



The Children's Village

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Director: Charlene West

Owners: Denise Larkin & Paige May

Parent Handbook

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The Children’s Village has made the choice to be an immunized school; ALL children must be current on immunizations to attend The Children’s Village.

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Welcome

Welcome to The Children's Village (TCV)! The Children's Village Learning Center is based on a philosophy that children learn best through hands-on activities that address the needs of the whole child. Our caring and experienced staff of educators provides a nurturing environment for our students to learn and grow. Our low teacher/student ratio allows us to devote special one-on-one time with your child.

We are licensed through the state of Georgia as well as The National Association for the Education of Young Children (NAEYC). We encourage all parents to familiarize themselves with the rules and regulations of the State to ensure complete safety for all children at our center.

We are proud of our children's development socially and academically. Our safe and loving environment encourages young minds to explore endless opportunities for growth in life skills, academic skills, and social skills, while still engaged with their peers and staff.

At The Children's Village, our teachers work individually with your child while encouraging academic and social growth. Each child develops these skills using hands on, visual, and verbal techniques.

We would like to encourage all of you as parents to spend time with your child in the classroom and to be a large part of this wonderful experience in your child's life. We look forward to an exciting journey with you and your child.

Sincerely,

Denise Larkin and Paige May
Owners

A Note from the Director

Thank you for your interest in The Children's Village, a 3 Star Quality Rated Early Education School. We strive to maintain a total early learning childcare program that encourages your youngster to develop skills and competence appropriate to his or her age level, through active participation in the learning process.

At The Children's Village, your child will experience planned programs, free play activities and an early childhood school curriculum geared toward academic growth, social development, physical accomplishments and personal expression.

Within each classroom, you will find the physical environment to be safe and stimulating, incorporating modern, well-maintained equipment and supervision by dedicated and qualified teachers.

We believe the most nurturing program should also include parental involvement. Interaction between parent, child and school should build constructive and rewarding partnerships. The Teachers at The Children's Village have made the commitment to our most important natural resource...your child.

We look forward to becoming an integral part in your youngster's formative years.

Sincerely,

Mrs. Charlene West

Director

The Children's Village Management Team

Director: Mrs. Charlene West

Office phone number: 912-756-8688 ext. 2

Team Trainer: Erin Shearin Ext.1

Administrative Assistant: Christina Boyle Ext.1

Office Assistant: Allison Clark Ext.1

Care Team/Enrollment: Mary Ann De Los Rios Ext.3

The Director is responsible for the overall daily operations of the center, in the Director's absence, the Assistant Director/Owners will assume the responsibilities of the Director.

The Children's Village has an open-door policy which means that the parents have the right to access all childcare areas upon notifying any management staff of their presence

The Children's Village Mission Statement

The Mission of The Children's Village is to focus on providing a stimulating early care and educational learning experience that impacts and inspires lifelong learning and prepares all our children in a loving nurturing atmosphere.

The Children's Village Philosophy

We believe a child wants to learn and will learn if provided with that appropriate environment and support.

We believe a child's learning occurs within both the home and school, and is enriched when these contexts are mutually supportive of each other.

We believe a child's learning is enhanced when all five senses are utilized and information about diverse cultures is introduced in a meaningful way.

We believe that children learn how to form positive relationships by interacting with other children and adults. Through these interactions, children learn how to get along with others.

We believe that children learn through trying. Self-sufficiency will be encouraged (in relation to the developmental stage of the child.) Each area is equipped with age-appropriate furniture and materials to encourage independence by the children

Licensing Information

The Children’s Village is licensed through the State of Georgia. Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) is responsible for meeting the child care and early education needs of Georgia's children and their families. You can read more information about the rules and regulations at www.decal.ga.gov.



The Children’s Village proudly participates in Georgia’s Quality Rated Program. Quality Rated is a tiered quality rating and improvement system used to assess, improve, and communicate the level of quality in early and school-age care and education programs. Similar to rating systems for other service-related industries like hotels and restaurants, Quality Rated assigns a quality rating to early and school-age care and education programs that meet a set of defined program standards www.qualityrated.decal.ga.gov.

The Children’s Village utilizes many of the National Association for the Education of Young Children (NAEYC) goals. NAEYC is the world’s largest organization working on the behalf of children.

NAEYC Goals

NAEYC expresses its mission in terms of three broad goals:

1. Improving professional practice and working conditions in early childhood education.
2. Supporting early childhood programs by working to achieve a high-quality system of early childhood education.

3. Building a high-performing, inclusive organization of groups and individuals who are committed to promoting excellence in early childhood education for all young children. www.naeyc.org

Hours of Operation

The Children's Village is open from 6:30 a.m. to 6:00 p.m. Monday through Friday, except Holidays and other dates outlined on our yearly calendar. Full time children MUST be signed in by 10 a.m., unless there is a medical excuse supplied to TCV. Pre-K students must be signed in by 8am. School Age/Pre-K: If your child is not signed up for Before and After Care, your child must be dropped off at 8am and picked up by 2:45p.m. If your child is picked up after 2:50p.m, a fee of \$1 a minute will be applied to your account. **All Students:** Parents must pick up their child by closing time, 6pm. If for some reason you are unable to pick your child up by 6pm, we ask that you call the office and notify us. If your child has not been picked up by 6:05pm, you will be assessed a \$10 fee plus \$5 for each subsequent five- minute period past 6:05pm. If any child is left at the center a 1/2 hour after closing, the proper authorities will be notified.

The Children's Village has an open-door policy which means that the parents have the right to access all childcare areas upon notifying any management staff of their presence

All Visitors must check in at the front desk before entering

Enrollment

The Children's Village accepts children ages 6 weeks to 8 years old. The enrollment process consists of completing the application packet, paying a non-refundable registration fee, paying activity fee (Rm. C-Private Pre-K) and bringing in the required documents before your child's start date.

All students must have the following items on file prior to the first day of school:

- Completed Enrollment Application with registration fee
- Copy of Parent(s) Driver's License(s)
- Proof of current Immunization Record Form 3231- TCV has made the choice to be an immunized school; ALL children must be current on immunizations to attend TCV.
- Ear, Eye, Dental Form 3300 for ages 3-8 (GA Lotto Pre-K)
- Copy of child's Birth Certificate

- Copy of child's Social Security Number
- Head Shot photo for Pro-Care account (will be taken at enrollment or you can email to tcvdirector@gmail.com).

If the child is not starting immediately, the registration fee and one week of tuition can be paid to hold the enrollment for 2 weeks.

Security/ Monitoring and Surveillance

The Children's Village engages in video/audio surveillance. There is no expectation of privacy on the premises of The Children's Village except in the restrooms. The purpose of such video/audio surveillance include the creation of a record for employees' or parents' complaints, a record to review allegations of children's misconduct, and a record to review incidents resulting in personal injury or alleged personal injury of anyone on the premises. Such video/audio will not be shared with anyone except for persons with a legitimate need to know or as otherwise required by law.

Door Entry Cards

Upon enrollment, each account holder will receive a door entry card to enter the main doors of the building. Additional and or lost cards may be purchased for \$10. Due to security reasons, parents who consistently leave their cards at home and ring the bell will not be permitted in; please stop by the office and purchase a new door card. The door entry cards **MUST** be returned to the office upon withdrawal, dismissal, or termination from The Children's Village. There will be a \$50 charge per card for cards that are not returned upon withdrawal, dismissal or termination.

Tuition/Vacations

Tuition is billed every Friday for the upcoming week. All payments are due by **FRIDAY**, for the upcoming week **(Any unpaid balances after Monday by 6pm will result in a late fee of \$50.00)**. Payments are automatically drafted from your bank account or credit card every Friday (forms are included in enrollment application). Payments in the form of checks and money orders will still be accepted; Please make checks or money orders payable to The Children's Village and write the child's name on the check or money order in the memo line. You may also pay your tuition online-see the front desk for enrollment.

- We require a two-week written notice on all changes in placement, time off, or termination of child care services.
- Two-week notice is required for all vacation time. Please remember to make payment before leaving to avoid any late payments. We do not offer

vacation weeks. Parents are responsible for tuition even when their child (ren) are not present.

- **Travel/Vacations (COVID 2021)**-If you are going on vacation or travelling in crowds of more than 10, going to amusement parks, beaches, or traveling on an airplane, we will need to speak with you before your child returns to school in order to determine if you will need to quarantine and test before returning your child to care. If your child has to quarantine and test before returning due to travel/vacation, tuition will still be due weekly.
- Tuition will not be pro-rated out on short weeks; tuition is calculated over the weeks that school is in session.
- All Parents are responsible for any charges incurred in collections (including collection agency fees, attorney fees and or court fees for both parties).
- Tuition is still due if a child is out sick.
- **INSUFFICIENT FUNDS:** there will be a \$50.00 fee for all NSF checks or declined cards.
- \$100 Activity fee due every August 1st for children in Rooms C- Private Pre-K *Does not apply to Infants, Room E, or GA Lotto Pre-K*. Activity fee is for supplies for the classroom. If your child enrolls before or after August 1st, your activity fee will be pro-rated.

The Children's Village participates in the Army Child Care in your Neighborhood (ACCYN), which subsidizes child care for our military families through Child Care Aware of America (formally known as NACCRRA). Families who receive the military subsidy must keep their account current. Military families can apply for the NACCRRA/Child Care Aware of America/GSA program at the time of enrollment. For more information, please call 1-800-793-0324 or visit www.usa.childcareaware.org.

The Children's Village also participates in the Georgia Child Care and Parent services (GA CAPS). To apply for subsidized child care (CAPS program) in Georgia, families must be a resident of the state of Georgia. Georgians are now able to apply for child care online with Georgia COMPASS at www.compass.ga.gov.

All Families are required to pay the normal tuition rate until their subsidy is applied to their account.

All parents must use appropriate language & tone in the parking lot, hallways and the classroom; No physical or emotional abuse or threats will be tolerated. Parents should refrain from using inappropriate words and tones when addressing our staff; this will result in disenrollment from TCV. Any parent that knowingly brings a sick child to school will be disenrolled.

Parking/Drop Off/Pick Up

All areas along the curbside are available for use for drop-off or temporary parking. If you will be inside of the building for more than 10 minutes, we ask that you pull into a parking spot. Please refrain from parking on the outside of the pillars; the roadway is a means of egress for the other businesses in the complex. Watch your speed limit in the parking lot and when you are pulling out from under the covered entry way.

Authorized Pick Up/Child Custody

Your child will only be released to the parent or the individuals that the parent has listed as authorized pickups. If a parent chooses to add someone who is not on the pick-up list, we must be notified in writing, in advance. Authorized individuals must bring a photo Id when picking up.

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order or court-ordered visitations schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Release of Placement/Withdrawal

Placement can be revoked if any required information was provided under false pretense. Additionally, placement can be revoked:

- 1) After 5 days of absence without notifying the center
- 2) After day 5 of non-payment
- 3) By breaking the 'Responsibility lists for
Students & Parents
- 4) By not demonstrating readiness for placement after two-week trial period
- 5) By intentionally bringing a sick child diagnosed with a communicable
disease to school and putting others at risk,

Tuition is YOUR responsibility until we have a two-week written notice. Charges continue to incur until the office is notified.

Mandated Reporters

The staff at The Children’s Village are mandated by law to report abuse or neglect. If we suspect a child is being abused, the proper authorities will be notified. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Equal Opportunity /Non-Discrimination Policy

“Inclusion of children with disabilities in supportive early childhood settings has been shown to be beneficial to the child with disabilities, the other children, families and the community.”

Disability Nondiscrimination Policy

The Children’s Village at Crossroads Center, LLC (“School”) does not discriminate against any individual, including applicants or members of their families, students or members of their families and employees or members of their families because of disability.

The School will make reasonable accommodations in its policies and practices when such accommodations are necessary to afford services or facilities to individuals with disabilities. Parents have an affirmative obligation to inform the School of requests for reasonable accommodations and the basis for the request. Requests for reasonable accommodations may be directed to the School’s owners, either formally in writing, or informally by verbal request.

A child who poses a direct threat—a substantial risk of serious harm to the health and safety of himself or others—will not be admitted or may be dis-enrolled. A child whose admission or whose continued enrollment would require a fundamental alteration of the School’s program may be denied admission or dis-enrolled.

Nondiscrimination Policy

The Children’s Village at Crossroads Center, LLC does not discriminate on the basis of race, religion, color, sex, gender, national origin, disability or any other characteristic protected by law in the administration of its educational programs, admission policies, and other school-related administered programs.

The Children’s Village at Crossroads Center, LLC is an equal opportunity employer and complies with all federal and state laws regarding non-discrimination in its employment practices.

Discipline

When a child becomes verbally or physically aggressive, we intervene immediately to protect all children. Our approach to helping children with challenging behaviors is to

show them how to solve problems using appropriate interactions. If your child fails to comply with the guidelines of our center, your child will be counseled, a report will be written, and the teachers will use positive redirection to change behavior. If a child hits, kicks, or bites a teacher, they will be sent home for the day. If the behavior continues, we will set up a conference to discuss behavior. Behavior Conferences are conducted Monday through Friday 10am-4pm; depends on the availability of Owners/Directors. If the center is unable to provide the services for your child, the child may need to be relocated to another facility. If a parent does not comply with the policies & procedures of TCV, the child will be removed from our program immediately. We do not approve of verbal, physical, or emotional abuse of any kind. Any child who hurts themselves or others and/or chronically disrupts a class will be dis-enrolled from our program (with no notice).

If any child's behavior seriously violates the safety of any child or staff, the child may be removed from the program. In these circumstances, the parent or authorized adult will need to pick up child within 45 minutes of notification. If a parent does not comply with the policies & procedures of TCV, the child will be removed from our program immediately. We do not approve of verbal, physical, or emotional abuse of any kind. Any child who hurts themselves or others and/or chronically disrupts a class will be dis-enrolled from our program (with no notice).

Biting

Biting is an age appropriate behavior exhibited by many children of all ages. It can be a response to frustration, teething, anger, and many other emotions. At The Children's Village our policy is to work with the child and parents. If a child breaks the skin, the parent will be called, and the child will be sent home for the day. If the biting continues, a conference will be scheduled, and the child may be removed from the center. When a child is bitten, the area is cleaned, ice and vinegar may be applied, and the parents of both children will be notified.

Accident/Incident/Behavior Reports

In the event that your child is involved in an accident/incident during the school day, a report will be written and first aid, if needed given. If a child obtains any injury above the shoulders the parents will be notified immediately. If a child is having behavioral issues in the classroom, a behavioral report will be written. If two or more behavioral reports are written in a single day a conference may be requested. If a child hits, kicks, or bites a teacher, they will be sent home for the day. Reports will be written in the Procure Engagement App. We do not approve of verbal, physical, or emotional abuse of any kind. Any child who hurts themselves or others and/or chronically disrupts a class will be dis-enrolled from our program (with no notice). Behavior Conferences are

conducted Monday through Friday 10am-4pm; depends on the availability of owners. We encourage communication.

Teacher Qualifications

Lead Teachers must be at least 18 years old and must have one of the following: Child Development Associate (CDA), Technical Certificate of Credit (TCC) in Early Childhood, Infant/Toddler or Program Administration or School Age Care Technical College Diploma (TCD) in Early Childhood, Associate's Degree In Early Childhood, Paraprofessional Certificate, 25 quarter or 15 semester credit hours in Early Childhood, Bachelor's Degree in a field other than Early childhood and 3 months experience, Bachelor's Degree in Early Childhood, or Master's Degree in Early Childhood.

Assistant teachers must be at least 18 years old and must have one of the following: Enrolled in an ECE Program or a related field Child Development Associate (CDA), Technical Certificate of Credit (TCC) in Early Childhood, Infant/Toddler, or Program Administration or School Age Care, Technical College Diploma (TCD) in Early Childhood, Associate's Degree In Early Childhood, Paraprofessional Certificate, 25 quarter or 15 semester credit hours in Early Childhood Bachelor's Degree in a field other than Early childhood and 3 months experience, Bachelor's Degree in Early Childhood, or Master's Degree in Early Childhood.

All teachers at The Children's Village are certified in Infant, Pediatric and Adult CPR and have a Satisfactory Comprehensive Fingerprint check on file through Bright From the Start, our licensing agency. All teachers participate in orientation and ongoing training in the areas of child growth and development.

We strongly discourage families from entering into employment arrangements with staff (Babysitting etc.) Any arrangement between families and our teachers outside of the programs and services we offer is a private matter and not connected with The Children's Village.

ProCare Parent Engagement App

TCV introduced The Parent Engagement App Jan 2022. The Parent Engagement App through ProCare replaced KidReports. The Parent Engagement App is more than daily reports and emails, it revolutionizes parent engagement and classroom management. All parents are required to provide an email for their Parent Engagement account. Parents will receive a welcome letter via email that will detail how to log in. All daily sheets and important information will be sent via the Parent Engagement App.

Communication & Family Partnership

Daily sheets are provided daily through the Parent Engagement App to keep you informed about your child's activities and experiences at TCV. Parent Boards are located outside of each classroom and outlines important information, teachers, holiday closing, announcements, lesson plans, etc.

We encourage all parents to provide an email address to use with our email system and The Parent Engagement App. We send a lot of memos and important notices through our email system. We also utilize text messaging; To participate within our text messaging system, we must have the name of your cellphone provider at enrollment (Verizon, AT &T, etc.).

Pre-K parent conferences are held twice a year. Conferences are held to discuss your child's strengths, likes and dislikes, and learning style. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. Parent conferences times will be posted for parents to sign up for a time slot. Behavior Conferences are conducted Monday through Friday 10am-4pm; depends on the availability of owners. We encourage communication.

Parent Advisory Board (PAB)/Volunteering

Parents are invited and encouraged to be involved in their child's school activities by joining our PAB board. The PAB is made up of parents who generate ideas for the school and raise money for special incentives for the school and teachers. The PAB meets once a month at TCV. We have a Facebook page to keep parents updated on important events and on activities the children do throughout the day. We encourage all our parents to join our Facebook page: The Children's Village www.facebook.com/groups/TCVPAB/. A signed photo release will need to be on file for your child's pictures to be placed on our Facebook Page. There are many ways in which parents can participate and volunteer at TCV. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events/classroom parties. Teachers will post any volunteer opportunities that are available in the classrooms. Classroom party lists will be posted in advance for individuals who wants to participate. All our Field trips come to the center.

Curriculum

The Children's Village uses the High Reach Curriculum. High Reach learning believes that children learn best by actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. We also focus on helping you, the early childhood educator, meet the growing list of challenges you face every day: meeting policy and standards guidelines, improving communication with families, adapting to the individual needs of your children and creating a stimulating and fun learning environment. Our curriculum programs contain teaching and family

components that provide a solid foundation from which explorations can be built and extended according to the specific curiosities of the children. Curriculum for Toddlers and Curriculum for Twos support active learning through hands-on play, create secure connections, and motivate exploration. Responsive teaching includes closely observing children to build upon what they learned.

We also incorporate the Georgia Early Learning and Development Standards (GELDS) in our curriculum. The purpose of the GELDS is to promote quality learning experiences for children and address the question, “What should children from birth to age five know and be able to do?” They are a set of appropriate, attainable standards for Georgia’s youngest learners and are designed to be flexible enough to support children’s individual rates of development, approaches to learning, and cultural context. Lesson plans are posted weekly outside of classroom.

The standards are written as a continuum of skills, behaviors, and concepts that children develop throughout this time of life. They are divided into age groups for convenience and serve as a framework for learning. The GELDS take the place of the Georgia Early Learning Standards (GELS) for birth to three and the Pre-K Content Standards, creating a seamless system of standards in Georgia for birth to five.

Assessments

The Children’s Village uses the ASQ-3 as an assessment tool. ASQ-3 is a developmental screener for children 1 month to 5 ½ years. It is a teacher/parent friendly way to screen young children and identify potential developmental delays as early as possible. The ASQ-3 is administered twice a year unless there is a concern of a developmental delay, then it is administered frequently.

The ASQ-3 is organized into five areas: Communication, Gross Motor, Fine Motor, Problem Solving, and Personal-Social. It consists of 21 questions designed to identify accurately infants or young children who are in need of further assessment to determine whether they are eligible for early intervention or early childhood special education.

Upon enrollment into the program parents are asked to fill out an ASQ-3 for each child. Including parents to assess and monitor development of their child is an advantage to the ASQ-3. The ASQ-3 helps educate the parents about developmental milestones and their child’s strengths and can introduce appropriate developmental activities to do at home.

Television Time/Electronic Media

Our normal daily routine does not include watching television. Television may be used as part of learning experiences and will not be allowed for more than 1 hour daily per age group.

Celebrations/Holidays/Culture

We encourage an enhanced understanding of and we respect different cultures and beliefs of children, families, staff and communities. All holidays are celebrated with parties or special events in the classroom. If your family does not celebrate certain holidays, please inform the front desk so that we can arrange for your child to not be present in the classroom.

Diapers/Wipes

Parents are responsible for bringing in diapers and wipes for their child. TCV is a 3 Star Quality Rated School. The teachers change the children every two hours or on demand. Our diaper changing steps outlines that the teachers use at least 4 wipes per child for a wet diaper and 6 wipes per child for a bowel movement. The state of Georgia's Quality Rated System recommends one wipe per swipe. Parents will be notified through the Procure Engagement App when their child will need more diapers and wipes. If parents fail to bring in diapers and wipes, the office will supply diapers and wipes. A fee of \$10 will be applied to the parent's Pro care account each day supplies are not present.

Potty Training

The most important factor in making potty training a successful learning experience is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. When your child shows signs of physical control and awareness of their bodily functions and when they demonstrate an interest in the process, we will work with you to get your child potty trained. For potty training, please bring in pull-ups that open from the side (Velcro) as it is easier to assist with training. We also ask that children refrain from onesies and other clothing that will prohibit them from learning how to pull up and pull down their clothing while learning to go potty. Per State requirements, the teachers are not allowed to rinse Bowel Movement (BM) underwear. If your child has a BM in their underwear that is unable to be cleaned, the underwear will be thrown away.

Ratios

According to the State of Georgia: 591-1-1-.32 (1) a center must establish groupings of children for care and maintain staff: child ratios as follows:

Ages of Children Staff:	Child Ratio	Maximum Group Size
Infants less than one (1) year old or children under eighteen (18) months who are not walking	1:6	12

One (1) year olds who are walking	1:8	16
Two (2) year olds	1:10	20
Three (3) year olds	1:15	30
Four (4) year olds	1:18	36
Five (5) year olds	1:20	40
Six (6) years and older	1:25	50

Transitions/Moving Age Groups

Children are transitioned to the next age group based on age, developmental readiness, state licensing requirements and space availability. During the transition period, your child will visit their new classrooms and meet their new teachers. The transition period is 1 week. All parents will be notified by email when transitions will occur. The Children's Village has two major transitions: Every August and January. Children who turn three (3) years of age during the regular school year may remain grouped with other two (2) year olds for the remainder of the school year provided that the continued placement in the younger group is with the agreement of the older child's Parent(s) and is developmentally appropriate for the child.

Snacks/Meals

Breakfast is provided daily from 6:45a.m.-7:45 a.m. Snacks are provided at 9am and 2pm (check individual classroom schedules) and lunch is served at 11a.m for the Ones and Twos, 11:30a.m. Threes, and 12 Noon for Pre-K.

If your child requires a special diet, please make sure to fill out the special diet form at the front office. Also, if your child has any allergies, please specify in your enrollment packet and inform teachers and management. **WE ARE A PEANUT FREE FACILITY. Please do not bring any PEANUT PRODUCTS to school.** All snacks or any other items for parties must be store bought. Your child must have a signed doctor's note to bring food or drink from home due to allergy or religious reasons. If your child requires special milk, please bring in a doctor's note, and fill out required paperwork.

INFANT PARENTS, must label their child's bottles and tops daily with the child's first and last name, type of milk, and date. All food, diapers, wipes, pacifiers, and clothing must be labeled in order for your child to enter the classroom. No medication or

vitamins can be added to the child's bottle. If your child requires medication, please stop by the front desk to fill out required paperwork. We support breastfeeding. Breastfeeding has been shown to be the superior form of infant nutrition, providing a multitude of health benefits to both infant and mother. Parents are welcomed to breastfeed in the classroom or the lactation room. Breast milk must be labeled with child's first and last name, dated and must be brought in bottles.

Naps

Naptime is from 11:30a.m-2p.m. (except Pre-K 12:30pm-1:30pm) children are encouraged to take a nap/ rest. We cannot withhold or force naps. Rest cots are provided for your child. You are required to bring in a crib sheet for your child's cot; Blankets may be brought from home. Blankets and sheets need to be taken home every Friday to be washed and brought back on Monday when the child returns. **Pillows and stuffed animals are not allowed to be brought to the center for naptime.**

INFANT PARENTS: At TCV we practice safe sleep practices. Safe sleep practices followed by TCV includes the following: Placing all infants on their backs to sleep; no cover or other soft items in allowed in cribs; appropriate sleep clothing for infants to be provided by Parent; using individual crib, cot or mat for each child; infants who fall asleep in other equipment, on the floor or elsewhere will be moved to a crib to sleep; and no swaddling. Sleeping upright and positioning devices used only if directed by a physician's note.

Toys

NO toys are to be brought to The Children's Village, with the exception of scheduled Show-N-Tell days. Toys brought from home have a tendency to cause turmoil in the classrooms. We also will not be responsible for any lost items including electronics and jewelry.

Sick Policy

The Children's Village has a sick policy in place to protect all children and staff from unnecessary exposure to communicable contagious diseases. While we understand that parents need to be at work or in class, we need to adhere to the sick policy. The sick policy consists of the following:

When should a Child Stay Home?

- If you have given the child medication for headache, cough, fever, stomach ache, diarrhea, or other illness in the past 24 hours.

- If the child has had a fever over 99.5, sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion in the last 24 hours. Note: please do not bring your child if they have vomited in the night.
- Contagious/Communicable disease (please provide a letter from the doctor)
- If your child is having breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- If your child has a runny nose (other than clear), draining eyes or ears.
- If your child is frequently scratching their body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm. Lice (no eggs, and proof of shampoo required)
- If anyone in your family has tested positive for COVID-19 or if your child tested positive for COVID-19

If your child is absent due to sickness, please call the office to report the nature of the illness so that we can inform our staff and parents. Tuition is still required if your child is out sick.

If your child becomes sick at school with a fever of 99.5 degrees or more, diarrhea, vomiting, appearance of pink eye or any other contagious disease, the child will need to be picked up immediately. The parent(s) will be called and will be expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, we will notify the emergency contact person on the child's contact information. If the parents and emergency contacts cannot be reached, Bryan County Child Services will be notified. The parent/authorized pick up will be required to sign an illness release and the child must be kept at home for 24 hours and be cleared to return to school.

Please communicate with the front office so that we may post any contagious or communicable diseases. Notices will be posted outside of affected classrooms.

If a medical emergency occurs, the parents and/or emergency contact will be notified, and if necessary, Emergency services. If the child must be transported by ambulance, an authorized staff member will go with the child to the hospital and remain with the child until the parents arrive. The emergency form that was filled out during enrollment serves as consent for your child to be transported by ambulance to a local hospital in the event of an emergency. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required.

COVID-19 March 2020

We are continuing to monitor the progressing COVID-19 virus and we are committed to keeping our staff, and your children safe. The Georgia Department of Early Care and Learning (DECAL) has mandated guidance for programs choosing to remain open during this pandemic. Firstly, we urge you to keep your children home if they are sick or if anyone in your household is sick. Children who become sick at school, will need to be

picked up as soon as possible and cleared by pediatrician to return to school. Inappropriate behavior from parents regarding the new safety procedures will not be tolerated. We have updated the following guidelines effective immediately:

- Temperature checks will be conducted upon arrival. Any child with a temperature of 99.5 or more, will not be permitted in the building. The child must be cleared by a pediatrician in order to return to school
- Any child with symptoms of COVID-19 will be sent home immediately to be tested. COVID-19 Symptoms: Fever or chills, Cough, Shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, fatigue, congestion or runny nose, nausea or vomiting.
- If your child presents symptoms of COVID-19 at home, do not send child to school, notify front desk immediately and make an appointment to have your child tested. You can schedule a free test with the Ga Department of Public Health online at <https://covid19.gachd.org/schedule-a-covid-19-test/>. If your child test positive for COVID-19 and you knowingly bring your child to school sick, you will be disenrolled from The Children's Village.
- We ask that you notify the office immediately if you, your child, or anyone in your household tests positive for COVID-19 or if you have to quarantine for potential exposure. If you must quarantine for potential exposure, your child must remain out of care as well. Tuition will still be due weekly.
- If anyone in your family or your child is currently being tested for COVID-19, do not bring your child to school. If anyone in your family or your child tests positive for COVID-19, do not bring your child to school, please contact the office for guidance. If your child tests, positive for COVID, they must remain out for 10 days.
- If we have a positive case in a classroom, parents of classroom will be notified.
- All children must stop in the lobby for temp checks; Parents will need to sign children in via the Parent Engagement App.
- INFANT PARENTS: Label all bottles with first and last name, date, and whether it is formula or breastmilk, label food, clothes, etc.
- No outside food or toys allowed
- **Travel/Vacations (COVID 2021)**-If you are going on vacation or travelling in crowds of more than 10, going to amusement parks, beaches, or traveling on an airplane, we will need to speak with you before your child returns to school in order to determine if you will need to quarantine and test before returning your child to care. If your child has to quarantine and test before returning due to travel/vacation, tuition will still be due weekly.

Medication

The Children's Village will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, with prescription number and is accompanied by a doctor's note with explicit dosage and administration instructions. Medicine will be given to the child for whom the doctor's note is written and for whom the medication container is labeled. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given. Medication cannot be given on an "as needed" basis. Over the counter medication can only be administered for 3 consecutive days without a doctor's note.

Parents are required to complete a Medication Form at the front office for medication to be given. Medication forms must be signed by the parent. Do not leave medication in your child's classroom; all medication should be turned in to the front office.

Fire/Emergency/Disaster/ Drills

The Children's Village conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans. During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. In the event of a drill, parents must wait until the drill is complete and children have returned to the building to sign their child into or out of the program. In the event of a real fire/emergency situation, parents will follow the direction of the Director or Owners. Teachers are not allowed to retrieve children's personal belongings; No one will be allowed back into the building until we receive an all clear from the emergency personnel. Daily sheets and other communication logs may not be available. In the event that the school will be closing due to an actual evacuation, the Director or Owners will inform each classroom teacher that the school will be closing and notify parents. All emergency contacts will be contacted by phone, email, or text. We will also provide messages on our Facebook Page and through the Procure Engagement App. Children must be picked up within an hour of receiving the emergency phone call, email or text. Please make sure to provide your current telephone numbers, email, and your cellphone provider on your application when you register your child for school and join our private Facebook Page.

Emergency/Medical Procedures/Natural Disaster

In the event of an emergency or natural disaster in which we are unable to house the students at this location we will take them to the designated area which is located in the emergency guide, located in the Director's office. All staff is First Aid/CPR certified.

Accident/Incident reports are completed on all children. Please encourage your child (ren) to let their teacher know when they hurt themselves.

If a medical emergency occurs, the parents and/or emergency contact will be notified, and if necessary, Emergency Services. If the child must be transported by ambulance, an authorized staff member will go with the child to the hospital and remain with the child until the parents arrive. The emergency form that was filled out during enrollment serves as consent for your child to be transported by ambulance to a local hospital in the event of an emergency. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required.

If the Bryan County Schools close for any weather condition, TCV will follow their decision (example: Hurricane, and other inclement weather).

In the event of a natural disaster or hurricane evacuation, The Children's Village will follow the lead of the Bryan County Emergency Services. In the event that the school will have to close for a period of time due to a natural disaster (Hurricane, Tornado, Storm, etc.), TCV will communicate updates through the Parent Engagement App or email system and our Facebook page. Normal weekly tuition rates will still apply.

In the event that TCV lose electricity for at least an hour, parents will be called to pick up their children. Parents will have 1 hour to make arrangements and pick up their children. According to state regulations all children must leave the building once the temperature gets above 85 degrees in the building. Parents will be contacted by email, our Facebook Page and through the Parent Engagement App.

Closing Dates

The Children's Village is closed on all major holidays. Calendars are updated in December for the following year. The Children's Village is closed every year on Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Year's. Notices will be posted as reminders of closed dates.

Student Responsibilities

Dress

- **NO open toe sandals, open toe shoes or flip flops allowed (tripping hazard)**
- No Jewelry of any kind may be worn to school
- An extra set of clothing is required in the event of an accident (including socks)
- Children should be dressed appropriately for the weather.
- Clothing should be appropriate for Potty Training.
- Infants: Enough bottles for the day, at least 6 diapers per day, wipes, 2 changes of clothes

- Parents must check cubby and file each day to make sure there is ALWAYS a clean change of clothes. Please label everything before bringing it to class.
- Label all diapers/pull ups individually with child's initials or name.
- Pullups must open on the sides to assist with potty training.
- Backpacks and Large diaper bags are not allowed

Classroom

- Keep hands and feet to yourself at all times
- Do not leave the classroom or place of instruction without permission
- Respect others and the centers belongings.
- Use good manners and proper etiquette
- Be kind & respect our teachers and friends.
- No biting or hitting friends
- Follow Policy & Procedures
- Clean up after yourself at appropriate times

GA Lottery Pre-K Program/Private Pre-K

What is Georgia's Pre-K Program?

Georgia's Pre-K Program is a lottery funded educational program for Georgia's four-year olds to prepare children for Kindergarten. Pre-K begins at 8am and ends at 2:45pm. If your child is not signed up for Before and After Care, your child must be dropped off at 8am and picked up by 2:45p.m. If your child arrives to class after 8:05a.m, you must fill out a tardy slip; If your child is picked up after 2:50p.m, a fee of \$1 a minute after 2:50pm will be applied to your account. On the days school is closed, and TCV is open, Before and After care children can attend for a fee of \$35 a day. This fee is subject to change at any time.

Who is eligible for Georgia's Pre-K Program?

Children four years of age on September 1 of the current school year who are Georgia residents are eligible to attend Georgia's Pre-K Program during this school year. Georgia's Pre-K Program is voluntary for families and for providers. The Children's Village currently has 2 Georgia Lottery Pre-K Programs. Drawings for the new lottery classrooms are held in the spring; detailed information will be given out to all families before drawing. More information about the Georgia Lottery Pre-K can be found at www.dec.state.ga.us/pre-k

What is Private Pre-K? Private Pre-K is for students who are not selected for the Georgia Lottery class and for Four-year old's who do not make the September 1st cut off. Private Pre-K begins at 8am and ends at 2:45pm. If your child is not signed up for Before and After Care, your child must be dropped off at 8am and picked up by 2:45p.m.

If your child is picked up after 2:50p.m, a fee of \$1 a minute after 2:50 pm will be applied to your account. Back packs are not allowed.

Holiday Camp/Summer Camp

As of August 2019, The Children's Village will not participate in the Before and After Program through the Bryan County School System (we will still provide Before and After for our GA Lotto and Private Pre-K Program). The Children's Village will offer care for school aged children ages 4 years old -8 years old on a first come basis. Applications for Summer Camp are available beginning in April. There is a separate activity fee for Summer Camp. The fee for the daily care is \$35 and the fee for the weekly care is \$170. Sign up sheets will be required to secure a spot. Tuition for care is due on Fridays for the upcoming week of service. While attending The Children's Village for Holiday/Summer Camp, all children are asked to comply with the already existing rules of the school. In order to maintain a safe environment, we ask that you please review the following rules with your child.

1. Be respectful to other students, teachers and staff members.
2. Follow all the directions the first time they are given.
3. Stay in assigned area.
4. You are only allowed to leave assigned area with a mentor or staff member escort.
5. Keep hands, feet, inappropriate comments, and objects to yourself.
6. Walk appropriately on school property.
7. Use respectful language at all times, using 'inside voices'.

Our goal is to establish and maintain a behavior management system which will reinforce the following positive behaviors:

- Respect Others
- Respect Property
- Stay with your Group
- Leave Personal Belongings at Home

If any child's behavior seriously violates the safety of any child or staff, parents must understand that he/she may be temporarily excluded from the program. In these circumstances, the parent or authorized adult will pick up child within 45 minutes of notification. If a parent does not comply with the policies & procedures of TCV, the child will be removed from our program immediately. We do not approve of verbal, physical, or emotional abuse of any kind. Any child who hurts themselves or others and/or chronically disrupts a class will be dis-enrolled from our program (with no notice).

Discipline

1. Should inappropriate behavior occur, the concern will be discussed with the students, and a written warning will be given.
2. Should inappropriate behavior continue; a second warning will be given, and the parents will be notified.

3. Should inappropriate behavior continue, a third warning will be given, and the student will be suspended for 3 days.
4. Continued behavior problems may result in permanent dismissal. (Refunds will not be given.)

Parents may set up a meeting with Management to discuss individual needs and concerns. We use a consistent, positive approach including redirection, diversion and always promoting self-discipline. Parents will be notified if there is a consistent behavior problem.

Medication

In accordance with state law, we will not dispense any medication to any child without advance written consent from the parent or guardian. Prescription medication may be given only to the child for whom it is prescribed. Over the counter medication must have the child's name clearly printed on the container. The parent must complete a "Parent

Permission to Administer Medication" form and give the form and the medication directly to the Office Manager. All medication must be in its original container. If these steps are not completed, medication will not be administered.

Students who are required to take medication during program hours must have a written consent from the parent and/or the doctor administering the medication. Forms for this purpose are available from the front office. All medication must be in its original container with an accurate pharmacy label intact with child's name on it.

Attendance

Parents must notify staff if their child will be late or absent to camp; this is for the safety of the child. If you are late picking up, there will be a charge of \$10 for the first 5 minutes and \$1 a minute after 6:05pm until child is picked up.

Parent Responsibilities

- Use appropriate language & tone in the hallways and the classroom; No physical or emotional abuse or threats will be tolerated.
- Refrain from using inappropriate words and tones when addressing our staff and management; this can result in disenrollment.
- Do not make inappropriate gestures or use inappropriate language at any time.
- Return all required parent signature items to the teacher within 48 hours
- The center is not responsible for lost, stolen or damaged items unless the staff is negligent.
- Parents may not smoke in or around the building. No dangerous weapons allowed in or around the building (knives, razors, guns, etc.)
- Parents must refrain from talking on their cellphone once they enter the center.
- Report all changes of addresses, work phone, emergency numbers, email addresses, and release information within 72 hours to the center.

- Parents may not bring their child to school after 10am, except in cases where the child has a doctor appointment, in this case, parents have until 12pm and must present doctor's note. Parents MUST have their child in class by 10 a.m., unless there is a medical excuse supplied to TCV. Pre-K students must be in by 8am. If your child is not signed up for Before and After Care, your child must be dropped off at 8am and picked up by 2:45p.m. If your child is picked up after 2:50p.m, a fee of \$1 a minute will be applied to your account.
- Put child's name on all personal belongings.
- **INFANT PARENTS, must label their bottles and tops with their child's first and last name and the date. All food, diapers, wipes, pacifiers, and clothing must be labeled in order for your child to enter the classroom.**
- **No Car seats** or booster seats should be left at the center, per the Fire Marshall
- No one will be allowed to pick up your child without prior authorization; Authorized identification will be required for release.
- Parents must pick up their child by closing time, 6pm. If for some reason you are unable to pick your child up by 6pm, we ask that you call the office and notify us. If your child has not been picked up by 6:05pm, you will be assessed a \$10 fee plus \$5 for each subsequent five- minute period past 6:05pm. If any child is left at the center a 1/2 hour after closing, the proper authorities will be notified.
- Parents must inform all visitors or authorized pickups to check in with the office before checking a child out.
- No person who shows signs of intoxication or drug use will be allowed on the premises and proper authorities will be notified.
- Parents must submit application, registration fee, birth certificate, driver's license, medical and immunization records (form 3231) and all other required documents before child's admission.
- Parents must sign child in and out daily via the Parent Engagement App or on the tablet located on the counter in lobby, walk their child to class and wash their hands as well as the child's hands when entering the classroom.
- A parent must call in when your child is sick. The child must be kept home if he/she is running a temperature of 99.5, vomiting or has diarrhea. Your child must be fever free for 24 hours without medication before returning to school.
- Parents must check cubby and file each day to make sure there is ALWAYS a clean change of clothes. Please label everything before bringing it to class.
- Label all diapers/pull ups individually with child's initials or name.
- Pullups (Velcro Sides) must open on the sides to assist with potty training.
- Parents should review weekly and monthly calendars.
- Please notify lead teacher/ director of any changes that might affect your child's behavior.
- Parent is responsible for all fees incurred (tuition, NSF charges, collection charges, extra activities, school pictures).
- During Spring-Fall months: Apply sunblock/sunscreen at home before bringing child to school; teachers will re-apply in the afternoon.
- **Back Packs and Large diaper bags are not allowed**

- **Follow all COVID Guidelines-Changes will be emailed**
- **Tuition must be paid on Fridays for the upcoming week.**
- **Activity Fee**
There is a \$100 Activity Fee that is due every August 1st for children in Rooms C-Private Pre-K. The activity fee covers Art, materials, extra items for the classroom, special treats, in house field trips, special visitors, etc. If your child is enrolled before or after August 1st, the activity will still be charged and pro-rated. The activity fee is due at the time of enrollment.

I have read and understand the Parent Handbook & Responsibilities.

Parent
Signature: _____

Date: _____

—

Witness
Signature: _____

Date: _____

**Please return this portion to the office
immediately**

Thank You!

***Addendums that are added to The Parent Handbook,
will be emailed to Parents***

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