

# **Towns County Child Development**

**P.O. Box 472**

**1112 Jack Dayton Hiawassee, Ga.30546**

**Phone: 706-896-4040**

**Office 706-896-2992**

**Fax: 706-896-7725**

## **Policies and Procedures**

**Parents: Please read the following and keep this copy for future reference. Sign, detach, and return the last page.**

**The Towns County Child Development program is a very important part of our community. We would like to share with you some components of our program. The Program was founded in 1972.**

### **OUR PURPOSE:**

**The Program exists to offer services which facilitate the growth and development of our young children and their families. We provide emotional, social, physical, and intellectual growth which creates a well-rounded learning environment. Our goal is to create a fun and loving learning experience to make the children's time at the center as comfortable as it can be.**

**The Towns County Child Development Program is sponsored by the Towns County Commission. The program is a non-profit organization. The Towns County Child Development Program is an equal opportunity employer. Discrimination is prohibited. Each CDA has signed new forms 441 and 641, as assurance of compliance. Non-discrimination on the basis of: political application, religion, race, color, sex, mental or physical handicap, nationality, origin, or age.**

**The center is licensed through the state of Georgia Bright From The Start.**

### **Operational Policies and Procedures:**

**Towns County Child Development provides service for children ages 6 weeks - 5 years.  
January – December Monday – Friday 6:30 am -5:30 pm.**

### **Contact Information:**

**Office 706-896-4040 Cell Phone: Fax: 706-896-7725**

**County /Commissioner: Cliff Bradshaw 706-896-2276**

### **Parent Responsibilities:**

**State Rule: Effective 1-1-2011**

**All children's hands must be washed upon entering the center.**

**Parents are to escort their child into the classroom. Parents are to wash child's hands with soap and running water before leaving them with the teacher.**

**Upon enrollment parents are required to complete all state & center applications forms.**

**It is the responsibility of the parents to keep the center informed, in writing, of any changes in phone numbers or addresses, which would reflect changes in contact information.**

**We recommend that children arrive before 9:30 each day unless you have an appointment.**

**Children must be escorted in and out of the building by an adult 18 yrs. or older. The main entrance (front door) is the only entrance or exit to be used. Please do not enter through the side fences.**

## **Visitors:**

Parents as well as anyone on the child's pick up list are permitted to visit the center at any time. When you come to visit, be sure to sign yourself in and out at the front of the center. You are also welcome to call and check on your child at any time. Our phone numbers are: (staff) 706-896-2992 and (front office) 706-896-4040. Phones are located in all classrooms. Classroom monitors are located in Director's office.

## **SIGN-IN-SIGN-OUT: State Forms must be filled out daily.**

Please sign your child in and out daily with the time and signature.

A signature is required upon arrival and departure. Please do not allow children to write on these forms. Signatures must be legible for state audit review. Please print name if your signature is not legible.

## **Fees:**

### **Tuition for Towns County Residents**

|                                   |              |
|-----------------------------------|--------------|
| Children 0-5 years                | \$90.00 Week |
| Discounts for additional children | \$10.00      |
| Example: 2 children full time     | \$170.00     |

### **Tuition for out of County/State residents**

|               |  |
|---------------|--|
| Children 0- 5 | \$90. + \$20. (supplement fee)= \$110.00 |
|---------------|--|

**No Registration Fees are charged.**

Fees are due on Monday for the week of service. Checks or money orders should be made payable to the center. No cash is accepted at this time. Anyone failing to pay the fee before Friday morning will be charged a \$20.00 late fee per week and services will be terminated if not paid in full for two weeks. If you are terminated for late fees you are still responsible for payment. Failure to do so will result in collections.

Fees are due the full week of service whether the child is present or absent.

Fees are due for the full week of holidays or if the center closes for weather related or other emergencies.

## **Holiday Closings:**

We will be closed for the following holidays. Fees are due for the full week if your child is out sick, on vacation, the center is closed, or there is inclement weather.

|               |        |
|---------------|--------|
| New Years Day | 1 day  |
| MLK Day       | 1 day  |
| Memorial Day  | 1 day  |
| July 4        | 1 day  |
| Labor Day     | 1 day  |
| Thanksgiving  | 2 days |
| Christmas     | 2 days |

## **Closing the Center:**

The center will close for inclement weather when the 911 office notifies the school that the roads are not safe for traveling. If you hear that the school is closing for inclement weather please do not wait for us to call. Come pick your children up as soon as possible. The hill up to the center becomes impassable very quickly. Announcements will be made through our voicemail.

There will be times when we cannot open due to dangerous weather conditions. We strive to provide services to all parents and children in a safe manner. We will open if staff can drive safely to the center.

Closings may be for maintenance of the building, electrical outage, etc.

Fees are still due if we have to close for any of the above.

## **Center Rules:**

We ask that parents do not allow children to bring: toys, movies, food, money or any other items from home. The center provides toys, blankets, cots, and all other necessary items. We **MUST** follow state guidelines on our food program. You are not allowed to bring food from your home unless you have special written consent from a doctor for a diet. We provide sippy cups for toddlers.

Parents may bring a security blanket for their child if need be.

Parents may also bring a pacifier for their infant/toddler if they feel they may need one.

Please dress your children before bringing them to the center. Parents are responsible for keeping adequate supply of clothes, diapers, etc. Parents will be called to bring supplies or pick children up if supplies are not available. Please label all articles of clothing with initials on main inside label.

Remember that your child will be involved in "messy" crafts and will go outside to play daily. Please send children to the center in play clothes only.

Weather appropriate clothing should be kept at the center at all times. Bring extra clothes in a "Zip Lock" bag and leave in your child's cubby. No diaper bags, or book bags are allowed in the center.

Too many dangerous items can be left in them and we are responsible for these items.

All children are to wear shoes. Shoes must be closed toes and have rubber bottoms. Tennis shoes are the safest.

Please no cowboy boots or dress shoes.

Infants must wear shoes once they began crawling to avoid slipping on floor.

Children are not permitted to wear items around their neck.

No pacifiers are to be attached to their clothing.

## **Center Information:**

Required Posting is located at the entrance lobby. State rules and regulations are there for you to read as well. Please do not remove from it center. Copies can be made upon request.

## **SAFE SLEEP AND RESTING:**

### **State Rule 591-1-.30**

Each infant shall sleep in his/her crib with a 2-inch mattress. Mattress shall have tight fitting sheets which are changed daily or more often if needed. Mattresses will be disinfected daily. All children will be placed on their backs to sleep. No objects will be placed in cribs, quilts, pillows, comforters, bumper pads, stuffed toys, blankets, or other soft items.

Infants shall not sleep in swings, car seats, etc. No objects may hang from their beds no mobiles or mirrors. Wedges can only be used when a note is written by a physician.

Cots and mats will be provided for children older than 12 months. Sheets and blankets will be provided and laundered weekly or more frequently if needed.

### **MEDICATION:**

We do administer medicine when parents feel it is needed. In order to be able to administer medicine, a Medical Authorization form must be completed by the parent. If it is a prescription medication, the prescription number is required. A specific time as well as a set amount of time must also be written on the form.

Medicine will be kept in a locked cabinet or closet in between uses.

Teachers will not be allowed to administer medicine without a Medical Authorization form being completed first. Only the lead teacher for your child's classroom for that day will be allowed to administer the medicine.

### **MEDICAL EMERGENCY:**

If your child has a medical emergency 911 will be called immediately. The parent will then be notified. If your child receives an injury, an accident report will be completed and be kept in your child's classroom for the parent or guardian to sign.

If your child has to be transported to doctor or hospital, this report will be filed according to state license regulations. Parent will receive a copy of report.

### **CHILDREN'S HEALTH:**

State Rule 591-1-.07

**Illness:** Parents will be notified if their child becomes ill or has a fever of 101 degrees or higher.

Children with a fever of 101 degrees or higher, must be picked up from the center. Children need to be fever free without medication for 24 hours before returning to daycare. If your child has diarrhea or is vomiting, you will be asked to pick them up.

A communicable disease chart posted in the front lobby lists all the information about the disease that would exclude a child from attending daycare. Please read these forms. You may be required to bring a statement from the doctor before your child returns to the center. Letters will be placed in each child's cubby if a child enrolled in the center has a confirmed communicable disease.

### **IMMUNIZATIONS:**

Parents must submit within 30 days of enrollment, a certificate of immunization from the health dept. or doctor. State law requires that this record be on form #3231(GA form). All records are to be kept up to date.

Failure to provide records or keep up to date may result in termination of services.

### **CHILD ABUSE:**

All staff who work at the center are required by law to report any suspected physical, mental, or sexual abuse.

Please remember we only call them if we have any concerns. They make the judgment and determine if abuse is present. The parents will be called into the D.F.C.S. office for questioning.

### **EVACUATION:**

Evacuation plans are posted in each room within the center. Fire drills will be conducted monthly. Severe weather and tornado drills are conducted every 6 months.

In the event we should have to evacuate the building due to any emergency the children will be taken to the basement of the Towns County Health Department which is located next door in the brick building. For these reasons it is very important that we are able to contact someone to pick up your child at all times. It is the parent's responsibility that all "contact information" including names and phone numbers for those allowed to pick up your child/children are kept current **IN WRITING**.

**MEALS:**

Meals are included in the price of child care, breakfast, lunch and an afternoon snack. Parents wanted their children to be served breakfast are asked to have them at the center by 8:30. Meals times are as follows: Breakfast 8:00-8:30, Lunch 11:00- 11:30, Afternoon Snack 2:30- 3:30.

Children are to bring no foods from home or restaurants. All meals must meet state guidelines. Menus are posted on the bulletin board in the front lobby. All children must be served milk at breakfast and lunch or have a statement from the doctor with the following information: Reason for milk not to be served and the time a child must be allowed not to drink milk.

**DISCIPLINE:**

Persons shall not physically or sexually abuse a child. Engage in sexually overt conduct in the presence any child enrolled at the center. Inflict corporal punishment upon a child, shake, jerk, pinch, handle roughly, verbally abuse, humiliate a child which includes threats, profanity, or belittling remarks about his/her family. They may not be isolated in a dark room, closet, or unsupervised area(s). Mechanical or physical restraints are not to be used, nor is unreasonably restricting a child from going to the bathroom, or punishing for toilet accidents, force feeding a child or withhold feeding a child regular school meals, confine a child for disciplinary purposes to a swing, high chair, infant carrier, walker, jump seat, bed, or playpen. Our teachers use redirection as well as positive reinforcement as a means of encouraging good behavior. If a child gets upset, teachers may ask the child to go sit down to calm down or they may be asked to go play away from other children until they are able to calm down.

**TRANSPORTATION:** The center does not take field trips or transport children.

**SPECIAL NEEDS:** The center will care for the children with special needs depending on the situation and capability with staff. Referrals may be made to other agencies for assistance. Parents will be advised of child's progress, issues relating to the child's care and individual practices concerning the child's special needs.

**PICK UP:**

It is the parent's responsibility to make arrangements for their child to be picked up from the center before 5:30pm. If anyone picks up your child other than someone listed on your forms, you must call or send a note. Penalty for late pick-ups follows: First 15 min. \$10.00, each additional 15 min. is \$20.00. The 3rd late pick up while your child is enrolled in the center will result in termination of services. Failure in contacting a person to pick up your child will result in the center calling the Department of Family and Children Services and the Sheriff's office placing the child in their custody or Foster Care. Always make sure we have a phone number to reach someone.

## **ITEMS YOUR CHILD WILL NEED:**

**All items brought to the center need to have your child's name or initials on them.**

### **Infants: 6 Weeks - 12 months:**

- **Two complete changes of clothes**
- **Disposable diapers-----6 - 8 daily**
- **Wipes --- about 3 packs every month**
- **Sterilized-prepared bottles (NO GLASS BOTTLES ALLOWED) labeled with child's first and last name and date on bottle and initials on cap.**
- **Diaper Rash Cream (if a specific kind is used)**

**Children are changed on a diapering table which is cleaned with Clorox solution after each diaper change. Please dress children in play clothes that would not be ruined by an accidental drop of Clorox. Employees are to wash the child's hands and their own hands after each diaper change. Diapering instructions are posted in each classroom.**

**It is recommended that children begin using a Sippy cup to replace a bottle at age 1. We encourage parents to wean their child from the bottle by 15 months of age. If your doctor recommends that your child should continue the use of a bottle, you must bring in a written doctor's note stating reason and date child will continue the use of a bottle.**

### **Toddlers-13 months - 36 months:**

- **3 (80 count) packages of un-opened wipes each month.**
- **Two complete change of clothes**
- **Disposable diapers---6-8 daily**
- **PULL-UPS must have Velcro sides**

**Toilet training will begin when child shows interest. This usually happens between the ages of 16 and 24 months. Workers will take the children to the toilet on a regular schedule or when they ask. Please understand that we cannot take children out of diapers until they are 90 % toilet trained. Accidents that occur in classroom can cause too many germs.**

### **3 years - 5 years:**

- **One complete change of clothes**
- **Pull-ups (if needed)**

**HYGEINE:** All rules stated in State Rules 591-1-1-.17 will be followed by all employees.

**Example:** Parents are to wash all children's hands upon entering the center. Staff will wash their hands and child's hands, before and after meals and snack, after outdoor play, and before and after diapering or using bathroom. Soiled clothing will be rinsed by the employee.

We follow state rules, i.e. wet or soiled clothing shall be stored in individual plastic bags immediately after removing from child. Some soiled underpants will be placed in garbage. Children's diapers will be changed in child's own crib or on changing surface that is smooth, non-porous and equipped with rails. The surface will be cleaned with disinfectant and dried after each diaper change with Clorox solution.

#### **PARENT INVOLVEMENT:**

Parents are encouraged to participate in center and parent activities. You are welcome to visit the center. Parents are encouraged to give suggestions and share ideas. Parents wishing to talk to their child's teacher about their progress or behavior should make arrangements through the director. An appointment time will be scheduled. Teachers cannot leave the other children during the class time for parent visit.

#### **ATTENDANCE AND ABSENCES**

If services are being purchased through the CAPS Program, the children are required to attend the center on a regular basis. Reason for children absence for 3 consecutive days will be reported to CAPS. Parents are to notify the center director of the reason for absence. In order to hold your child's place at the center, fees will be charged whether the child is absent or present. Holidays do not affect absences and are not counted in the tabulation of consecutive days of absences. Parents must pay fees for holidays.

#### **EXCESSIVE ABSENCES:**

The parent should report to the Center Director if a child is going to be absent for more than 2 days. Children who are absent for 5 or more days without parent notification may be terminated by the Director.

#### **CAUSE FOR TERMINATION:**

The following situations will be considered cause for permanent termination of services:

1. Three late pickups during child's enrollment
2. Child's failure to adjust to the center
3. Child's behavior to other children or teachers. The parent will be sent home notes concerning this matter. If you receive 3 letters during enrollment the child may be terminated.
4. Parent's inability to cooperate with the center's policies and procedures.
5. Failure to keep shot records up to date and submitted to the director.
6. 5 Consecutive days of absence without notice.
7. Failure to pay child care fees.

#### **SICK POLICY;**

Parents should not bring sick children to the center. If a child becomes ill while at the center the parents, or a parent's representative will be contacted. A place will be provided for the sick child who may need or want to be isolated from the other children. A sick child should not be left at the center after the parent is notified that the child may have a transmittable disease. If a child has fever 101 or greater, they should be fever free without medication for 24 hours before returning to the center. This helps keep down the spread of illness.

## **HEALTH:**

Specified health referrals (medical, dental, or psychological) if needed will be made by the health department or the child's physician. The program does not provide coverage of medical bills.

## **CENTER ACTIVITIES**

Each child will have the opportunity to take an afternoon nap or to rest on their cot each day. Children will have planned program activities and experiences to foster emotional, physical, social, intellectual growth and development. Our goal is to create a safe and fun learning environment for all children.

Sufficient child care staff will be employed at the center to provide adequate care, protection, and supervision of the children, in addition to providing educational and social activities.

Daily menus and licensing policies are posted at the center. Daily schedules are posted in the classrooms.

## **POLICIES AND PROCEDURES:**

Every parent will receive a copy of the center's policies and procedures as well as a verbal explanation if needed or requested. Each parent must sign a statement that he/she has read and understands the center's policies and procedures. The center will meet all local, state, and federal standards. Copies of licensing will be posted in the center's entrance. All major decisions affecting the center's operation will be made by the sponsoring agency. (Towns County Commission)

## **GRIEVANCE PROCEDURES:**

The Towns County Commission and the Towns County Family and Children Services (D.F.C.S.) will serve as a channel for grievance. Any parent who has a grievance must present it to the center director in writing within 24 hours of incident.

## **POLICY ON AIDS, ARC, HIV;**

The Towns County Child Development and the Towns County Commission recognizes the importance of protecting the health and welfare of children, teachers, and other employees from the spread of communicable diseases including AIDS and ARC, which may pose a sustainable threat to the health/safety of the school. Our policy is consistent with the requirements of Georgia law and reflects current medical knowledge as well as research. In medically appropriate cases, an employee or child/client whose known medical condition poses a substantial threat to the health/safety of the child may be removed from the center or work place until employees or child/client no longer pose such a threat. If the center director has reasonable cause to believe that a child/client or an employee is infected with a communicable disease, including AIDS or the HIV virus, the director will consult with the county Commissioner. Should they concur that a reasonable cause does exist, the commissioner shall authorize the Director to request in writing that the individual present evidence indicating he/she has reliable negative results in testing for serum antibody to HIV. The testing shall not be requested more than once in a 6 month time period, except where there is reason to doubt the validity of test results. The testing shall be performed at the expense of the Center.

Any refusal by the parent of a child/employee, or other staff member maybe grounds for termination pursuant to O.C.G.A. 20-9-940 (a)

### **Reporting and Confidentiality:**

Whenever it is determined in accordance with this policy that a child/client or staff member is infected with AIDS, the Director will notify the County Commission, which is the sponsoring agent. All Notices, Reports, Actions, Hearings, and Decisions concerning infected persons will be handled according to Georgia Law.



**Please sign, date and return this page.**

**I have received and read the Towns County Child Development Rules and Regulations. I understand all Rules and Regulations. I have been given a copy to keep for my records.**

**I agree to abide by ALL of the rules and regulations of the Towns County Child Development. I understand that anyone whom I list to act on my behalf to care for or pick up my child will have knowledge of these rules. I, the parent, am responsible for sharing these rules and regulations with anyone who is to pick up or care for my child.**

**Parent's Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**