



Parent Handbook



*Make the
right Choice
for your Child*

**PSC Learning Center, Inc.
718 Concord Road SE
Bldg-A & Bldg-B (Prek)
Smyrna, GA 30082
770.436.1156
Psclearningcenter.com**

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MISSION

Our programs are developed to answer the needs of today's busy parents. We are dedicated to providing quality affordable programs for our families because we believe children are precious gifts and they deserve the very best. Our programs are structured to provide a conducive learning environment where listening, nurturing, respect, and age appropriate activities are implemented.

We are committed to growing the complete happy child which fosters confidence, self esteem, and independence. When you choose our programs, you will know you are making the right choice for your child.

PHILOSOPHY

Quality child care is a commitment we are dedicated to providing because we believe our children are precious gifts. We are committed to growing a complete happy child. We at PSCLC believe that children are our future and that;

TOGETHER WE CAN MAKE A DIFFERENCE!

For more information, visit our website:

www.psclearningcenter.com

"Like Us" on Facebook

www.Facebook.com/PreferredSchoolCareLearningCenter

PROGRAMS

PSC Learning Center serves infants (from 6 weeks) through 12 year old students. We are a licensed child care facility through Department of Early Care and Learning (Bright from the Start). www.decal.ga.gov PSC Learning Center is also a Georgia Quality Rated program. www.qualityrated.org

Infant

Your newborn's health, safety and emotional security are our teacher's primary concern in our infant room. Our staff is trained in infant First Aid/CPR and Fire Safety. They monitor your child closely throughout the day and communicate developmental milestones, sleeping and eating patterns. Our low teacher/student ratios enable us to give our infants the special attention they require and the peace of mind you deserve. Our infants are beginning learners as they start to recognize their surroundings through sight and sound and even touch. We introduce the Georgia Early Learning Developmental Standards (**GELDS**) in our infant classroom.

Toddlers

The second year of your child life is very important as we focus on the social, physical growth and development of your child. Toddlers are early learners and we introduce activities that nurture the desire to learn. What appears to be a good time, is *Learning in Action!* Using **The Creative Curriculum**, our toddlers & early preschoolers catch bubbles, play in the sand table, play pretend in housekeeping and scribble with paint. Activities use the Georgia Early Learning Developmental Standards (**GELDS**) as our foundation. Also Large group activities such as singing songs and playing educational games start them on the right track. "Potty Training" is introduced in this classroom.

Preschool

When your child enters our preschool classroom (3 and 4 year olds), they are introduced to "Circle Time" and begin learning in a more structured environment. Circle time introduces a phonics-based component that supports early reading skills. Also using a classroom schedule, students enjoy student selected activities, like center time, reading, writing, science, art and housekeeping every day.

Our weekly lesson plans, uses **The Creative Curriculum**, to address the Georgia Early Learning Developmental Standards (**GELDS**) such as Physical Development & Motor Skills, Emotional & Social Development, Approaches to Play & Learning and Communication and Language & Literacy Skills and Cognitive Development. For more information about GELDS, visit www.gelds.decal.ga.gov .

PROGRAMS (cont'd)

GA Lottery Funded Pre-K Program

PSC Learning Center has two GA Lottery Funded Pre-K programs. A major goal of this program is to introduce age-appropriate activities and learning experiences that help prepare young children for kindergarten. For a child to be school ready, it means they are socially, emotionally, physically, and cognitively prepared for success in kindergarten. Georgia's Pre-K Program helps children become independent, self-confident, enthusiastic learners. Participation in the program encourages children to develop good habits and daily routines.

The only 2 requirements to enroll into the GA Lottery Pre-K program are: The student must be 4 years old by September 1st & a Georgia resident. No income requirements. Visit www.decal.ga.gov/prek for more details.

To register, you must provide the following documents:

- ___ **Birth Certificate**
- ___ **Social Security Card**
- ___ **Form 3231 – Current Immunization Certificate**
- ___ **Form 3300 – Eye, Ear, Dental Certificate**
- ___ **Proof of Residency** – (Utility bill, lease agreement)

Rising Kindergarten Summer Transition Program – (STP-K)

This Summer Transition Program, Rising Kindergarten, a six-week intensive academic program, supports children with a successful transition to Kindergarten. BFTS offers this program to those students that did not participate in Georgia's Pre-K Program or Head Start during the school year; and/or need additional help in preparing for Kindergarten; and whose family is at or below 85% of the state median income. (Space is limited)

PROGRAMS (cont'd)

After School Program

We offer a safe environment that provides structure, but allows for independence to meet the needs of our school-age students. We provide homework assistance and age appropriate extracurricular activities to ensure a well-rounded child. PSC Learning Center transports these students from the surrounding elementary schools in our neighborhood. Care may also be available during Spring, Winter, Fall & Summer Breaks.

Summer Enrichment Program

Our Summer Enrichment Program provides your school age child with exciting experiences and the opportunity to building lifelong friends & fond memories. We believe that summer is a special time to learn new things and explore our city. Our summer curriculum will surround themed activities such as Social Studies, or Math & Science Camp. This allows for weekly activities surrounding the theme for the summer. Summer camp also includes fieldtrips such as swimming, skating, bowling, library, movies, park, etc. (Space is limited)

Quality Rated Subsidy Program

Our Quality Rated Subsidy program provides income eligible working families of infants, toddlers and preschoolers the opportunity for their family to participate high quality learning environment. This increased access is only available to child care centers (like PSCLC) who have received a two- or three- star rating through DECAL's Quality Rated program. This is a free program to qualified families for the number of slots awarded to our center.

HOURS OF OPERATION

PSC Learning Center is open Monday through Friday from 6:30 a.m. until 6:00 p.m. Our facility is open throughout the year with the exception of the following holidays, New Years Day, MLK Jr. Holiday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & day after and the Christmas Holidays which includes (Christmas Eve & Christmas Day). The most current list of CENTER CLOSED dates is posted on our Parent Board

ENROLLMENT POLICY

Students must be properly enrolled in our program by completing our enrollment packet. Parents or guardians must complete an enrollment application and all required paperwork. In addition, a registration fee must be paid at time of enrollment. **Registration fees are non-refundable and apply to all participants.**

The following is a list of the forms that must be completed and submitted upon enrollment. List varies slightly based on programs. (List may change without notice):

- PSCLC Enrollment Application
- PSCLC Parent Agreement Form
- Form 3231 - Immunization forms **
- Form 3300 - Eye, ear, dental screenings appl to students age 3 and above***
- Social Security card (exceptions may apply)
- Birth certificate (acceptable – passport, green card, pink card, I-94,)
- CACFP Income Eligibility Form
- Infant Daily Care Plan Sheet (*infant only*)
- Transportation Agreement (*if applicable*)

****Must submit 3231 form within 30 day of enrollment.**

*****If applicable, the center encourages all families to submit the 3300 forms within 90 days of enrollment.**

For more information regarding the importance of immunizations, eye, ear and dental screenings, please visit: <http://dph.georgia.gov/parent-resources>

ENROLLMENT POLICY (cont'd)

A. GA Lottery Prek Enrollment Policy

The enrollment policy for this program is first come, first serve. Once you have submitted PSCLC enrollment application and required documents listed, the GA Prek program requires the following additional documents. Once your documents are submitted, your space in this program is confirmed. (List may change without notice):

- GA Pre-K Application and Parent Agreement Form
- Birth certificate (acceptable – passport, green card, pink card, I-94,)
- Proof of residency (utility bill, lease agreement, motor vehicle registration, etc)
Form 3231 - Immunization forms
- Form 3300 - Eye, ear, dental screenings

B. Rising Kindergarten STP-K Enrollment Policy

The enrollment policy will focus on the STPK enrollment priority groups:

- Child did not attend a Georgia's Pre-K Program during the school year **OR**
- Child attended a Georgia's Pre-K or Head Start program but did not attend the entire school year **OR**
- Child attended a Georgia's Pre-K or Head Start program the entire year but has been identified as needing additional academic support before entering Kindergarten (i.e. teacher recommendation, WSO data)
OR A child must be part of one of the PRIORITY GROUPS:

Once you have submitted PSCLC enrollment application, there is a STP-K enrollment application to be completed. There also is an income requirement that needs to be met for this program.

C. Quality Subsidy Enrollment Policy

Once you have submitted PSCLC enrollment application, this program requires several additional document for approval:

- Quality Subsidy Application
- Birth certificate (acceptable – passport, green card, pink card, I-94,)
- Proof of residency (utility bill, lease agreement, motor vehicle registration, etc)
- Proof of state-approved activity (employment or school)
- Verification of Income
- Current School schedule

ENROLLMENT POLICY (cont'd)

ENROLLMENT OF STUDENTS WITH DISABILITIES

PSCLC welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Our teachers here at PSCLC use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and our teachers will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. PSCLC supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

Our center will provide reasonable accommodations to students with disabilities, unless there is a requirement of a specific medical matter and doing so would result in an undue hardship to our center. Children who require special care and procedures are admitted to PSC Learning Center ONLY after it is agreed by both parent and management that we can accommodate the child adequately.

CHANGES IN ENROLLMENT INFORMATION

It is very important to keep your child's file current and updated. Whenever you have any information on the enrollment application or any other form change, parents must provide updated information immediately to the main office. Current files are crucial to prompt parental notification and the health and safety of your child.

CONFIDENTIALLY

Confidentially applies to all students enrolled in our center. Our staff is trained on the importance of confidentiality and respect the privacy of our families. Student files are stored in a secure location with access limited to the director and the child's teacher. No information will be released without receiving the written permission of the parent/guardian.

ENROLLMENT POLICY (cont'd)

STUDENT WITHDRAWAL

To withdraw a child from the program at PSCLC, please give two (2) weeks notice in writing to the Director. If you leave our center prior to the two weeks notice, PSC Learning Center will charge your account for the 2 weeks of tuition payments.

DISENROLLMENT POLICY

PSC Learning Center will always try to work with our families to create a warm and loving environment for our children. However, sometimes our staff and/or the parents may not be a fit for our program. In these rare and specific cases, PSC Learning Center reserves the right to disenroll a student for any reason, for the over good of the center, without notice or warning.

DAILY PROCEDURES

ATTENDANCE & TARDY

The center would like to know in advance or early in the day if a child will be absent or has a scheduled vacation. If the child is ill, the center needs to know what type of illness in order to watch for similar symptoms in other children. You will be charged ½ your weekly tuition fee when your child is absence for a week to hold their place in our program.

Parents in the Learning Center (infants/toddlers/preschoolers) are asked to have their children at the center by 9:00a.m. to enjoy the educational activities scheduled for the day. Unless arrangements are made in advance, children may not be accepted after 10:00 a.m.

GA Lottery Pre-K: Children who do not attend our program on a regular basis, and/or who are routinely late, or routinely leave the program early may be dis-enrolled. In addition, children who are always late, leave early, or are absent for 10 consecutive days without a medical or other reasonable explanation will be dis-enrolled from the GA Lottery Pre-K program. Note: Pre-K Program hours are 8:00 a.m. – 2:30 p.m. If your child is in attendance for our after school program, you will be charged a daily fee.

Summer Transition Program - Kindergarten: Because this program is for only 6 weeks during the summer months, children who do not attend everyday, and/or who are routinely late, or routinely leave the program early may be dis-enrolled.

DAILY PROCEDURES (cont'd)

SIGN IN/OUT PROCEDURES

Parents or guardians must sign their children in and out every day. No one under the age of 16 will be permitted to sign out or transport a child from our Program. Students will be released to the custodial parent/guardian or those listed on the registration form. The director and office staff reserve the right to restrict unauthorized persons from signing out students.

AUTHORIZATION TO PICK UP CHILD

PSC Learning Center must have a completed enrollment application on file which lists person(s) authorized to pick up your child. Only persons listed on the enrollment form will be allowed to take your child from the center, unless arrangements with our front office using fax, email, text, etc.

If there is an unusual restriction for authorized persons, please clearly note circumstances on the enrollment application. This could include a court order submitted to our center. In an emergency, the child can be released to a non-listed party with written permission from the parent/guardian. A picture ID, i.e. driver's license will be required. .

TRANSITIONAL PERIODS

NEW STUDENT

PSC Learning Center may create a transitional plan to help new children feel comfortable by including a drop-in visit prior to enrollment. This process helps ease the transition as the child separates from his or her parent to a new environment. Fees may apply.

MOVING TO NEW CLASSROOM

When a student is ready to move from one classroom to another classroom, our staff will discuss with the parent about this decision. Sharing the process of the next step for the child and answering any questions from the parent is important. We share that the student will spend 2-4 hours each day of the next two or four weeks to allow the student to become comfortable with the new teacher and the new classroom schedule. This process helps ease the transition to a new classroom.

PAYMENT POLICY

Tuition Payments – All Payments are due on Monday for the week. For your convenience, PSC Learning Center provides weekly drafts through Tuition Express to process tuition and other fee payments safely, quickly and efficiently. We also accept cash, checks and credit cards.

A late fee of \$10.00 will be charged to your account if fees are not collected by Tuesday at noon. Payments made on Friday are for the upcoming week. Refunds are provided under certain circumstances.

Drop-in/Part-time Rates – Infant/Toddler/Preschoolers – Drop In and Part time rates are available based on availability in the requested classroom. Our main office can share available within each program.

Note: School Age Daily drop in rates are available if Cobb County Schools are closed. (Space is limited).

No Attendance Policy – Infant/Toddler/Preschoolers – If your child does not attend for a week, you pay ½ the weekly fee to hold your child's placement in our program. If your child attends 3 or more days, you pay the entire weekly fee. Daily drop in rates are available.

NSF Charges – For all returned checks a \$35.00 processing fee will be charged to your account. If **2 or more** checks are returned, your payment **MUST** be PAID by cash or money order. **NO EXCEPTIONS.**

GA Pre-K Only – Pre-K program hours are 8:00 a.m. – 2:30 p.m. You must pick up your child up by 2:45 p.m., to avoid a \$20 daily fee for our After-School Care Program services. Rates may change without notice.

LATE PICK UP –Our center closes promptly @ 6:00pm. Parents should make every effort to pick up your child on time. Late fees are \$1.00 per minute after 6:00 p.m. **You will be issued 2 FREE Late Passes.** If you are late **3** times, late charges will be added to your account and paid to the employee that watched your child. **The late fee policy will be strictly enforced for all parents. Continued late pick ups may result in warnings and ultimate dismissal from the program.**

HEALTH & SAFETY POLICIES

NOTIFICATION OF COMMUNICABLE DISEASES

PSC Learning Center will notify parents if we suspect your child is ill or has a communicable disease and you will be required to pick up your child immediately. Children shall not be admitted nor allowed to remain at the center if the child has a temperature of 101 degrees or higher, and other contagious symptoms, such as but not limited to rash, diarrhea, or a sore throat. Your child may return after 24 hours free of these symptoms or with a physician's note that they are no longer contagious. A list of communicable diseases and procedure for the exclusion of ill children is located for parent viewing in the front lobby. This requirement is imposed by the Bright from the Start (Department of Early Care and Learning) and is intended for the protection of all our students. For more information on Georgia's communicable diseases and immunization guidelines, visit <http://dph.georgia.gov/>

ADMINISTERING OF MEDICATIONS

In efforts to provide your child with the highest level of care and safety, we have implemented the following medicine policy regulated by the Bright from the Start (Department of Early Care and Learning):

- PSC Learning Center will dispense prescribed medication at 11:00 a.m. and 3:00 p.m. unless different timeframes stated by physician and/or parent.
- Parents must complete and sign a medication form and it will be effective for only 2 weeks. If additional time is required, a new form must be completed.
- PSC Learning Center encourages parents to dispense over the counter medication, such as cough syrup, fever reducer before drop off.
- Medicine must be in original container and must be labeled with child's name.
- PSC Learning Center encourages parents to apply sunscreen and insect repellent before drop off. However, if approved by parent/guardian, some may be applied during the day by our staff. Please provide notice if sunscreen or repellent should not be applied. An allergic reaction is our first concern.

SPECIAL STUDENT REQUIREMENTS

Parents are responsible for providing written information about their children regarding known allergies, physical, mental health and/or developmental challenges that may limit the child's participation in our program and activities. This information should be documented on enrollment application.

HEALTH & SAFETY POLICIES (con'td)

CHILD EMERGENCY PROCEDURES

Should your child become ill with symptoms causing moderate discomfort to the child, such as, but not limited to any of the following: elevated temperature, vomiting or diarrhea; or suffer an accident of any nature, during the time he or she is in the care of PSC Learning Center, the center will contact the parent immediately.

If your child's illness or injury requires professional medical attention, PSC Learning Center will be authorized to secure such medical attention and care. The center will contact 911, and also notify parents immediately. If necessary, the center will transport child by ambulance to: **Well Star Cobb Hospital, 3950 Austell Road, Austell, Georgia 30106, 770.732.4000.**

Should a child wander away from the PSC Learning Center or otherwise becomes missing, the Cobb County Police Department (via the 911 center) will be notified. Parents will be notified immediately.

DRESS CODE

Children must be dressed appropriately and according to weather conditions. Coats or sweater should be worn when needed for outdoor play even in the cooler or cold temperatures. Shoes: No sandals or sneakers with roller blades. *Sandals allow for toes to be stubbed between the opening and small items such as wood chips or pea gravel enter the shoe and hurt.*

Children should bring at least one full change of clothing including underwear and socks. You may bring the change of clothing each day and leave in their book bag or leave in the classroom each week.

HANDWASHING

Hand washing is the simplest and most effective thing students can do to reduce the spread of colds, flu, skin infections and diarrhea. Eating, nail biting, thumb sucking, and touching toys are all ways germs can spread.

Children must wash hands upon entering the classroom. Students are encouraged to wash hands throughout the day, especially before eating food and after using the restroom; sneezing or blowing their nose and coming in from outside play.

HEALTH & SAFETY POLICIES (con'td)

HANDWASHING (cont'd)

Hand washing procedure is for 20 full seconds with soap, rinsing in running water, dry hands with a clean paper towel and use the paper towel to turn off the water.

REDUCING SUDDEN INFANT DEATH SYNDROME (SIDS)

Babies are placed to sleep on their backs instead of their stomachs. It has been associated with a dramatic decrease in deaths from SIDS. Loose items such as pillows & stuff toys are not placed in the crib. Furthermore, we label each child crib with "I CAN ROLL OVER" to indicate it's safe to place child on their stomach.

PREVENTION OF HIV/AIDS

Increasing your knowledge on the prevention of HIV/AIDS is encouraged. With more education, we can adopt protective practices and make healthy and informed decisions when it comes to caring for our children. **For more information visit: <http://dph.georgia.gov/> .**

INCIDENT REPORTS

The center has a policy to create incident reports whenever there is a need to report an incident and/or accident to the parent and/or guardian. A signed copy of this incident report is provided to you and one is placed in the child's file.

CHILD ABUSE POLICY

PSC Learning Center believes that the safety, support, and care of your child(ren) is the most important part of our program. PSC Learning Center is regulated to follow the federal/state law which has the following provisions safeguarding the well-being of our child(ren).

Childcare personnel having reasonable cause to believe that a child under the age of 18 has had physical injuries inflicted upon him/her by other than accidental means by a parent or guardian, or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, **MUST** be reported or cause reports to be made to the Department of Human Resources, Child Protection Agency.

LIABILITY

PSC Learning Center holds the state required liability insurance for child care centers. However, PSC Learning Center asks each parent to list on the enrollment application, any public or private insurance available to their child(ren). The parent/guardian signature on the parent acknowledgement page acknowledges that the center may not provide accidental insurance for the children in our program and the parent shall assume responsibility for medical expenses. Furthermore, the parent/guardian hereby forever releases, discharges, and covenant to hold harmless PSC Learning Center and its staff members to any claims that may arise during your child's enrollment in our program.

It is the responsibility of the parent or guardian to complete all forms accurately and maintain records as changes occur in phone numbers, address, medical history, guardianship, and other pertinent information.

EMERGENCY PLANS

INCLEMENT WEATHER PROCEDURES

If the weather calls for ice, snow or any type of severe weather, PSC Learning Center will follow the Cobb County School System procedures. So, if Cobb County Schools are closed – PSC Learning Center will be closed. Special Note: We may open at a later time if weather permits. Please check emails and our social media for updates regarding inclement weather.

In the event of severe weather warning, such as tornado, the center will follow the procedures designed for the public school system by moving to the center of the building, lowest level, heads down with arms covering neck and head. However if time permits, all students will be moved to the lower level of Building A.

EARLY DISMISSAL

Inclement weather conditions or unanticipated hazards may result in the cancellation of the scheduled day. Please make emergency arrangements for your child in such cases. **Refunds are not granted on days of early dismissal.**

BUILDING EMERGENCIES

If the buildings are determined to be unsafe or unusually uncomfortable, parents will be notified and asked to pick up children immediately.

In the event to evacuate only one of the building because of fire or any other evacuation type emergency, the center will follow the evacuation procedures, by going to the nearest exit and moving to the either Building A or B, depending on the situation. Evacuation plans are posted throughout the building. Fire Drills are performed on a monthly basis to familiarize children with the procedure. Tornado Drills are also performed based on state requirements.

WELLNESS POLICY

PSC Learning Center believes in overall Health and Wellness. We have written Nutrition & Physical Activity policies to support an environment where healthy behaviors are developed and reinforced.

NUTRITION POLICY:

Our nutrition policy is to support an environment where healthy behaviors are developed and reinforced. It shows our commitment to reduce childhood obesity. Our center strives to be good role models, through ongoing parent and staff involvement. Please reference our Parent Resource Center for ways you, as a parent, can reinforce these healthy behaviors at home.

MEAL TIMES

PSC Learning Center provides breakfast, morning snacks, lunch and afternoon snacks depending on the length of time your child spends in our program. All meals and snacks are USDA certified and our facility is sponsored by the Child and Adult Food Program (CACFP). No outside food is allowed unless otherwise directed by a doctor. Examples of meals and snacks are:

Breakfast

Cereal, Apple slices & Milk
Whole wheat waffles, Peaches & Milk

Lunch

Chicken Nuggets, Applesauce, Green beans, & Milk
Whole wheat Spaghetti, Pineapple, Corn, Roll & Milk

Snack

Crackers & Juice
Pretzels & Milk

- PSC Learning Center encourages our students to participate in meal time. This promotes awareness and independence for students when helping with preparing and serving meals.
- PSCLC strives to serve foods that have a low fat and sugar content and a high nutrition value. Foods include whole grains, fruits and vegetables.
- No Pork is served.
- Children always have access to safe drinking water throughout the day.
- Food is not used as an incentive or a punishment.

WELLNESS POLICY (cont'd)

INFANT FEEDING

- Parents need to complete an **Infant Feeding Plan** upon enrollment for infants 6 weeks – 12months.
- PSCLC understands the benefits of breastfeeding. Our center supports this effort by having a private area in our infant room for our breastfeeding moms. A refrigerator is available to keep expressed milk.
- Our staff is properly trained to handle breast milk and can provide breastfeeding support materials upon request.
- PSCLC practice responsive feeding by encouraging infants and children to eat when they are hungry, and stop when they are full.

SOCIAL CELEBRATIONS

Birthdays are celebrated at school during snack time (2:00 pm). You may bring in a small cake or cupcakes to serve at the center for your child. However, we do encourage healthy alternatives like fresh fruit and vegetables, cheese and crackers. Individual wrapped items also are encouraged.

Special Note: When providing foods for the center, please be mindful of students with allergies, such as peanuts, strawberries, etc.

WELLNESS POLICY (cont'd)

PHYSICAL ACTIVITY POLICY:

Our physical activity policy is to support an environment where healthy behaviors are developed and reinforced. It shows our commitment to reduce childhood obesity. Our center strives to be good role models, through ongoing parent and staff involvement. Please reference our Parent Resource Center for ways you, as a parent, can reinforce these healthy behaviors at home.

INFANTS & TODDLERS PHYSICAL ACTIVITIES

- Daily tummy time is provided for all infants.
- Toddlers are provided with 90 minutes of daily indoor and outdoor play time. This includes 30 minutes of teacher-led physical activities.
- NO Screen time for children under the age of two.

Please Note: PSCLC prohibits using physical activity or withholding physical activity time as punishment to our students.

PRESCHOOLERS PHYSICAL ACTIVITIES

- Preschoolers are provided with 120 minutes of daily indoor and outdoor play time. This includes 60 minutes of teacher-led physical activities.
- Throughout the school year, physical activities are always scheduled in our weekly curriculum and/or lesson plans. Special monthly themes also address healthy activities during school.
- Limited Screen time (TV, DVR, Computers) for students. Screen time is limited to 30 minutes per week and is commercial-free, educational programs.

FAMILY ENGAGEMENT

OPEN DOOR POLICY

PSC Learning Center encourages open communication between families, staff and management. We ensure that staff and families have an effective way of negotiating difficulties and differences that arise during their interactions.

PSC Learning Center handles these differences that arise and that are not simply resolved through communication either through parent/teacher conference, individual meeting with teacher, director and/or owner. Please feel free to call on us -- our doors are always open and we are only able to address matters that are brought to our attention in a timely and an appropriate manner.

PARENTAL ACCESS

Parents and guardians of children are welcome to visit at any time that the child is in attendance. However, before visiting child care areas, please check in with our office staff on duty and/or the center director.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are offered in the Winter and Spring for our GA Lottery Pre-K program. An informal conference is offered for our Infant, Toddler and Preschool programs. However, a parent/teacher meeting can be conducted any time during the year.

Our conferences and/or meetings share information with our parents using assessment tools tracking developmental stages called Georgia Early Learning Developmental Standards (GELDS) for our infant, toddler and preschool students. We also share referral information such as Babies Can't Wait for our 0-3 years olds; Survey of Well-being of Young Children (SWYC) may be shared with parents for our 3-year old students. For our Pre-k Students, we use GELDS, the Georgia Lottery Content Standards captured in Work Sampling. This information is shared during parent/teacher conferences.

PARENT VOLUNTEERS

Parents are encouraged to volunteer and participate in most PSC Learning Center functions and activities. We also encourage parents to attend all scheduled meetings (open house), conferences and help with fundraisers.

FAMILY ENGAGEMENT (cont'd)

PARENT ENGAGEMENT ACTIVITIES

Parents are always encouraged to participate in the several activities planned for our families during the day and/or after the center is closed. Such as parent workshops and family activities. Examples: Come Read a Book, Fall Festival volunteers, Community Helper Month and Saturday Fun Fitness.

PSCLC offers Parent Engagement workshops throughout the year such as Literacy at Home, Summer Time Fun on a Budget, Nutrition for Picky Eaters.

SOCIAL CELEBRATIONS

We actively encourage social development and building friendships outside of our center. PSC Learning Center makes every effort to connect families through center planned activities during or after center hours. Therefore, when planning birthday parties off site, please bring invitations to all students in your child's class, not to exclude anyone.

Classroom Birthdays are celebrated at school during snack time (2:00 pm). You may bring in a small cake or cupcakes to serve at the center for your child. However, we do encourage healthy alternatives like fresh fruit and vegetables, cheese and crackers. Individual wrapped items also are encouraged. **Special Note:** When providing foods for the center, please be mindful of students with allergies, such as peanuts, strawberries, etc...

STUDENT PERSONAL ITEMS

Children should not bring any special toys or personal items to school unless requested by teacher for special days like Show & Tell or Technology Day. Children should not bring cellphones, game systems tablets to school at any time.

If your family has something at home that you think would contribute to the school day or class project, we encourage you to speak with the teacher to see how we can incorporate into the school day.

PSC Learning Center is not responsible for lost and/or missing items brought on our premises.

FAMILY ENGAGEMENT (cont'd)

SOCIAL MEDIA PRESENCE

PSC Learning Centers understands the value of social media platforms, (ie. FaceBook, InstaGram, etc.. PSC Learning Center only posts center pictures on our center FaceBook page to share with our families.

"Like Us" on Facebook

www.Facebook.com/PreferredSchoolCareLearningCenter

However, we understand social media also presents certain risks and carries with it certain responsibilities. Therefore, PSCLC encourages our staff to make good decisions about use of social media.

PSC Learning Center:

1. Prohibits all employees to post pictures of the center's enrolled parents and their children on their personal social media pages.
2. Discourages employees to be "friends" with enrolled parents and/or parent's children/students on social media.

Our staff using their personal social media/networking should in no way, post confidential, disparaging or negative comments regarding PSC Learning Center policies, procedures and/or information about enrolled parents, children and co-workers.

BABY SITTING POLICY

PSC Learning Center discourages employees to engage in babysitting services outside of our center. It should be noted that at PSC Learning Center, staff is under the supervision of the Director and teachers professionally trained in early childhood environment. We have no supervisory authority or control over staff who provide babysitting services away from or outside of PSCLC premises. We cannot be responsible for their acts while engaged in such activity.

PSCLC can not recommend any of our staff for outside babysitting away from PSCLC premises – any arrangement for such services is strictly between you and the staff member. We are not a party to any outside babysitting agreement nor can PSCLC make any guarantees, warranties, or representations as to any outside babysitting services.

FAMILY ENGAGEMENT (cont'd)

Please be advised that should you engage the services of any staff member for babysitting services, PSCLC will not be responsible or liable for any acts or omissions in connection with such services or for any staff member while providing such services.

Furthermore, if a staff member transports your child from PSCLC premises in their personal vehicle, as part of any babysitting services away from PSCLC premises, PSCLC is not responsible for any injuries that may be incurred during that transportation.

Please Note: If you chose to take exception to this policy, please sign a “hold harmless” waiver form we have in the main office.

DISCIPLINE POLICY

PSC Learning Center' staff uses positive reinforcement as a form of discipline. Our goal is to recognize children for positive behavior with special notes and praise. However, if a child is disruptive, disrespectful to authority, or threatening to him/herself or other students, the following discipline procedures are implemented. After several appropriate actions taken by the student's teacher, the following guidelines will be followed:

1st Offense - Director counsels with student.

2nd Offense - Director counsels with student, and notifies parent by phone and/or in writing.

3rd Offense - Director counsels with student, and notifies parent by phone and/or in writing, that the student may be temporarily dismissed(suspended).A meeting may be required.

4th Offense - Dismissal of student from program for remainder of the program.

Assessment of the nature and severity of the offense is left to the discretion of the Director and the teachers. Severe violations may necessitate immediate dismissal for a first offense.

TRANSPORTATION

PSC Learning Center provides transportation from the local elementary schools. We also transport our Summer programs on local field trips. A transportation agreement must be completed and on file.

WEAPONS/DRUG POLICY

Weapons and drug possession are not allowed on the grounds of PSC Learning Center.

NO SMOKING

No Smoking is allowed on the grounds of PSC Learning Center.

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**PSC LEARNING CENTER
PARENT/GUARDIAN
HANDBOOK ACKNOWLEDGEMENT**

I, _____ the parents
Parent/Guardian first & last name

Child(ren)'s first & last name

Have read this handbook in its entirety & understand its content.

Have completed all the required enrollment papers and submitted required documents.

Agree to pick my child up on time.

If applicable, agree to pay the tuition due every week by Monday of each week.

Please sign and return this page of the handbook so that it can be placed in your child's file. Thank You.

Parent/Guardian Signature

Date

**PLEASE RETURN THIS SIGNED SHEET TO THE FRONT DESK
AS SOON AS POSSIBLE.**

THANK YOU FOR YOUR SUPPORT.

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*Thank You
for allowing us
to take care
of your
precious gift!*
