

USA Daycare Center, LLC

**6185 Buford Highway
Peachtree Corners GA. 30071**

Parent Handbook

This manual is for the use of the parents of enrolled children to USA Daycare Center LLC. No copies of this document in part or in its entirety, manual or digital are permitted without the express written consent of the owners of USA Daycare Center LLC.

USA Daycare Center, LLC

"Where creative thinking begins"

Mission Statement

Our mission is to provide a community based, exceptional learning environment which will enable and promote individual self-confidence and preparedness for higher education, leadership, and love for the arts.

In pursuit of our mission, we are committed to the following:

- Providing a warm, positive, safe, educational, and personal development environment for children, parents and staff.
- Developing strong, long term community partnerships with families, schools, faith based organizations, and businesses.
- Support resources on behalf of and for the children we care for.

Objectives

1. USA Daycare Center will help prepare your child for success in life and in school.
2. We provide an environment filled with fun, love, imagination that foster and promote respect for all cultures.
3. We are committed to providing experiences that promote social, emotional, physical, spiritual and cognitive development.
4. We provide activities that will facilitate, promote and foster respect for cultural diversity.
5. We will follow the highest educational program standards offered by the state of Georgia.
6. Your child will be safe, nurtured, and loved while in our care.
7. Because of our commitment to high quality care, we will provide qualified child care professionals who are warm, caring, and have your child's best interest in mind.

Our Center

USA Daycare Center is located at 6185 Buford Highway, Building D Peachtree Corners, GA 30071. USA Daycare Center is staffed with caring professional educators who are trained and qualified to facilitate child developmental activities that not only teach practical of life skills, but encourage interest and excellence in the arts.

Accreditation Goals

USA Daycare Center is currently in the process of submitting applications to the National Association for the Education of Young Children (N.A.E.Y.C.) accreditation. With the N.A.E.Y.C. accreditation, our children will be introduced to the Creative Curriculum. N.A.E.Y.C believes that children learn best through interactive play. Therefore we will incorporate the Creative and High Reach Curriculum (learning through center play) into the overall learning curriculum for our children.

Licensure

USA Daycare Center is licensed by the state of Georgia. We meet and/or exceed all state standards pertaining to building, facilities, staff ratios, safety, health guidelines and procedures, nutrition, curriculum, and playground areas. Posted in the reception area are important data which include: state license; state regulations; management identification; current weekly menu; communicable diseases chart; parental access notice; evaluation report notice; and visitor's identification notice. USA Daycare Center LLC provides liability insurance and accident premium insurance. Emergency plans for severe weather and fire are posted at the front entrance.

Center Operation

USA Daycare Center operates six days a week, Monday through Saturday. Doors open at 6:30am and close at 8:30pm.

For your convenience we provide childcare twelve months a year. Ages served are 6 weeks to 12 years. We work with the youth of our community teaching them how to help themselves today, tomorrow and in the future. We focus on a brighter future for your children through our training and developmental activities. We provide quality childcare service, a world of imagination and creativity, a blast of excitement and a learning adventure. We accept children of any race, color, religion, or national and ethnic origin with all the rights and privileges available. This program will celebrate the following holidays: Christmas and Easter.

Introduction

This manual states the policies of USA Daycare Center. The policies stated here are to be used as guidelines to make decisions in various situations. In addition to these guidelines, we intend to comply with or exceed all federal, state, Gwinnett county and city of Peachtree Corners regulations pertaining to our program.

Program Description

Overview:

USA Daycare Center will endeavor to meet the childcare needs of our community by providing high quality, individualized care for children from infants to school age. To achieve this objective we will provide a loving, nurturing environment that encourages exploring, bonding with others and a happy sense of security every day.

The building is designed for efficiency. It is climate controlled and fire resistant. Each room is furnished with age appropriate curriculum and equipment that meets, and in many cases, exceeds minimum state requirements. Indoor and outdoor play areas are state of the art and separated by each age group. Qualified, experienced Teachers and Administrators staff USA Daycare Center. In our specialized, relaxed atmosphere the children are free to grow and mature.

Philosophy:

USA Daycare Center strives to provide a structurally planned environment and an early childhood development program for the care, education, and nurturing of young children. We strive to develop each child's mental, physical, spiritual, and social needs through our daily teachings. Through the loving example and care provided by our staff, children will experience love and see respectable values portrayed daily.

Goals:

1. To instill a sense of self-worth and self-confidence into your child.
2. To foster a feeling of belonging, success, and friendliness by providing an extraordinary atmosphere for learning and growth.
3. To help children learn to listen, observe, investigate, seek, and acquire information with critical thinking and problem solving skills.
4. To encourage creative expression through language, movement, art and music; cultivating a sense of aesthetic in order to help bring out the best in every child. We are convinced that helping a child creatively discover his or her interest will lead to prolonged interest in learning that will benefit each child for life.
5. To develop language skills with an emphasis on oral communication.

Admission Policies

Prerequisites for Enrollment:

The following requirements must be met for each child enrolled in the USA Daycare Center program.

1. The following Forms must be completed
 - Certificate of Immunization/age appropriate Immunizations or a signed affidavit against such Immunizations (prior to enrollment)
 - USA Daycare Center Child Enrollment Form
 - Parental Agreement with Child Care Facility
 - Emergency Medical Authorization
 - Food Program (two pages)
2. Registration Fee

Immunization Records:

All parents are required to bring in evidence of age appropriate immunizations or a signed affidavit against such immunizations within 20 days of enrollment. Shot records are to be submitted to the Center on Form 3231. Failure to do so will prevent your child from attending the Center until Form 3231 is received.

Enrollment Priorities:

Children already enrolled in the program, siblings of children already enrolled and children and grandchildren of staff members shall be given priority (in the above order) when enrolling in Center programs. Otherwise, enrollment shall be in order of receipt of the registration forms and fees prescribed in the policies.

Tuition:

Tuition fees shall be set by the Center on a yearly basis. A copy of the fee schedule is below and will be made available at the time of registration and/or whenever requested by the parent or prospective parent(s). Any rate changes will be communicated to each parent personally and via an email if one is available. Parents shall be responsible for transportation to and from the center. The center carries liability insurance in case of accident for each child while in its care.

Payments are due on the first School day (Monday) of the week without allowance for illness or absence. The Center will accept cash, money order, check, debit card, or credit card (Visa, MasterCard or Discover). A processing fee will be added when using a credit card. Delinquent payments of more than one week without prior approval of the Director will be subject to the child's immediate termination from the program.

NOTE: Without exception, a late fee of \$25.00 will be charged to each delinquent payment. After the first day of attendance all payments will be due in advance on the Friday before the following week of care.

Vacation Freeze:

If a parent requests in writing two weeks prior to a vacation week, tuition will be waived for that week only (a maximum of one week per year).

Parent Access:

This is a Statement for all children's parents which express permission for access around USA Daycare Center all Center areas used by children.

Rate Sheet

Note: Weekly rates include all meals and snacks.
(Breakfast, Lunch, and Dinner)

Rates as of May 1 st , 2017	
Age	Cost
6 wks – 17 mths	\$150
18 mths – 35 mths	\$150
Pre-School: 3 yrs	\$150
Pre-School: 4 yrs	\$150
Pre-School: 5 yrs	\$150
Afterschool & Saturday: 5 yrs – 13 yrs	\$120
Saturday Only	\$50
Summer-Spring Break	\$170

NOTE: For families with more than one child attending USA Daycare Center there is an additional charge of \$1.00 per hour per child. For families to receive the multiple family member discounts. The children must be siblings.

USA Daycare Center (After School Arts Program)

Daily Rates

\$60.00 per child (6wks-35mths) \$50.00 per child (36mths-13yrs)

NOTE: There is a non-refundable “Registration Fee” of \$75.00 for one child, \$85 for two children and \$95.00 for a family of three or more children (weekly). Also add \$15.00 per child (hourly). The registration fee is renewed annually on the first day of January that USA Daycare Center is open.

All rates are subject to change with a 30-day notice

Program Withdrawal & Changes in Enrollment:

A written notice at least **two weeks** in advance must be given before withdrawal from the Center. Meaning: If your child does not attend for one week or more your **payment is still due**.

If written notification is not provided all fees for the program are due. Your child will then be automatically withdrawn and can be re-admitted only if space is available. If you wish to re-enroll an additional registration fee is due.

NOTE: It is the parent's responsibility to notify the Center of any changes in enrollment information as soon as possible. Changes such as address, phone number, family status, or medical condition should be submitted to staff as quickly as possible

Policies Concerning our Children

Parental Involvement:

Parental Involvement is encouraged and parents are welcome at the Center at any time. Parents are encouraged to use discretion and leave if their presence interrupts their child's participation.

The Center appreciates volunteers to help with parties, field trips and other various activities, which take place throughout the year. Parents, grandparents, or interested persons with special interests, careers and hobbies are encouraged to share these with the children. Prior arrangements should always be made with the Center Director.

Communications:

Parents should feel free to discuss their child's progress or any home situation, which might affect your child's behavior with the Center Director. If a parent desire to communicate with the Center Director or a faculty member, the communication should be in person with a prior appointment made by phone or in writing.

NOTE: No oral messages brought by child will be accepted.

The Center must be notified immediately in cases of changed name, phone number, address or place of employment. Parents will be notified of pending field trips (including time of departure, destination and time of return to the school). The parent must sign the appropriate consent forms in advance. A child must be potty trained to advance into the three year old room.

School Calendar:

The calendar for school begins in August. Parents will be given a general calendar at the beginning of the academic term and will receive a monthly calendar with specific details. In the event of inclement weather, the Center will be **closed** if the **Gwinnett County Schools** are closed.

Attendance:

When a child has been absent for one week, the facility Director will call the parent(s) in an effort to determine if the child will be returning. If the child is not returning, this space will be filled with another child. USA Daycare Center does adhere to a first-come/first-serve waiting list. **If your child is absent due to being ill you will be charged 50% of your weekly payment to hold your child spot.**

Arrivals and Departures:

Upon arrival, subsequent to checking in and signing in at the front desk, children must be escorted to their classroom by their parent(s) and presented to his/her teacher.

Biting:

Although biting is common in young children, biting can be a reoccurring and frustrating problem. USA Daycare Center will do everything to assist parents in curbing and eliminating this problem. Our teachers will use the following preventive strategies:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of anger or frustrations, we will use positive redirection. This is an alternate way of showing the child how to deal with the way they are feeling. We will encourage the child to use language in expressing words and needs.
- The *first time* biting occurs and is observed by the staff, the parent will be informed.
- The *second time* the same child bites another child, a conference with the parents will be held to discuss the child's actions and solutions.
- Upon the *third incident*, to ensure safety of all the children in our care, if all attempts to stop the biting fail, we reserve the right to remove the child responsible for the biting offense from our program.
- Parents will be notified if their child is bitten at school. However in order to protect the privacy of all our families, parents will not be informed of the identity of the biter.

Substitute Employees:

The center shall provide for substitute staff when regular staff is absent from work. All substitute employees shall be at least eighteen (18) years of age. Substitute caregivers shall be informed of these rules and USA Daycare Center policies for the age group for which they will be providing care. Substitute service staff shall be informed of the Center's policies and procedures necessary for the proper performance for their job duties in compliance with these rules.

Illness:

Children who are ill may not come to or remain in school. A child must be free of fever for twenty-four (24) hours before returning to school. If a child has a communicable disease, the parent must immediately notify the Center Director.

In case of accident or illness while the child is in attendance at our center, parents will be notified immediately. **In the event of a serious illness, accident or adverse reaction to medication, the child will be taken to the nearby hospital, unless parents specify otherwise.**

Minor Injuries:

A child who receives a minor injury while in the care of the center will receive first aid and lots of TLC. Although we provide supervision and an environment where children can play freely, minor injuries often cannot be avoided. Parents/guardians will be notified of the injury with an incident report that will be sent home with your child. Every attempt will be made to speak with the parent directly at pick up regarding the accident.

Medication:

In the event that a child requires medication while at school, the Director can and will administer medication only if the parents have signed a consent form with the child's name, date, name of medication, and instructions regarding dosage and times medication is to be given. Medicine must be kept in its original container and labeled with the child's name. Non-prescription medication may only be administered by a parent or guardian, or accompanied by a note from the child's physician. **In the event of any adverse reaction to medication, the Director will note this reaction on the authorization to dispense medication form and immediately contact the parent and any necessary medical personnel by phone. If necessary, the child will be taken to the Emergency Room.** No medicine should be sent with a child in his/her bag. The Center staff will not administer medication that is not given to them by a parent or guardian.

Please note that full descriptive emergency plans are posted at the parent message board

No Transportation Currently Provided:

Our facility currently does not provide transportation to and from our center. We will do so in the near future. A transportation plan will be provided when available. We use all transportation forms and guidelines from **Bright from the Start website**. We provide a checklist for all children as well as a fully stocked first aid kit on the van. We provide a vehicle safety inspection form. The parent will fill out all transportation authorization forms completely.

Clothing:

We are a uniform center that requires all children to wear the proper uniform in order to enter the building and receive our expert care. The required uniform will consist of the following:

- Boys
 - Baby blue polo shirt
 - Navy blue pants or shorts
 - Closed-toe shoes (sneakers or dress shoes)
 - No sandals or flip-flops allowed

- Girls
 - Baby blue or white polo shirt
 - Navy blue pants or shorts or dress
 - Closed-toe shoes (sneakers or dress shoes)

Parents please keep in mind that children will spend time indoors and outdoors daily. Please provide your child with proper shoes for these activities on a daily basis. USA Daycare Center **is not** responsible for lost or damaged clothing. We highly recommend that you provide a complete change of clothes for your child in case of an accident. Otherwise will have no option other than to contact you to bring a change of clothes should one be required.

Please check the lost and found in your child's class if an item is missing. Infants and toddlers are not permitted to wear jewelry or earrings to school as they can injure a child, especially in a group or active play environment. Jewelry may be removed by teachers for safety and will be returned to you at the end of the day. We recommend that all children's not wear jewelry to school.

Items Brought From Home:

A child may bring educational items for show and tell on **Friday's only**. Toys brought from the home may **not** be brought to school without prior permission of the child's teacher. From time to time, employees may bring items from home to supplement their curriculum, but it must be age appropriate and approved by the Director beforehand. USA Daycare Center asks that all parents please keep a change of clothing at the facility for all children.

NOTE: All children's clothing and bags/book bags must have your child's name written on them.

NOTE: No toys should be brought to school, except on Fridays for show and tell. No guns of any sort, hand held electronic games, war games and toys of any kind will be permitted in the Center for any reason!

Guidance & Discipline Techniques:

Our philosophy of classroom management is as follows:

Discipline is training that develops self-control, character and social competence in the classroom. Discipline of children is a joint effort involving the child, parents and staff of USA Daycare Center. Good behavior is constantly praised in all classes. The goal of our Center is to help children develop a positive self-image. All staff members are positive strong role models.

- Learning self-control is just a normal part of growing up. Our policy is never to embarrass or ridicule a child when he or she misbehaves. Corporal or physical punishment is not used or condoned at USA Daycare Center. Rather, we will use positive strategies that builds and strengthen the self-esteem of children, while helping him/her to understand and take responsibility for their actions. Most situations can be handled by redirecting a child to another, more appropriate activity. This approach is called "Positive Redirection".
- Occasionally, we will use a procedure called "Time Out". This, we believe, gives children time to think about their actions before returning to a group activity. It is a positive form of discipline that teaches appropriate behavior while allowing a child to make the decision to improve his or her own behavior. "Time Out" periods may last no

more than one minute for each year of your child's age. A parent/teacher conference will be scheduled if a child has an inappropriate behavior such as biting, hitting, fighting, etc. Weekly progress reports will be completed by the respective care taker/teacher and will be sent home weekly.

Safety:

Age appropriate safety practices will be followed. Children will be expected to obey all the rules and instructions the teachers gives them for optimum safety. A staff member will escort the children to the restroom, monitor the children while in the restroom, and ensure the safety of the children while participating in USA Daycare Center, summer camp or after school CADA program. ***Infants are fed on demand according to parents written instructions, which will be listed on the feeding plan form.*** As soon as children exhibit a desire to feed themselves, staff will assist them and will encourage them to do so during scheduled meal times.

Special Occasions:

Parents may bring ready-to-serve treats for their child to share to celebrate a child's birthday or other special occasion. However, prior arrangements must be made with the Director and the child's teacher. These refreshments must be at USA Daycare Center by snack time.

Menus & Nutrition Programs and Infant Feeding Plans

We will provide nutritionally balanced meals, snacks and cooking activities. The USA Daycare Center program is guided by three goals: to provide wholesome food; to help children develop lifelong sound eating habits; and to make meal time a warm, relaxing learning and sharing experience.

Proper nutrition is needed for good health, growth and development of the children. Weekly menus will be posted in advance. We will serve breakfast, lunch and afternoon snack. We will also provide parents with nutritional information.

NOTE: Children should not bring food or candy into the Center.

NOTE: Food exceptions are only made for individual children in cases of allergies or a special diet prescribed by a physician. In the instance of specially prescribed diets, the parents are required to furnish the food. Parents are required to fill out an infant feeding plan with instructions on updating the plan, provisions of formula bottles identified with child's name, current date, handling of left over formula, provisions of baby food and provisions of diapers and use of pacifiers.

Bottle Feeding:

This procedure will be always followed when bottle-feeding infants:

- Infants must be fed "on demand". Flexible feeding schedules must be maintained. No less than the daily food requirement for children less than one year of age will be offered unless otherwise indicated in writing by a physician, in consultation with the parents.

- Wash hands using proper Hand Washing Procedures.
- Inspect sanitized bottle and nipple for cleanliness and child's name.
- If need be, ICCDC LLC will sanitize used bottles by washing in a dishwasher.
- Identify the child's formula or breast milk. (No other foods than these, except water, will be placed in a bottle for infant feeding.)
- Prepare formula according to manufacturers' instructions. If the formula needs to be reconstituted (i.e., is not ready-to-feed), use distilled water only. (If bottles are pre-filled, they will be refrigerated until immediately before feeding.)
- Warm the bottle in a bowl of hot water until formula or milk is lukewarm. (Never use a microwave oven for this purpose. The use of bottle warmers is also discouraged.) Wipe the outside of the bottle with a clean cloth when it is removed from the hot water.
- Always check the temperature of bottle contents before feeding the child, and wipe the child's teeth and/or gums with a dampened gauze pad when finished feeding
- Infants must always be held when being bottle-fed. Hold the infant in a comfortable position until she or he has completed feeding. Allow the infant as much time as needed to feed. Burp the infant occasionally during the feeding to bring up air swallowed while sucking.
- When a child is able to sit up and hold his own bottle, she or he may be placed in a high chair for feeding. Never leave a child unattended while in the high chair. Always use a non-glass bottle when children feed themselves. Never feed a child in a crib, prop a bottle or allow a child to walk around with a bottle.
- When the child has stopped taking the bottle, put on the disposal glove, cover your finger with the dampened gauze pad and gently wipe the baby's teeth and/or gums. Then return the child to play or crib area.
- Destroy the remainder of fluids in the bottle.
- Wash the bottle and nipple thoroughly with soap and water, rinse well. Place bottle and nipples in a receptacle to be returned to the kitchen for sterilizing.
- Document feeding time and amount consumed on the Daily Infant Activity Record.

STORAGE: Opened containers of unmixed concentrate, formula prepared from powder or concentrate and open containers of ready-to-feed formula must be labeled to identify the contents, dated and refrigerated. Containers and/or bottles of breast milk and individual bottles of prepared formula must also be labeled with the child's name. Prepared formula not

used within 24 hours must be discarded. Breast milk may be stored up to 48 hours in the refrigerator or up to two weeks in the freezer before discarding.

Solid Foods and Juices:

- Infants must not be fed solid foods or juices until the age of four months or older.
- Introduce solid foods and juices according to the child's nutritional and developmental ability, in consultation with the child's parents and with the recommendation of the child's doctor, or the program's Nutrition Consultant.
- Foods should be introduced according to the Child Care Infant Meal Pattern provided by the parent. Generally, rice cereal baby food mixed with formula or breast milk is the first food to be introduced.
- Only one new food, including juice, should be introduced at a time. At least two days should elapse before the introduction of a different new food. If signs of intolerance (such as vomiting, skin rash, diarrhea or wheezing) occur inform the child's parents. If the reaction is severe, follow the program's Medical Emergency procedures to get immediate assistance.
- Document each food fed to a child, the amounts and times fed on the Daily Infant Activity Record. The first time a food is given circle that food in red on the Record. If a reaction develops this will make it easier to identify the possible offending food.
- Juices should be introduced when the child is developmentally ready to drink from a cup usually after seven months.
- Before preparing food and feeding, wash hands using the proper Hand Washing Procedures.
- Feed the child from a dish and with an infant spoon and never directly from a jar. If the child is not developmentally ready to sit up in a high chair. Hold the child or place her/him in an infant seat. Feeding should be unhurried. The child needs time to practice this new skill.
- Discard any leftovers from the serving dish. Leftovers in the jar should be labeled with the infant's name, dated, refrigerated and served with 24 hours or discarded.
- When the child is developmentally ready to feed him/herself, generally around eight months, place them in a high chair and assist them with feeding. This is also the time to start offering finger foods such as: small, soft pieces of peeled fruits and vegetables; soft cheese cubes; unsalted crackers; toast squares; etc.

- By the age of 12 months a child should be eating most of his/her food from the table. Foods from the menu should be cut and prepared to meet the child's developmental needs by the cook before delivery to the classroom.
- However never feed children less than two years of age whole small berries, candies, raisins, corn kernels, raw carrots, whole grapes, hot dogs, nuts, seeds, popcorn, raw peas or peanut butter as these foods may cause choking. Also never give honey to a child less than one year. Pureed or mashed berries, cooked carrots, corn and peas can be given.
- Whole cow's milk can be introduced to a child in a cup after the age of 12 months when recommended by the child's physician. Never give children less than two years of age 2% or skim milk unless ordered in writing by the child's physician.
- When you have finished feeding the child or the child has finished feeding him/herself clean the child's teeth.

Toddlers:

- Mealtimes are a pleasant time of social interaction for each child.
- Whenever possible staff will sit with children at the table to serve food.
- Children are offered all food from lunchboxes unless food presents a choking hazard. Food is not used as a reward or denied as punishment.
- Children may not walk around with food, bottles or cups.
- Serve commercially prepared infant food from a bowl or cup not directly from container unless entire amount will be used in one feeding.
- Introduction of solid foods begin at 4-6 months in consultation with family.
- Parents may provide food from home in labeled containers for children.
- Known food allergies are posted in food prep area of classrooms.
- Baby food jars are labeled with name and date opened.
- Wash hands before and after preparing and serving food.
- Tables used for eating and food preparation are sanitized before and after each meal or snack.
- Infant cereals are prepared according to parent instructions.
- Food may be heated in small amounts in glass or ceramic dish for 5-8 seconds at a time. For infants, stir and test temperature with clean gloved hand to slightly warm, not hot. For children who are feeding themselves temperature may be tested by feeling bottom of glass container or holding

hand over. Never heat to hot, only warm slightly.

- If overheated, let cool, then always test with gloved hand before serving. Always stir moist food before serving to avoid hot spots.
- For toddlers, warm food only if parents request. Warmed food is discarded after serving.
- Cold food is served in small portions to children. Builder (infant) food is replaced in lunchboxes if not heated or contaminated. Food eaten is charted on the daily charts. For older children, food is replaced in lunchboxes after use when feasible (as if child could be eating out of lunchbox). Parents check lunchboxes at end of day to assess child's eating for the day.
- If a large amount of any food is discarded (sandwich drops on floor, for instance) please leave a note for parent.
- After six months, children are encouraged to self-feed depending on their skills in this area.
- Food will be cut into small irregular pieces for finger feeding by children. Utensils will be offered to children who can use them.

NOTE: Round firm foods that might be a choking hazard such as but not limited to: hot dogs; whole grapes; peanuts; tree nuts; seeds; raw peas; dried fruit; popcorn; thickly spread peanut butter; and hard candy will not be served to children under the age of 3 years old. After this age these foods may be introduced if they are sent by parents, with close supervision at the teacher's discretion. Some of these foods may be served after being cut in small irregular pieces. This preparation may be done by staff if time allows.

- Food prep gloves are available for use. Be aware of the potential of cross contamination even when wearing gloves. Touch food as little as possible in preparing and serving. Use tongs, spoons or other utensils and be aware that food from home may be contaminated even before serving to children. Do not use the same utensils for more than one child's food.
- Milk is offered to children over 12 months (after introduction by parent) at lunchtime. Whole milk is given to children between 12 and 24 months. When classroom group is over 24 months, reduced fat milk is offered.
- After water is introduced by parents, water is offered to children at every snack and given throughout the day on request. In hot weather, water is offered more frequently.
- When a classroom group of children are eating regularly and have been

introduced to common foods, snacks are offered from the center kitchen. Parents are provided with a snack menu **as part of the Monthly Menu**. Changes to snack menu are posted for parents.

- When making snacks transfer serving amounts of cold food, milk, and spreads to serving bowls or pitchers. The remainder of the food will be returned in its original packaging to refrigerator. Do not contaminate spread containers with crumbs or other substances. Food served at the snack table is thrown out after serving.

NOTE: Birthday's: Since we would like to celebrate your child's birthday at school, we encourage you to bring a nutritious "treat" to help celebrate the occasion. We suggest you bring your child's favorite healthy food and advise the teacher in advance. Please do not bring food to the Center at any other time.

Snacks:

Staff members will encourage children to have a wholesome attitude toward nutritious foods. This will help the children develop good eating habits. Appropriate staff members shall sit at the table with their assigned group of children to create an atmosphere of acceptance and respect for each child so that snack time will be nutritionally and emotionally satisfying. Appropriate discipline will be maintained during snack time. Teachers and staff will ensure that each child cleans up after his/her self after each meal/snack. Staff members shall provide a quiet time just before snacks are served to ensure that the atmosphere can be friendly and relaxed while eating. Staff members will encourage each child to taste each item of food, in an effort to help the child develop a taste for a variety of foods.

Special Food Request:

Children should not bring food or candy into the Center. Food exceptions are only made for individual children in cases of allergies or a special diet prescribed by a physician. In the instance of specially prescribed diets, the parent(s) are required to furnish the food! A written request must be submitted to the Center Director should there be a specific dietary or health stipulation or requirement for your child. It is the responsibility of the parent/guardian to present these needs **prior** to enrollment to ensure the Center's ability to satisfy such needs. USA Daycare Center work to accommodate these nutritional and health needs whenever possible.

Detailed menus are posted at the Center and distributed to every parent monthly.

Personnel Policies

Contagious Diseases:

Staff, children, or any other persons being supervised by the staff who already know that they have or present symptoms of a fever and diarrhea shall not be allowed into the Center. (Please read detailed contagious disease chart)

Smoking & Other Prohibited Substances:

USA Daycare Center is a clean air facility. Smoking or tobacco use of any kind is prohibited in the building or on the grounds. No person shall smoke or use tobacco either within the Center premises, on the playgrounds, or, for USA Daycare Center staff, in any vehicle being used to transport children during the hours that the center is in operation.

Staff, chaperones and students in training shall not be under the influence of or consume alcohol, marijuana, or other controlled substances on the center premises during hours of operation and/or any other time or place where there are children present for whom the center staff is responsible. Staff may be randomly drug tested for drugs at any time.

Health and Sanitation

USA Daycare Center provides rest mats and rest mat coverings for our children.

To reduce the transfer of airborne disease, rest mats are to be placed as follows:

- A 24-inch minimum corridor is required between each row of mats or cribs.
- A 12-inch minimum is required between each mat in each row of mats or cribs.
- Children are placed so that one child's head is towards another child's feet in the same row.
- Children climbing out of cribs must be placed on mats.
- Mats and mattresses are to be disinfected with disinfectant every Friday.

Equipment Cleaning Procedures:

- Clean sheets are put on cribs before each use.
- Toys, cribs and equipment used in the rooms are washed with soap and warm water. Sprayed and rinsed with approved disinfectant and air dried after each use.
- Tables and chairs are wiped clean and floors swept after meals and snacks.

Diaper changing Procedure:

Diaper changing procedure is as follows for all employees:

- Wearing of latex gloves is required when changing diapers. Clean gloves are used with each individual diaper change.
- Diapers are changed on non-porous surface.
- Changing stations are sprayed with an approved disinfectant and wiped with clean paper towels after each diaper change.
- All dirty diapers, gloves, and changing paper are sealed in a plastic bag, and in a diaper pail.
- Hands are washed after each diaper change and after any contact with bodily fluid/secretions.

Playground Guidelines:

- Children should only climb up the ladder and slide down the slide. Children should slide down feet first and on their bottoms.
- Teachers will be distributed evenly around the playground for guidance and safety watching the children in constant rotation.
- The Center Director will be informed of any injuries that occur while the children are in our care, such as a bump on the head, scratch, etc. An incident report will be filled out, signed and submitted to office

- Under no circumstance will children be left unattended on the playground or in the classroom.
- The fence is for protection not climbing.
- All gates will remain closed with the latches hooked.
- Ensure that children are properly dressed for outdoor play according to the weather conditions.
- Children will not be permitted not leave the playground to come inside the building without the staff supervision. (This includes toileting, cuts, scrapes, drinks of water, etc.)
- The Center Director will be responsible for deciding whether or not the weather is suitable for outdoor activities.

Training / First Aid & CPR:

In order to comply with the State of Georgia requirements, all employees with classroom responsibility must complete certain childcare training as required and approved by the Georgia Accreditation Commission. In addition **every employee** must complete a Red Cross-approved CPR and First Aid Safety course within the first month of employment. At least 50% of the staff shall have evidence of CPR/First Aid training and certification.

NOTE: There must always be an employee with current First Aid/CPR in the center at all times as well as on any Center sponsored event.

Class Preparation:

Each staff member plans, prepares and implements activities appropriate for children in his/her assigned group to be approved by the Center Director. All staff must attend training.

Resources & Supplies:

Each staff member will continuously maintain and develop resources for his or her classroom to be approved by the Center Director.

Phone Calls:

Absolutely no cell phones are permitted in the class area of the Center by staff or parents. The Director **will not** call the staff member to the telephone except in cases of emergency. She will however take messages for the staff member.

NOTE: For the safety of all of our children. NO Staff member will be permitted to have cell phones during their scheduled time with USA Daycare Center classes. Parents will not be permitted to use their cell phone while in any child care area or class room.

Safety & Emergency Policies

We have designated an area in the reception area as well as specific areas in each classroom where the following safety and pertinent information for parents can be found:

- **Center License**
- **Communicable Disease Chart**
- **Statement of parental access**
- **Names of persons in charge**
- **Currently weekly/monthly menu**
- **Emergency plans for severe weather and fire**
- **Statement to visitors**
- **Review of evaluation report**

A class will never, for any reason be left unattended. Children are only released to their parents unless the parent has completed an authorization listing all parties that are able to retrieve the child. Management must see picture identification preferably a driver's license before releasing a child to anyone other than a parent. A copy of this identification will be made and placed in the child's file.

NOTE: No child will be permitted to leave the Center with anyone, parent or guardian included that is suspected of being under the influence of alcohol, drugs or that are in a physical state that could cause the child harm upon leaving the Center.

Mandated Reporting:

State and Federal law mandates USA Daycare Center LLC and its entire staff report any and all suspected abuse or neglect of a child to the proper authorities.

Any communicable diseases will be reported to the Gwinnett County Health Department

Class Rolls:

Each teacher will maintain an attendance roll which shall be kept with them during the school day. After two consecutive absences of a student, the teacher will communicate with the facility Director who will speak with the parent.

Fire Safety Requirements:

A written and graphic plan for evacuation in the event of fire will be posted in each room in a clearly visible place. The USA Daycare Center staff will hold drills as determined by the Director that is consistent with the state law and regulations. Details are posted on the evacuation plan.

Severe Weather Plan:

A written and graphic plan for moving students to weather safe areas will be posted in each room in a clearly visible place. Staff and children will have drills as determined by the Center Director consistent with state laws and regulations. Details are posted on the evacuation plan. In the event of severe weather the Director and staff will take possession of the daily attendance records. The Director will follow the evacuation plan as posted to escort all the children to the designated area.

Physical Plant Problems:

In the event of a physical plant problem that affects the safety of wellbeing of the children, the

Center Director will be responsible for making decisions to protect the children and staff. These decisions may include but are not limited to closing and/or temporarily moving the children to another approved area until the problem can be resolved. Details are posted in the Emergency Evacuation Plan. The Emergency Evacuation Plan is entailed below.

Procedure for Identifying where Children are at All Times:

- Center Director and childcare personnel will maintain hourly ratio checks.
- Center Director will ensure children are signed in and out at the front counter.
- Center Director will ensure bathroom checks are completed every hour.
- All teachers will keep an accurate list of children's attendance on roll sheets.

Policy for a Natural or Man Made Disaster:

- In the event of a disaster Center children and staff will follow the Emergency Broadcast information and instructions.
- All parents will be notified and must pick up their children.
- If children have not been picked up and an evacuation is required all children and closing staff will immediately evacuate to a nearby Hospital.

Procedures in case of a Lost of Missing Child:

In the event that a teacher discovers a child is missing or lost, the procedure is as follows:

- Stop all activities
- Regroup the children for a physical head count.
- Report the missing/lost child to the Director or Senior staff member immediately.
- Director will check the building and surrounding area immediately.
- Find out where child was last seen, by whom, and how long the child has been missing.
- Call police immediately and give them a copy of the parent's information and child's release forms.
- Contact child's parent(s)
- Contact USA DAYCARE CENTER. Director of Operations
- Staff involved will document incident
- All available staff not supervising children will assist in looking for the child.

Medical Emergency procedure:

- 911 will be called immediately and given the child's release forms.
- Parents will be notified
- Incident will be documented.

Emergency Evacuation Procedure:

- Fire alarms will sound and the Fire department will be notified.
- Headcounts will be made by all teachers.
- All teachers must have their roll sheets, an exit following primary or egress, emergency contact numbers and first aid kit.
- Director will check building and use fire extinguishers to contain fire if necessary.

Emergency/Severe Weather/Fire & Physical Plant Problems:

(Such as power failures that affect climate control, or structural damage)

In the event of severe weather or evacuation of the building due to fire, gas leak or physical plant problems, the protection of the children is our major concern. Emergency plans are posted in the reception area and in the classroom. Parents will be notified immediately of any closing of the Center. Bad weather and closing information can be obtained on 98.5 FM radio and on Channel 2-WSB TV. Safety guidelines are promoted at the Center. Periodic fire and storm drills are held to familiarize the children with appropriate emergency procedures. In the event of physical plant damage (loss of heating, cooling, water, electricity, structural damage, etc.), parents will be notified and the children will be taken to the nearby Hospital. Arrangements with the Hospital to use their facility have been secured in the event of a physical plant disaster or emergency.

Emergency Evacuation:

Evacuation drills are held regularly at the Center. Should an emergency occur that would require evacuation of the Center, you will be notified as soon as possible. In the event of emergency evacuation, children will be taken to the nearby Hospital. If it becomes necessary to leave the Center, the Director and staff will assure that a 'head count' of the children is taken for comparison with the sign in sheet. The Director and/or staff will check bathrooms, closets and all areas of the center to assure that all children have exited the building. Parents/guardians will be asked to pick up the children if the emergency is expected to last a significant length of time. If you are at the Center at the time of a drill or an emergency, you are requested to follow our procedures and evacuate the building immediately along with the children.

Inclement Weather:

In an effort to service our parents and families, USA Daycare Center will follow the closing of the Gwinnett County School System. Parents should listen and watch for announcements concerning Gwinnett County Schools with the understanding that we will follow their lead.

Snow and Ice:

In the event of snow and ice we will re-open the Center as soon as weather permits. Always listen to WSB radio or Channel 2 for opening times.

Conferences:

If a conference is needed an appointment will be made by the Center Director with one or both of the parents and an appropriate meeting room will be secured.

NOTE: In the USA Daycare Center program two parent conferences per year are necessary, one in fall and one in spring.

Safety Rules:

1. Children should move about in an orderly manner. They should walk and use lower tones of voice. The teacher and/or aid will walk with the group when the group moves from one area to another. Use stop and go points to recollect the group when leaving the educational wing.
2. No balls, games or toys will be distributed, except in supervised situations.
3. Children will be supervised during all activities on the school grounds.
4. On the playground children must go down the slide feet first.
5. No climbing on the fence or gates is permitted

6. No outside toys will be permitted into the Center.
7. Staff members will be stationed about the play area so all of the children are under observation at all times.
8. No standing or climbing on railings.
9. The Center Director shall have the authority to propagate the above listed rules and any others he/she feels are appropriate.

Accidents:

In the event of an accident resulting in injury or adverse reactions to prescribed medications, however small the incident, staff should provide a thorough investigation and make an immediate assessment. If the injury is deemed minor, the staff members investigating will treat the injury. If the injury is found to be serious and the child can be moved safely he/she shall be taken to the office and arrangements will be made for treatment by the proper medical personnel. If the child can not be moved, the Director or senior staff member will be alerted and they will notify the parents and the appropriate medical personnel. USA Daycare Center maintains proper liability insurance for coverage in the case of accident or incident. In the event of an adverse reaction to a medication, the Director will fill out the proper form and contact the parent by phone immediately and if need the proper medical personnel. In any case staff must report the injury, circumstances, the area of the body requiring assistance/treatment, where the accident occurred, the time the accident occurred and witnesses on the proper forms. All staff members investigating the incident will sign the report and it shall be given to the Director on the day of the accident. Plastic gloves must be used when blood or bodily fluids are spilled. Red plastic bags must be used to dispose of soiled items as appropriate. Universal precautions will be observed at all times. Blood spill may occur anytime the skin membranes are opened, such as skinned or cut knee or nose bleed. Caution should always be exercised when the potential exists for contact with blood.

Blood Spill Procedures:

1. Disposable gloves are always worn when handling a blood spill, even if the incident is minor. An apron (plastic) should be worn when clothing is likely to be soiled.
2. A mask for nose and face protection if splashing or spraying may occur.
3. Bleeding is stopped and the child is cared for properly depending on the severity of the situation. If it is a minor incident, the closest first aid kit available is used. If it is a serious injury, the child is not moved without the advice of medical personnel. If the situation is life threatening, 911 will be called and the Director or senior staff member is notified. Parents/Guardians are notified if the situation is life threatening. An incident report is completed for all injuries.
4. Blood on surfaces is cleaned with the approved disinfectant solutions. Gloves are always worn and disposable towels used for clean up. Gloves and towels are sealed in heavy duty plastic bags for disposal.
5. The child's clothes are changed as needed; gloves are worn to place soiled clothes in a plastic bag, labeled with the child's name to be sent home.
6. Hand is washed with soap and water after each incident and frequently throughout the day.

Illness:

No child may remain at the Center if they are ill. Staff members and the children must be free of symptoms for a **minimum of twenty-four (24) hours** before returning to the center.

In the event of a communicable disease defined in the communicable disease chart issued by the Department of Family Services, displayed at the Center and included in this manual, re-admission shall be provided by the department. If a child becomes ill while attending USA Daycare Center, the staff member with primary supervisory responsibility for the child. If the illness seems minor, the child will be taken to the front office. The Center Director will be notified and the parent(s)/guardians will be notified to retrieve their child. The child will be held in the main office until he/she is retrieved. If the illness is major or violent in nature, other children may be removed from the area. The Center Director will be notified so that the parents and Emergency Medical Services can be called. Parents will be notified in the event of exposure of any child to a communicable disease. All identifying public information of the child responsible for the origination of the disease or illness will be held in strict confidentiality. Only that the disease and/or infection exist and in which class or age group it originated will be communicated to all parents.

NOTE: Any child with 100 degrees or higher oral temperature will not be permitted to enter the Center. If a child experiences a 101 degree oral temperature while at the Center will be removed from class and the appropriate communication and procedures will be enforced.

When to Keep Your Child at Home:

Illness impacts how children learn develop and participate in their environment. For the safety of your child and other children, the following illness may require at home stay:

- Diarrhea or Vomiting, child may return to school after all symptoms are gone for 24 hours.
- Fever, 100 degrees or higher. Child must be fever free for at least 24 hours, without the use of Tylenol or similar product use before returning.
- Pain, headache, stomachache, earache, etc.
- Skin sores or rash, a doctor should evaluate and declare that it is Non contagious.
- Lice or scabies, a child should not return until 24 hours after and have been treated and are found to be free of lice.
- Conjunctivitis or pink eye, children with red, itchy, draining or crusty eyes may have conjunctivitis. Children may return to school 24 hours after successful antibiotic treatment.
- Colds, constant green or yellow nasal discharge (indicates infection).

NOTE: It is very important that sick children do not come to school to limit the spread of illness. If your child develops or shows any signs of these symptoms while at school, you will be asked to pick up your child within 1 hour. We greatly appreciate your help in assuring that we have a healthy environment for learning.

- **Communicable disease- If your child has a serious disease or illness, your child must have a doctor's note before returning to school. Parents must also notify the center immediately of being notified of an illness that may require treatment of other child that has come in contact with the ill child so that other families can be notified. The center will notify the Health Department and follow any precautions that they see necessary. Director may deny admission to a child until they deem the child is healthy.**

Diapering and Toileting:

For the youngest children, diapering times will be on demand. For older infants and toddlers, scheduling regular times of diapering and toileting will ensure that they are not overlooked. We schedule a diapering routine after arrival and before departure as well as every hour or so throughout the day. This will prevent infants from going too long without being changed. Staff will wash their hands before diapering a child. The child will be changed on a clean disinfected table. If ointments are to be used, parents must fill out an external preparations form. After the diaper is changed, both the staff and child will wash their hands with liquid soap and warm running water. The diaper surface will be cleaned and disinfected. Toilet training will begin after the child turns two and exhibits and interest in learning to use the bathroom. We will work with your child at school and ask that parents reinforce toilet training at home. Children will be taken to the bathroom every two hours or more often as needed. We ask that parents dress children in clothing that is non-restrictive. No belts, buttons or overalls are allowed during this time. Children must wear either pull ups or underwear. After sitting on the toilet, the child and staff will wash their hands with liquid soap and warm water. Accidents are inevitable at this stage so please provide two changes of clothing at all times. Please note: **It is the parent's responsibility to provide all pull ups as needed.**

Field Trips/ Special Nature Trail:

Supervised field trips may be scheduled based on weekly/monthly curriculum and themes. Some special activities will be held at the facility. Parents are invited to participate in all of our field trips and special activities.

A detailed description of each field trip or special activity away from the center would be communicated to the parent(s) well in advance of the event. There will be no water related activities occurring in water that is more than two feet deep. Specifics, such as any special equipment, special dress, fees if any, and explanation of transportation to and from the event, will also be included in each communication. You will be notified of these events in advance to provide ample time to complete and submit the appropriate permission documents.

Children attending a given field trip will need to have specific permission documents completed by the parent/ guardian on record prior to going on the trip. No child will be permitted to go on the field trip without the appropriate permission. No acceptations will be permitted.

Personal Items:

USA Daycare Center asks that all parents please keep a change of clothing at the facility for all children. Please write your child's name on his/her clothing.

Parent Involvement

Dear Parents: With our balanced emphasis on Academics, Creative arts and Music, & Movement, the appropriate development of your child is integrated with a worldview.

USA Daycare Center encourages parents to visit the Center any time during program hours. Parental involvement is valued. Parents must notify staff of their presence. We encourage parents to come and do arts and crafts or story time with the children. We also encourage our parents to come to our parent/teacher conferences which are held quarterly. Parents may bring special interest activities to the Center. However, we ask that you please consult with the Director before doing so. Parents should check the bulletin boards for a summary of your child's class activities for the day. The following is a list of some of the activities that we will provide as opportunities for parental involvement:

- Grandparents day
- Room parents
- Dads in prayer
- Donuts with Dads
- Tea Parties with Mom
- Moms in Prayer
- Parent/Teacher fellowship
- Fall Festival, Spring Festival
- Basketball teams and clubs
- Classroom Volunteers
- Annual yard sale
- B.B.Q's, Fundraisers

We have so much more to offer! Won't you please join us!!!!

Star Staff/Educational Philosophy

Because of our commitment to a high-quality educational program at USA Daycare Center, we provide child care professionals who are warm and caring with our children. Our star staff is responsible for planning a developmentally appropriate curriculum. They have knowledge in the implementation of the Creative and High Reach Curriculum. Our quality programs focus on the "whole child". Physical, social, cognitive and emotional developmental areas are emphasized. Our programs provide long-term, positive differences in the lives of young children.

At USA Daycare Center we pride ourselves in having successful teachers who have a positive attitude and a sense of humor. We have knowledge in curriculum, child growth and development and child guidance. We believe that quality staff members are essential in providing a program that maintains high standards of care and education. Our staff members are chosen for their background and experience as well as their nurturing abilities. Each staff member undergoes an extensive background check, which includes a criminal records check. We also have on file, written references from previous employers and supervisors.

Continuing education is an important part of employment at the USA Daycare Center. Each staff member attends training in first aid, communicable disease recognition, child abuse prevention and recognition, child development and teaching methods.

Photos

Parents are asked to grant permission to USA Daycare Center to use the name and/or photograph(s) of your child for publications in local area newspapers or magazines, on the USA Daycare Center

website, other school affiliated websites (such as Georgia Independent School Association), in promotional materials, broadcasts, telecasts, and the press. This permission may also serve necessary in order to recognize his/her achievements, accomplishments, awards and/or to promote the Center.

Safe Sleep Practices/Policies:

- 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 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.
- 7) Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will 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.

Acknowledgment of Parent Handbook

Your signature on this form is an acknowledgement that you agree to read this handbook carefully and refer any questions you may have to the centers owners and directors. Also, you agree to comply with USA Daycare Center policies, procedures and payment terms.

I have read, understand and agree to adhere to the guidelines of this Parent Handbook for USA Daycare Center. I have a copy of this handbook for my personal reference.

**Child's
Name** _____

**Parent/Guardian
Signature** _____

**Director
Signature** _____ **Date** _____