PARENT HANDBOOK

**Effective 2020-2021**



****We are in the process of a name change

This center is in the process of a name change to :

**Transforming Minds Child Care**

Flint River Learning Christian Center

317 Flint River Rd

Jonesboro , GA. 30238

Office : 770-210-1923

Fax:770-210-1923

Facebook.com/transformingmindschildcare

Dear Parent(s):

Thank you for choosing Flint River Learning Christian Center, a licensed facility who you have chosen for your child care needs. We have been in operation since 2003 .This facility is licensed by Bright from the Start: Georgia Department of Early Care and Learning.

In order to make the facility run smooth and efficiently, there will be plenty of resource information inside this handbook. Flint River Learning Christian Center is geared to creating a professional effective operating environment that provides a high quality of service with wonderful opportunities for the children to learn. We aim to offer the highest quality of service for the staff, children and parents involved in our operations.

You will learn about our culture, mission and values as well as complying with policies and rules set forth. Flint River Learning Christian Center wants to encourage a safe and pleasant environment. This can only be done when parents and employees cooperate and commit to appropriate standards of behavior.

We encourage you to become an active parent here at Flint River Learning Christian Center. Your suggestions and comments are important to the continued growth of the program. You are invited to visit the program to become acquainted with us, the staff and become familiar with the program routines.

Please take time to read the information in this handbook and become familiar with Flint River Learning Christian Center’s policies and procedures.

If you have any questions, please feel free to contact us at

(770) 210-1923.

I look forward to serving you and your child (ren) throughout the year.

Welcome!

**FRLCC Management**

From the Desk of the Owner/Executive Director

Dear Parent(s):

Thank you for choosing Flint River Learning Christian Center for your child’s needs, you are helping to broaden his/her learning experiences here at Flint River Learning Christian Center. The program offers a variety of educational, recreational, and social enrichment activities in a Christian environment.

I am the Owner and Executive Director of Flint River Learning Christian Center. I have a passion for assisting children into becoming successful adults. I have dedicated my life to caring and loving children of all walks of life by providing a safe haven where they can learn in a facility that offers nothing less than quality childcare.

I have worked in various childcare centers in the community. I have directed an in-home family childcare for three (3) years prior to opening this private center. I understand what it means to parents to provide a safe and healthy environment for their children. I have acquired my Associates of Arts and Sciences degree, along with a Bachelors degree in Business Administration and Management. Your child will be in the best care at Flint River Learning Christian Center and under my Wings of Love.

Again thank you and welcome!

Sincerely,

**Nikki Fisher**

Nikki Fisher

Owner/Executive Director

**Welcome**

Welcome to Flint River Learning Christian Center. We know that choosing an appropriate childcare program is an extremely important decision for both you and your child. We feel that Flint River Learning Christian Center is the right choice. We offer a variety of activities designed to develop and enhance your child’s thirst for learning.

**Our Mission**

Flint River Learning Christian Center’s mission is to enhance your child’s learning abilities while involving them in activities that will develop their minds and social skills through daily experiences. Our teachers will prepare your child (ren) for a successful kindergarten school year. We want to help develop your child into becoming a well-rounded successful young person. FRLCC is committed to providing families with the highest standard of care.We foster innovation. We embrace team work. We strive for excellence. Werespect and support families. We commit to service at all levels. We respect and appreciatediversity. We actively listen and seek to understand. We communicate openly and productively.We use resources creatively and responsibly. We abide by the NAEYC Code of Ethics andStatement of Commitment.

**Our Goals**

Flint River Learning Christian Center’s goal is to enhance your child’s learning abilities while involving them in activities that will develop their minds and social skills through daily experiences. Our teachers will prepare your child (ren) for a successful kindergarten school year. We want to help develop your child into becoming a well-rounded young person.

**Flint River Learning Christian Center**

Policies and Procedures

**Registration**

We welcome you to Flint River Learning Christian Center. Flint River Learning Christian Center is open 24 hours a day, Monday through Sunday. Providing care for children ages 6 weeks to 12 years. Upon your arrival, you will be given a tour of the facility and an opportunity to discuss the program with an Administrator.

Enrollment is on a rolling basis, with the Center admitting children when space is available. If there is not space available, you will be placed on our waiting list and notified as soon as a space becomes available. We provide ten (10) hours of care.

Requires forms prior to enrollment , 3231 form, food program forms etc.

In order to enroll in the Center, a completed and signed application, registration fee of $100.00 (Non- refundable), immunization form (GA form3231), birth certificate, social security card, and an emergency form must be turned into our office before you child can start the program. All forms are a requirement of the Bright from the Start: Georgia Department of Early Care and Learning.

**Hours of Operation**

We provide childcare Monday thru /Friday from 4:30am to 7pm. Children between 6 weeks to 12 years old are welcome to enroll.

This facility will be closed on the following days and holidays….

\*First Saturday of each month \*New Years Day

\*Dr. Martin L. King Jr. Day

\*President’s Day

\*Easter (Good Friday) \*Mother’s Day

\*Memorial Day \*Father’s Day

\*Independence Day \*Labor Day

\*Thanksgiving \*Christmas

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| 2019 Center Closings | |
|  |  |
| 1-Jan | New Years |
| 21-Jan | Martin Luther King |
| 18-Feb | Presidents Day |
| 27-May | Memorial Day |
| 19-Apr | Good Friday |
| 4-Jul-05 | IndependenceDay |
| Nov 27, 28, 29 | Thanksgiving |
| 2-Sep | Labor Day |
| 14-Oct | Columbus Day |
| Dec 25,26,27 | Christmas |
| Dec 31,Jan 1 | New Years |

Reminder will be given at least two weeks before the day or holiday we are to close.

**Enrollment Status**

In order to accommodate your childcare needs, we offer the following services:

Full-time Childcare Status+

* Your child will have a full-time status if he/she attends the facility 3 or more days a week.
* Full-time childcare applies to first, second or third shift care.

Drop-In Childcare Status+

* Your child will have a drop-in status if he/she attends the facility 1 ~ 2 days a week.
* Drop-in daycare applies to first, second or third shift care.

Summer Time Care+

* Will have one of the statues above.

+Registration fee is required Annually. (See tuition/fees section)

**Tuition & Payments**

Tuition is based on your child’s age and the number of days per week that your child attends the Center. Parents with more than one child attending the Center will receive a 10% discount on the tuition on the second child. We designed the tuition to cover you child’s complete care with a built-in allowance for the average absentee rate. Therefore, there will be no reduction of the tuition for sick days, vacation days, professional days, holidays, or any other reason that causes the absence of a child on a day when the Center is open. WE DO NOT ACCEPT CAST PAYMENTS

PAYMENTS ARE DUE EVERY FRIDAY OR THE LAST DAY WE OPEN ( DUE TO HOLIDAYS) BY 9AM

WE ACCEPT THE FOLLOWING GOING FORMS OF PAYMENT

PAYPAL: frlcc24@yahoo.com.

Credit Cards ( you are welcome to call in to make your payment)

Money orders

Tuition payments are due on Friday by 9Am before the next week. There will be a tuition late fee of $25.00 if tuition payments are not paid by scheduled time. You have the option to pay your child’s tuition weekly, bi-weekly or monthly. We accept, credit/debit cards, money orders.

There is a $35.00 processing fee will be charged for returned checks. The second occurrence of a returned check will result in a “cash, money order or certified check” basis. Failure to make good on a returned check may be subject to court action and associated penalties.

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| --- | --- |
| Fees | Amount |
| Annual Registration Fee | $100.00 per child (Non-refundable) |
| Late Pick up Fee\*  Extended Care Options | $25.00 for first 10 minutes/$1.00 per minute after  $20 for over 10hours 1-2 days a wk  $50 for over 10hours 3-5 days a wk |
| Credit Card transaction fee | $3.5 per transaction |
| Holding Fee | Half tuition per child |
| Returned Check Fee (NSF) | $35.00 per check |
| Field Trips | $2.00 to $15.00 |
| Pictures\*\* | $15.00 to $60.00 per pack |
| Transportation Fee (to and from school only) NO EXCEPTIONS | $1.00 per day/1 way = $10.00 per week to and from school |
| Transportation inconvenience fee  Tuition (by not informing us about pickups from school . | $10 |
| Infants (6 weeks to 12 months) | $215.00 per week |
| Young Toddlers (13 to 18 months) | $205.00 per week |
| Toddlers (19 months to 3 years) | $20500 per week |
| Pre-school \*\*\* (3 to 5 years) | $195.00 per week |
| Before/After School (4 to 12 years) | $175.00 per week |
| After School (when school is out for 3 or more days) | $120.00 per week |
| After School (when school is out for less than 3 days) | $60.00 per non-school day/$15.00 per school day |
| Summer Camp (4 to 12 years) | $175.00 per week |
| Drop-in (Monday thru Thursday) | $45.00 per day |
| Drop-in on Friday | $50 |

\*Fee is per child and must be paid before children can return to the facility.

\*\*Pictures will be taken during the school year and at Christmas.

\*\*\*There will be a $10.00 weekly fee added to tuition charge for non-potty trained children age 3 years or older.

**Addition Fees and Charges**

Tuition

* In the event that you are not able to pay your tuition on Friday by 9am, $25.00 will be added to your normal tuition rate. On Tuesday, 25% of your total cost will be added to your balance, including the $20.00 late fee. Any tuition not paid by paid by 9:00am on Tuesday will result in childcare being placed on hold until balance is paid in full. Placing childcare on hold will not waive any of the normal weekly childcare tuition from being charged.

Pick-up

* Here at Flint River Learning Christian Center we are a center that will work within your scheduling needs however, you must keep in mind that once you have given us your schedule for the week that is what we will go by. Therefore all children are to be picked up in a timely manner. If not picked up as such you will incur a $25.00 fee for the first 10 minutes and $1.00 a minute, for every minute their after. Any child not picked up within two hours of their scheduled shift time we be turned over to the Clayton County Police. All late pick-up fees will be due PRIOR to children returning to the facility.

Keep in mind that the Department of Family and Children Services will be contacted when and if your child is not picked up on time.

**Credit Card Transaction Fee**

**Miscellaneous Fees**

Returned Check Fee

* In the event that your check is returned, there will be a $35.00 returned check fee. Make proper arrangements so that this will not happen. After two returned checks will result in cash, official money order basis.

Non-Potty Trained Student

* There is a $10.00 added to your tuition fees if your child is not potty trained by the age of 3 years of old. Flint River Learning Christian Center reserves the right to determine what is and is not considered potty trained.

Field Trips and Transportation

* Home pick ups and drop offs within Clayton Co. only – NOT AVAILABLE at THIS TIM/e
* The only transportation provided is to and from school and field trips. In order for your child to receive any kind of transportation a Transportation Form and Vehicle Emergency Form must be completed. School Transportation is only for children enrolled in our before or after school program and for field trips. If a field trips. If a field trip is scheduled you will receive adequate notice and be required to signed permission form in advance.

**Government Assisted Childcare**

Government assisted childcare; also called CAPS is accepted here at this facility. Parents will need to bring childcare certificates prior to starting care. All co-pays will need to be paid up front and prior to the week of care (Fridays by 9am). Notify staff on days your child (ren) will be out. If children are out for a week parents will need to pay 50% of tuition in order to hold child’s space and follow the same rules outlined in the vacation/sick time section.

**Withdrawal from the Program**

Please give two weeks written notice to the Director to withdraw your child from the program. Anytime a child is withdrawn, someone may fill his/her place on the waiting list. In order for your child to re-enter the program an opening must be available.

A new application must also be submitted accompanied by the required registration fee. Flint River Learning Christian Center has the right to withdraw any child after conferences, one suspension,two written warnings and of non-payment of tuition.

**Sign In & Out**

Parents please sign your child in at arrival and only people who are authorized to pick your child will be able to sign your child out (must be 18 years or older). Authorized means the parents or someone the parents authorize to drop off or pick up the child. Children will be clock in and out by using the computer located by the front entrance door. Parents please use your clock in codes in the procare system to complete this procedure; also make sure that you read any emails we send to through our computer system, because this how the office will get information to you. Also, make sure that you check the parent board daily to make sure that there is no information up there for you.

**Communication with Parents**

We understand that our parents are busy with work, school and family obligations. In order to make sure that our parents are kept informed about the Center events and their children’s progress, we have several methods of communicating with parents: Parents can receive information from the office, the Bulletin Board located by the entrance of the facility where a copy of the lunch menu is posted. Also on the board are notices of upcoming events and school closings. Also, We will conduct Parent meetings at least 3 times a year for updates.

Your child’s cubby is the primary method of communication. You will find in it daily artwork, activities, progress reports and notes from the teacher. Parents are required to go to their child's classroom daily to hang up their belongings and check their boxes/parent board for messages.

Parent/Teacher Meetings are held at the Center as an opportunity for the families, teachers and the Administrative Staff to discuss Center policies, children’s progress and to become familiar with one another.

Formal meetings between the parents and the Center staff may be scheduled at your convenience.

Flint River Learning Christian Center annual fundraising program will be required. There will be fundraisers that will help the tuition stay affordable to the parents.

**DIVORCED PARENTS** are required to provide a copy of custody paper to be kept in the child’s file at the time of enrollment. Should divorce occur during enrollment, a copy of custody papers needs to be filed immediately with the Center. If the former spouse is not authorized to pick up, or otherwise restricted from having contact with the child, you are required to submit Notarize Court Documents to the Executive Director/Director immediately.

All children must be escorted into and out of the facility by parent(s) or authorized person that is listed on the enrollment form and is 18 years old or above. An authorized person must sign the child in and out daily.

The use of corporal punishment is NEVER permitted at anytime. Positive reinforcement or redirected activities will be used. Open communication between parents and the Center is always the best method for elimination negative behavior in children.

**Child Abuse and Neglect**

Flint River Learning Christian Center reports all known or suspicion of child abuse or neglect. This is a requirement of the State of Georgia. As professionals we are manadated by the state to report suspected abusel

Parents are welcome and encouraged to visit the Childcare Facility at any time.

Behavior Management Program

We would like to help your child become a happy and peaceful individual through structured discipline. We will teach and practice good behavior and manners. These training skills along with daily scheduled activities will reduce the chances of your child having disciplinary problems. We will work closely with the parent in order to get the child on the right track. We will send home daily reports letting you know how your child is doing. This way we hope to guide your child in the right direction. Flint River Learning Christian Center creates an environment that encourages positive behaviors.

In the event that your child is having disciplinary problems or not following directions, the followings techniques will be used to ensure an environment that is suitable for all staff and children

Positive Reinforcement:

* The child will be encouraged when he or she is demonstrating acceptable behavior. Introduce the child to another activity that will provide the child to make a decision, giving them an option.

Conduct Report:

* A conduct report will be sent home so the child’s parent(s) are aware of the behavior and it can be addressed.

Suspension:

* In a 30-day period if your child receives three, conduct reports he/she will be suspended and will not be able to return to the facility for two days (NO EXCEPTION).

Termination of Childcare:

* This is the last result for 30 days after your child’s suspension he/she cannot receive a conduct report if he/she does your childcare will be terminated.

**FOR THE CHILDREN**

**The First Day**

For both parents and children, the first day in a new environment can be stressful. To make your child’s introduction to the Center is as smooth as possible, talk to your child about what to expect at their new daycare. Bring your child in to visit the classroom for an half hour before their start date, so they get the chance to “test out” the teacher and other children. Come early on the first day so you can spend some time helping your child acclimate to the Center, and have an opportunity to talk to the teacher. Do not worry if your child fusses about you leaving; our staff is well trained and very experienced in helping young children to adjust.

Each child should bring two changes of clothes and underwear/pull-ups must be made available by each parent, in case of an accident. All children’s belongings must be label with the child’s name. Infants should bring diapers, bottles with name and today’s date, baby wipes, diaper cream and anything that is needed to provide quality care for your child.

Formula Mixing is strictly prohibited

**Uniforms**

Flint River Learning Christian Center is committed to uniforms. Uniforms are a way to make sure that each student is at a level of equality. School uniforms are a great way to maintain a level of social equality amongst the students of childcare centers and public school. At Flint River Learning Christian Center uniforms are required for ages two (2) through preschool 3’s and 4’s years of age. Flint River Learning Christian Center wants to build a sense of ambassadorship, team spirit and loyalty in the students. Uniforms will help avoid silly psychological issues. Students will not be known by what they wear, but by how they perform. School uniforms encourage a sense of proprietary and discipline: uniforms will create a sense of discipline and an ability in the students, to make sure that they are dressed in accordance to the expectation of the school.

Required Uniforms:

* Khaki, blue or pants/skirt/shorts
* Purple or Grey polo style shirts
* Black Shoes (rubber sole) or tennis shoes

Clothing

Children dressed comfortably are able to take advantage of all learning opportunities available both indoors and out. Please be sure your child wears clothing that is washable and adaptable to food spills, paint and water play. The children play on climbing equipment, we request they not wear sandals or dress shoes. Sneakers are best.

We ask you to provide at least one change of seasonally appropriate clothing (including socks) for your child to keep at the center. An extra sweater of light jacket is also preferred. You may want to bring additional clothing if your child if your child wears diapers of is the process of being toilet trained. Soiled clothing should be taken home and replace with a fresh set the next day. All clothing must be labeled. My Preschool Center is not responsible for unmarked clothing.

If your child wears diapers, you need to provide the center with enough diapers and wipes for sufficient daily changes. To cut down on the spread of germs, only disposable diapers are allowed at the center. You will also need to provide labeled containers and instructions for any powders or ointments you would like used regularly on your child. With preparations , you will be required to fill out a preparations form.

**Rules and Regulations**

**Respect**

Flint River Learning Christian Center prides us on being a safe, loving, gentle, Christian based facility. In order to maintain that atmosphere we will not tolerate cursing or any other disrespectful language or acts. Everyone will be treated in a courteous and respectful manner at all times. Disrespect will not be tolerated at ANYTIME by ANYONE.

**No Child Abuse**

There will be no abuse of any kind , it will not be tolerated. We have a zero tolerance policy, NO EXCEPTION!

**Destruction of Property**

Anyone that breaks or destroys any property due to neglect or on purpose will be held responsible for the replacement of that item.

**No Barrettes, Beads and Bows**

As of March 29, 2004, children in the infant room and toddler room will not be allowed to wear barrettes, beads and bows, this poses a safety hazard and to prevent chocking. Also children in the Preschool room will not be allowed to wear beads in their hair, for safety reasons as well. When a child finds these items, the first thing they want do to do is place them in their mouth. (NO NO EXCEPTIONS)

**No Outside Food or Beverages**

Children (other than infants) may not bring foods, toys, favorite items, and money unless for days scheduled for activities that allows those things. we are on a food program. All parents are required to fill out the food program forms so that their child can covered under the food program. That is why we can not accept outside food. If it is against your religion we will need for you fill out an affidavit and maybe required to pay for their food accommodations or you are welcome to bring their food with them.

**Arrival**

School Age Children must arrive by 6:45 a.m. if they are to have breakfast at the Center and transported to school . At 8:00a we no longer serve breakfast.

**Attendance**

Regular attendance is very important for you child’s emotional and social adjustment to school. Since we also have a planned curriculum, your child’s cognitive growth is also dependent on his/her regular attendance.

If your child will be absent or coming in around lunch time, we expect to be notified no later than 9:30 a.m. Please contact us at (770) 210-1923.

**We have a cut off time at 11am daily to drop your child off .**

**Nutritional Program**

The Administrator plans our weekly menus. We place a copy of the weekly menu on the bulletin board. Children are provided with breakfast at 6:30 a.m., lunch at 11:00 a.m., and afternoon snack at 3pm p.m., and dinner at4:00 pm.

If your child is allergic to any food, please provide us with an itemized listed of food that he/she should not eat.

Children should not bring any food, candy, toys or money or personal items to the Childcare Center unless given permission on special occasions. WE ARE NOT RESPONSIBLE FOR STOLEN OR LOST ITEMS.\

**Vacation/Sick Time**

Parents, you are allowed two weeks vacation/sick time a year. What this means is that your child (ren) can miss two week of childcare and receive a discounted rate. The cost for your vacation week is half your normal tuition amount. You are required to give management at least two week written notice before you take your vacation weeks. You may split up your two weeks into one week increments, but they cannot be broken down into any smaller increments.

It is very important for you to know that if your child (ren) is/are enrolled in Flint River Learning Christian Center their space is available only with weekly paid in full tuition unless notified about family vacations. After not paying for your child’s care for two weeks, your child’s space will be mad available to another child.

**Discharged Policy**

Flint River Learning Christian Center reserves the right to cancel the enrollment of a child for the following….

* Non payment or excessive late payments of fees.
* Not observing the rules of the center as outlined in this handbook.
* Child has special needs that we cannot adequately meet our current staffing patterns.
* Physical or verbal abuse of staff or children by parent of child.

Note: Any property or equipment accidentally or deliberately damaged by parent or child will be replaced by parent in a timely manner.

Birthdays

Your child’s birthday has a very important meaning to him/her. Because it is so important, if you like to celebrate it here at the facility, we ask that you inform the office and the teacher in advance of your plans.

Health Policy

In order to protect all children enrolled in the Center, your child must be kept home if he/she exhibits any of the following symptoms:

* An oral temperature over 100 degrees
* Intestinal disturbance accompanied by diarrhea or vomiting
* An undiagnosed rash
* Sore or discharging eyes or ears
* Profuse nasal discharge
* Strep Throat
* Conjunctivitis (Pinkeye)
* Ringworm (Fungus)
* Chicken Pox, Mumps & Measles

If a child has been exposed to a contagious disease he/she parent(s) will be called immediately and should be kept at home. The fact of his/her condition should be reported to the Center. Upon returning to the facility a Written Release Notice from the Physician is required.

**Medication**

WE DO NOT ADMINISTER ANY MEDICINE OF ANY KIND

**Medical Emergencies and Injury**

In the event of a medical emergency, we will first call 911, and then the parents or guardian will be contacted as soon as possible. If the parents or guardians cannot be contacted the directions on the enrollment form will be followed. If in the event IMMEDIATE medical attention should be required, Southern Regional Medical Center will be used and telephone number is (770) 991-8100. If you have a preference other than the one listed above, we will try to accommodate you, if possible. Parents will be responsible for any professional medical treatment including emergency transportation. If minor injury occurs at the facility, first aid treatment will be rendered and will be properly logged, upon your arrival, you will receive a copy. For all other emergency plan. (fire, tornado, etc) Please refer to emergency section. Emergency plans will be posted throughout the facility. Fire drills are held once a month in every classroom.

**Inclement Weather/Emergency Closings**

In case of bad weather, Flint River Learning Christian Center please call our 24-hour emergency line at (678) 562-2244 or we will also announce closings on WSBtv. YO are encouraged to connect with us on facebook to get immediate updates at facebook.com/transformingmindschildcare In case of an emergency that causes the Center to close early, we will contact parents, guardians or emergency contacts to pick-up the children. For this it is very important that you have current, completed Emergency Contact card on file in the office.

***Policies stated herein are subject to additions, revisions and/or deletions as deemed necessary.***

***Newsletters***

***3231 forms , must be current at all times or we will terminate your childcare services***

***Scholarships***

***about our teachers,10 hr annual training, cpr etc...***

***Parent Schedule Contracts - need to be created***

***Referral fees***

***Reference of conduct from prior center***

***Media concent form - need to be created , so we can use their pictures for advertisments***

**Acknowledgement of Parent Handbook**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received, read, understand and agree to the rules and regulations of this 2019-20 handbook. If I have objections, I will notify Flint River Learning Christian Center’s Administration. Your comments and suggestions are appreciated; you may comments in the space provided.

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Parent’s Signature Date

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Parent’s Signature Date

Thank you for your cooperation!

FRLCC