and language of adults. Profanity is prohibited anywhere on the premises, inside or outside TLC.

Gossip is a negative behavior and is highly discouraged under any circumstance. At no time should parents engage in discussion or encourage their child to engage in matters that do not pertain directly to their own child. The confidentiality of any child and his/her family is highly regarded by the entire staff of Tina's Learning Center. Situations that are questioned should be brought to the attention of the Director and questions will be answered.

Any type of Social Media postings on such as, but not limited to, Facebook, Twitter, Instagram etc. are strongly discouraged. Negative or derogatory comments regarding Tina's Learning Center, its staff, its programs/curriculum, and specific people is strictly prohibited.

### ***Custodial Rights and Custody:***

Under GA law, both parents have the right to pick up a child unless a court document is in place that restricts otherwise. Legal, court ordered restrictions of a parent, such as, but not limited to a restraining order, remains valid until legal documentation stating otherwise is provided. The enrolling parent must provide such documentation to prevent the child from being picked up by the other parent. Without such documentation, the child will be released to either parent. Bright From the Start Georgia parental access rule states, "The custodial parent(s) of the child shall at any time the child is in attendance be permitted access to all childcare areas of the Center and shall make his or her presence known to Center Staff prior to removing the child from the Center."

### ***Right to Refuse:***

Tina's Learning Center reserves the right to refuse services for policies violated in this parent handbook. Also, for the nonpayment of fees or tuition, failure to update immunization records or provide written documentation disallowing vaccination, physical and verbal abuse or blatant disrespect for any person, violation of state regulations, any other circumstance that the

Owner/Director feels is to the detriment of fostering a healthy and safe environment for the children and staff at Tina's Learning Center.

***Parent Resources:***

The following documents are posted for parental review in the reception area:

State License of Operation

Copy of State Rules and Regulations for Child Care Centers

Notice of Availability of Review of Current Evaluation Reports

Communicable Disease Chart

Statement of Parental Access

Names of Persons in Charge of Daily Operations

Current Weekly Menu

Emergency Plans for Severe Weather and Fire

Statement for Visitors

Child Care Services (DFCS) Form