

Champions for Children Child Development Center



Parent Handbook

**810 Olympic Drive
Athens, GA 30601
706-546-9446**



Dear Parent(s),

Welcome to Champions for Children Child Development Center.

In this packet you will find a registration form that must be filled out and returned with a \$50.00 registration fee in order to secure your enrollment. If there is currently a waiting list, the registration form and \$50.00 registration fee will not be required until enrollment into Champions for Children has been guaranteed. Also included is a fee sheet for the program and policies and procedures for our families. If you have any questions please feel free to call us at 706-546-9446. Also, feel free to check out our website at www.champsforchildren.com.

Webster's dictionary defines *champion* as *a person who fights for another or for a cause; defender; protector; supporter*. We are committed to being champions for your child. We will also continue our advocacy for all children on a local, state, and national level. This is an exciting opportunity for your family as we strive to *raise the standard* for childcare in our community. We look forward to serving your family.

Sincerely,

Champions for Children Administration

"From small beginnings come great things."

A Proverb

CHAMPIONS FOR CHILDREN POLICIES AND PROCEDURES

Thank you for your interest in Champions for Children Child Development Center. We welcome children throughout the year, as spaces become available in the classrooms. Our goal is to provide a developmentally appropriate learning environment that encourages each individual child's optimum growth and development.

AGES SERVED

We offer year-round full time care for ages 6 weeks - 5 years. During the summer months, a camp serving children 4 years – 10 years will be offered.

DATES & TIMES OF OPERATION

Our center is open Monday – Friday, 7:00 a.m. – 6:00 p.m. The center is open all 12 months of the year, with the exception of holiday closings and staff work-day closings.

INCLUSION

Champions for Children believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in our educational program. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

NON-DISCRIMINATION

At Champions for Children equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, parent/provider political benefits, marital status, sexual orientation, special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

CONFIDENTIALITY

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by DECAL's rules and regulations. All records concerning children at our program are confidential.

COMMUNICATIONS & FAMILY PARTNERSHIP

Communication should be taking place daily between your child and his/her teacher. The center staff will keep you informed about your child's activities and experiences at the center. Daily/Weekly Sheets will be placed in your child's cubby at the end of the school day. It's the parent's/legal guardian's responsibility to check your child's cubby daily.

THE CREATIVE CURRICULUM

The Creative Curriculum for Early Childhood Our Philosophy The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in.

In their early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking).

In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors and they notice relationships between things.

In time, they learn to use one object to stand for another. This is the beginning of symbolic thinking. For example, they might pretend a stick is an airplane or a block is a hamburger. These early symbols - the stick and the block - are similar in shape to the objects they represent. Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to "read" pictures which are symbols of real people, places and things. This exciting development in symbolic thinking takes place during the pre-school years as children play.

- Play provides the foundation for academic or "school" learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of young children.

The Goals of Our Curriculum

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self confident, inquisitive learners. We're teaching them how to learn, not just in preschool, but all through their lives. We're allowing them to learn at their own pace and in the ways that are best for them. We're giving them good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Our curriculum aligns with the Georgia Early Learning Standards by identifying goals in all areas of development:

- **Social:** To help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.
- **Emotional:** To help children experience pride and self- confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive:** To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- **Physical:** To help children increase their large and small muscle skills and feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

PARENT ADVISORY BOARD

In an effort to promote parent involvement, Champions for Children offers an active Parent Advisory Board. The role of the PAB is to assist the administration in supporting Champions for Children's mission, goals, and philosophy; to promote an active interest in CFC by encouraging participation in its educational and social event activities; to work toward the development of the school's programs by initiating and implementing various fundraising activities; and to provide feedback to the administration for school programs and initiatives that foster the ongoing growth and development of CFC children. The Parent Advisory Board (typically) meets once a month and is open to all parents/guardians of children currently enrolled. If you are interested in becoming a member of the Parent Advisory Board, please feel free to speak with a member of administration for more information.

DEVELOPMENTAL ASSESSMENTS

Ages and Stages is the #1 State Approved Developmental Screening Assessment that Champions for Children will use to as a guideline to monitor your child's development. The ASQ is a set of questionnaires about your child's development. It has been used in Early Childhood Education for more than 20 years with young children between the ages of 1 month – 5 years of age and has been proven to be an effective tool to assure children are developing on schedule.

The ASQ looks at how children are doing in important areas such as speech, physical ability, social skills and problem-solving skills. The ASQ can help indentify your child's strengths as well as many areas where your child may need further support either in the classroom/home or with another qualified individual. ASQ's are completed at numerous intervals throughout the year based on your child's age. Upon completion of the ASQ's, assessment results will be shared with parents during parent conferences twice a year. For more information about Ages and Stages, you may visit the website at www.agesandstages.com.

CONFERENCES

Family and teacher conferences will occur twice a year, typically in December and May. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate your questions and concerns at any time throughout the year.

REFERRALS

Should a child require a referral for developmental purposes, teachers and administrators will work together with parents to complete all the required paper work and correspondence with either the local school systems or Babies Can't Wait. All referrals will be kept confidential and will only be made after teachers/administrators have consulted with the parent/guardian and approval is given.

PROMOTION OF CHILDREN/TRANSITIONS

Children six weeks to three years are promoted by what they have achieved developmentally as well as by age. Children visit the new class several times for short periods of time so they can adjust to the new classroom and their new classmates.

ENROLLMENT PROCEDURES

- Tour the center
- Read Policies & Procedures
- Return registration forms and signed parental agreement
- Submit a copy of immunization records along with any special needs information such as allergies, medical problems, etc.
- Parents must submit **Form 3300** (vision, dental, hearing screening) or a Bright Futures Screening Form (we can provide this form for you to have completed by a physician) for all children ages 3 and above within 90 days of enrollment.
- Pay \$50.00 registration fee and 1st week's tuition.

* Please note: Enrollment into Champions for Children is not based solely on first come first serve. Priority is given to siblings of children who are currently attending or have attended Champions for Children.

TUITION

- All tuition payments are due the Friday before the following week of care. Any payment not received by the close of business on Monday will incur a late fee of \$25.00 per child enrolled.
- Any account that is more than 2 weeks past due will be subject to automatic withdrawal from the center. Please contact a member of administration immediately if you have any unusual circumstances.
- Each child who has been enrolled for at least 3 consecutive months will receive 1 half-price week per year to be used at the parent's discretion. This half-price week can only be used when the child is out for the entire week. Please give two weeks notice to the front desk when using this half price week.
- Tuition must be paid by the due date, regardless of attendance, in order to reserve a child's place in the program.
- Tuition payment options: cash, check, money order, credit or debit cards. (credit and debit card payments include a minimal fee)

REGISTRATION FEE & SUPPLY FEE

A \$50.00 registration fee per child will be due to enroll a child in the program. A \$50.00 supply fee per child will be due on or before September 1st every year throughout the child's enrollment in the program.

RETURNED CHECK FEE

A fee of \$35.00 will be charged for each returned check. If more than 2 checks are returned, a money order, cash, or a cashier's check will be required for future tuition payments.

LATE PICK-UP POLICY

If your child is picked up after 6:00 p.m., a late fee of \$10.00 for every 15 minutes or portion of 15 minutes must be paid to the staff person who stayed with the child. The parent will be asked to sign a form stating the time when the child was picked up. A parent will still be charged a late fee even if a call is made prior to 6:00 p.m. to inform a staff person you will be late. Should a child remain at the center longer than 30 minutes after closing time, a call/report will be made to The Department of Family and Children Services.

WITHDRAWAL

A parent or legal guardian wishing to withdraw a child from the center must give at least 2 weeks written notice to the director. If no written notice is given, a fee for the amount equal to 2 weeks tuition for that child will be due.

ARRIVAL & DEPARTURE

- All parents must bring their child into the classroom and pick up from the classroom or playground depending on time of day. Please only use your child's classroom door or the back door to access the playground area.
- All parents must sign their child in/out at the computer located near the front desk daily. Parents must also sign their child in/out in the classroom on the provided form.
- Children will not be allowed into the center until opening time.

- All parents are encouraged to have their children at the center by 9:00 a.m. This allows the child to participate in all aspects of the program. Children will not be admitted into the facility after 11:00 a.m. unless prior arrangements have been made with an administrator.
- All parents should assist their child in handwashing when they first arrive, before joining classroom activities and when leaving for the day. Parents are encouraged to also wash their hands upon entering in the morning and when leaving their child's classroom in the afternoon.
- Always inform a staff member in the classroom when picking up your child. Children will only be released to those people whose names appear on the registration form. Please keep this information up-to-date. We will not release a child to an unauthorized person. Additionally, we ask that parents notify a member of administration if someone other than themselves will be picking up their child.

PARKING

Parking for parents is located on the west side of the building. There is also room for parking in front of the building for drop-off or pick-up. Please park on the right side of the front driveway so as to not block in any other cars and to allow the two left lanes as pass through lanes. **NEVER LEAVE YOUR CAR RUNNING WHILE YOU ENTER THE BUILDING FOR DROP-OFF OR PICK-UP. ALSO, NEVER LEAVE CHILDREN UNATTENDED IN YOUR CAR.**

TRANSPORTATION

Transportation will only be provided for field trips for the Pre-K classes and Champ Camp. We will travel in Clarke County School District buses or Multi-Function buses to and from field trip destinations. Permission slips must be signed for each child prior to trip. Children under the age of 5 years old will be required to ride in a car seat with a 5 point harness.

GUIDANCE AND DISCIPLINE TECHNIQUES

- Structure developmentally appropriate lesson plans for each classroom according to age of the children served.
- Guide children in self-help skills, problem solving techniques, and positive self-awareness.
- Set limits according to the child's age and developmental stage that promote independence, as well as social and cognitive skills.
- Allow for individual differences in children.
- Discuss limits daily with the children.
- Redirect children to a more positive behavior, and verbally praise appropriate behavior, often.
- Use logical consequences for behavior choices, and help child to gain control in any dilemma.
- Accept all emotions, and guide child to deal with these emotions in an appropriate way.
- Use eye contact and positive recognition, including appropriate affection.
- Be direct and realistic when giving directions to child.
- Listen to each child using eye contact and repeating what was stated if necessary.
- Time away from the group to "cool down" and gain control will be offered when a child has lost control.

PHYSICAL RESTRAINT

Physical restraint is not used or permitted for discipline. However, there are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him for as long as necessary for control of the situation.

NOTIFICATION OF BEHAVIORAL ISSUES TO FAMILIES

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for child care services. Examples of such instances include:

- A child appears to be a danger to others.
- Continued child care provided could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

BITING

Biting is a normal stage of development that is common among infants and toddlers—and something even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who is bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notification will be given during pick up to the family of the child who was bitten as well as to the family of the biter. We will work together with the families of each to keep them informed and to develop strategies for change.

RESPECTFUL BEHAVIOR

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our child care facility.

FAMILY RESOURCES

Champions for Children provides a variety of resources for the families enrolled. We have a book shelf in the front lobby that has many different brochures, flyers, etc. that offer information families may find useful. Feel free to take a look at the items on the resource shelf at any time. If there is information that you would like to see on the shelf that isn't there, please let a member of administration know so that we can provide that for you if possible.

We at Champions for Children realize that families face unexpected emergencies and crises in which they may need additional help and services. Should your family need support or assistance, please feel free to speak with a teacher or administrator so that we can provide the most appropriate resources/referrals for you. All conversations and referrals will be kept confidential with the exception of situations that would jeopardize the health and safety of a person or animal.

INCLEMENT WEATHER

Champions for Children will have closings or delayed openings announced on most local radio stations, 11Alive, and our website as early as possible. We will also use our email listserv system to notify when possible. Regular tuition will be required for these dates (In an effort to create great benefits for our staff, we still pay our full time teaching staff when we close due to inclement weather. These benefits help us maintain our low teacher turnover).

HOLIDAY CLOSINGS

Parents are provided with a list of center closings upon enrollment and at the beginning of the year thereafter. Ample notice will be given as to which days we will be closed if additional days are added to the existing schedule or if any changes are made.

TEACHER WORK-DAY CLOSINGS

The center will close one Friday in the spring to allow a training conference for all staff, and again in late July/early August for a teacher workday. Parents will be given ample notice of these closings. Tuition will remain the same for these weeks.

Please note: Regular tuition for these above dates (holiday and teacher work day closings) will still be required. These dates are figured into our tuition rates.

CHILDREN'S CLOTHING

- Children should wear clothes suitable for hands on play and artwork. Activities are often messy; washable, comfortable clothing is important for the children to be able to participate fully in the planned program
- In cold weather, hats, coats, gloves/mittens, and coverings on legs is recommended. This allows for needed outdoor play.
- In hot weather, shorts, sturdy shoes, short sleeves, or play dresses are appropriate. No flip-flops are allowed.
- Each child should have a **complete change of clothes including underwear and socks**, and they need to remain at the center at all times.

HEALTH AND SAFETY

Parents should not allow children to bring toys, gum, food, or drinks from home into the center. These items place an unnecessary burden on the teacher(s), and may cause the child to become upset when taken away. These items can also pose a choking hazard if the program/center is not aware of them. Exceptions for food and drink will be made for special occasions, such as birthdays, holidays, snacks, etc.

FORM 3300 (Eye, Ear, and Dental) and/or BRIGHT FUTURES SCREENING FORM

Each child enrolled at Champions for Children will need to have an Eye, Ear, and Dental screening completed within 30 days of turning 3 years old. Forms should be completed by a physician and submitted to an administrator at CFC. If you choose to use the form 3300, you will get that from your physician. If you choose to use the Bright Futures Screening Form, we can provide that upon request.

ILLNESS POLICY

Children who exhibit any contagious symptom including but not limited to a fever of 101°F or higher, vomiting, diarrhea, green mucus, or pink eye, hacking or continuous coughing, chickenpox, unexplained rash, will be sent home. Children who exhibit contagious symptoms will not be allowed to return to the center until they have been *symptom free for at least 24 hours* (symptoms do not stop immediately upon leaving the center). If your child exhibits any contagious symptoms, you will be required to pick up your child immediately. Children will be kept at the front desk until a parent/guardian arrives. You should also receive an “I’m Not Feeling Well!” form when you pick up your child, which states the earliest time your child may return to school.

*** Please note: In order to maintain and protect the health and safety of all children and staff members at Champions for Children, all policies are enforced at the discretion of the director. Regardless of a doctor’s note saying your child is not contagious, if your child is sent home because he/she is exhibiting contagious symptoms; your child must be out AT LEAST 24 hours before returning to Champions for Children. We also reserve the right to send home any children who are just not feeling well and require more one on one care than the classroom staff is able to provide. Parents will be called to make arrangements to pick up a child too ill to remain in care. We ask that children be picked up within 30 minutes.**

ADMINISTERING MEDICATION

Parents must complete a Medication Authorization form before medication can be administered. Forms are located at the front entrance. Only medications that are prescribed will be administered. Over-the-counter medications must have a prescription from the child’s physician as well as a label on the prescription.

In the case of an adverse reaction to medication, the parent will be notified by phone. If the parent or emergency contact cannot be contacted within 5 minutes, or the situation appears to be serious, EMS will be contacted and the wishes of the parents as expressed in the Authorization for Emergency Medical Treatment on the Parent Agreement Form will be followed. The Parent Agreement Form will be kept in your child’s folder.

PHYSICAL ACTIVITY EDUCATION

Teachers interact with infants in daily physical activities to develop gross motor skills such as reaching, kicking, crawling, and standing two or more times per day, every day. Structured, or teacher-led, physical activity for toddlers, including those with special needs, is 30 minutes or more a day and 60 minutes or more a day for preschool age children.

EMERGENCY MEDICAL PROCEDURES

In the event of a medical emergency, the lead teacher will notify the director or assistant director. We will then call EMS to provide immediate care, at the same time the front desk person will notify one of the parents. If neither parent can be reached, we will then call the persons listed on the child’s emergency contact information sheet. If no one can be reached, the EMS personnel will make the decision concerning services provided. EMS will then transport the child if necessary to Athens Regional Medical Center or your child’s preferred hospital.

PROCEDURES FOR NOTIFICATION OF PARENTS

- Illness: by phone.
- Injury: by phone.
- Exposure of communicable disease: by written notice.
- Adverse reaction to medication: by phone.

CHAMPIONS FOR CHILDREN NOTIFICATION SYSTEM

In the event of an emergency situation, center closing, etc., Champions for Children will provide important notifications through our email listserv. This system allows us to email messages to multiple recipients at once. From time to time we will also use this system to provide reminders and center updates to parents. We will also notify parents by phone when possible.

CHILD ABUSE REPORTING

If an employee suspects that a child has been physically or emotionally abused, the employee should report this information to the director or assistant director. Upon receiving such information, a report to the proper authorities

will be submitted. If a child imparts information to an employee that implies abuse or neglect, this information should also be reported to the director or assistant director so that the proper authorities may then be informed. All suspected abuse cases should go through the proper chain of command within the center. All suspected cases of abuse or neglect will be reported.

FIRE AND TORNADO DRILLS

Fire drills are conducted monthly and tornado drills are conducted every (6) six months. The drills are unannounced, and will be conducted and timed by the director. Exiting instructions for fire drills and interior instructions for tornado drill are posted in each classroom. The lead teacher from each classroom will be responsible for taking attendance. A first aid kit and medical authorization forms will also be taken with the classes for each drill. All staff will be trained on how to perform during a fire or tornado drill during orientation.

FOOD SERVICE

A morning snack, lunch, and an afternoon snack are provided daily and are based on USDA guidelines. Menu plans are displayed in each classroom. They are also available on our parent resource board. Nutritious selections will be served, and children are encouraged to try foods from the four food groups. Drinks served will be fruit juice, milk, or water. **Please note that we are also a peanut-free school due to possible food allergies!**

BREASTFEEDING

Our breastfeeding policy is designed to support breastfeeding mothers and infants in protecting the health of breastfed infants. All expectant mothers are encouraged to breastfeed, and new mothers are educated on the benefits of breastfeeding. Mothers are welcome to use our breastfeeding area to breastfeed at anytime during the day. The room has a cozy chair and electrical outlet available for mothers who would like to breastfeed their infants. There is also information and brochures available for parents as well. **NOTE: Infants must be able to drink from a bottle BEFORE starting.**

BIRTHDAY POLICY

A child's birthday is a special occasion for the family and the classroom community. If you wish to celebrate your child's birthday at the center, please discuss your plans with the classroom teacher. He or she can advise you of any food allergies or scheduling conflicts. Your child's birthday may be celebrated in the classroom **during afternoon snack time**. We prefer parents to provide healthy snacks/treats or educational goodie bags. Please don't bring any sugar sweetened beverages, like soda, juice drinks, sports drinks, sweet tea, and Kool-Aid. For food safety purposes, we encourage pre-packaged or store-made treats. To protect feelings of all children in the classroom(s), party invitations may be given to teachers to give out only if all children in the class are invited.

ACCESS TO DRINKING WATER

Teachers and caregivers encourage children one year and older to drink water many times throughout the day. Safe, fresh drinking water will be clearly visible and available to children at all times indoors and outdoors, including during meals and snacks.

MULTICULTURALISM

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

FAMILY STYLE MEALS & BLESSING

At meal time, family style meals are practiced. Teachers sit at the tables with the children and help them serve themselves from big portions served in bowls. Good manners are encouraged at meal time. In addition, each classroom says a generic blessing at each meal.

OUTDOOR PLAYTIME

According to state regulations, all children must spend some time outdoors each day. We have playgrounds designed for each age group. On extremely cold or hot days the outside time will be reduced accordingly. Physical activities will be implemented in the classroom on rainy days.

SCREEN TIME

In accordance with the American Academy of Pediatrics recommendations, our center does not permit screen time (e.g., television, movies, video games and computers) for infants and children younger than 2. For children ages 2 and older, screen time is limited to 30 minutes or less per week.

REST TIME

All children will have a rest time during the scheduled program day. Children will be encouraged to rest on their cot/mat. Quiet activities will be provided for early risers and children who do not sleep. Sheets for resting equipment are provided by the center and will be laundered weekly according to particular classroom schedules or as needed if soiled. Parents are responsible for providing a blanket for use during rest time. Blankets will be sent home for laundering weekly or as needed if soiled. (Teachers caring for infants will follow the safe sleep policies recommended by The Department of Early Care and Learning. A copy of the policies is attached to this handbook and must be signed by parents/guardians upon enrollment of a child under 12 months of age.)

VISITATION

All parents are invited to visit our program at anytime. Observation windows are located in the main hallway for each classroom. Other family members may observe, but the director must be notified if they are arriving without the parent. Parents are also welcome to visit inside the classroom for lunch, birthday parties, to read a story, or just to play. Please notify the lead teacher if you would like to visit during your child's day at Champions for Children.

DIAPERING PROCEDURES

1. Identify child.
2. Place clean diaper near changing table, remove baby wipes from container and place near changing table, place diaper cream on tissue and place near changing table, place plastic bag for soiled diaper near changing table
3. Place child on changing table.
4. Put on gloves.
5. Undress child removing any soiled clothing.
6. Remove soiled diaper.
7. Throw soiled diaper into lined, hands-free trash can.
8. Clean child's bottom with wipe from front to back.
9. Throw soiled wipes into lined, hands-free trash can.
10. Remove gloves.
11. Wipe own hands with baby wipe.
12. Wipe child's hand with baby wipe.
13. Put on clean diaper.
14. Redress child.
15. Wash child's hands with running water.
16. Return child to play.
17. Teacher returns to changing table without touching any items.
18. Remove visible soil from changing table with soap and water.
19. Spray changing table with bleach and water solution and allow to air dry for 2 minutes.
20. Wash own hands.
21. Wipe changing table if wet.
22. Wash own hands again.

TOILET TRAINING PROCEDURES

Toilet training usually begins in our Top Dogs (young two-year old) classroom. If children show an interest in using the potty, teachers and parents will work together to begin the toilet training process. Teachers will monitor the children's behavior and take them to the restroom frequently. Children do not have to begin toilet training in this classroom if they are not ready.

Toilet training takes place in our Champs (older two-year old) classroom. Teachers take children to the restroom frequently, talk with them about using the toilet, and work with parents to ensure that children are being toilet-trained at home. Our teachers make toilet training a positive experience by rewarding success, whether it be trying to use the toilet or actually using the toilet, by praising the children, using sticker charts, or even calling parents to celebrate. Our teachers work very hard to ensure that children in our center have a positive toilet training experience. Children may not transition to the Heroes classroom until they are potty trained.



PROGRAM FEES

CLASSROOM	AGE	STF/CHD RATIO	MAX. # CHILDREN	WEEKLY FEE
Rookies	6 wks-7/9 m	1 to 4	12	\$180.00
Tumblers	7/9m-14m	1 to 4	12	\$180.00
Runners	15m-21m	1 to 5	18	\$170.00
Top Dogs	22m-28m	1 to 6	20	\$170.00
Champs	29m-35m	1 to 7	20	\$160.00
Heroes	36m-45m	1 to 8	20	\$160.00
MVPs	45m-59m	1 to 10	20	\$160.00
Pre-K after school	Pre-K	1 to 15	20	\$75.00
Champ Camp*	Pre-K – rising 2 nd grade	1 to 15	20	\$145.00
Part Time Care (Monday, Wednesday, & Friday)	Rookies - MVPs			\$120.00
Part Time Care (Tuesday & Thursday)	Rookies - MVPs			\$80.00

* Champ Camp, for the most part, follows the Clarke County school system calendar and will be offered during summer break and other school closings. Please call the center to verify dates.

** Weekly tuition amounts are subject to change. Please call the center prior to enrollment to confirm current tuition amounts.

Reg. Fee: _____
Rec. By: _____



REGISTRATION FORM

**Registration form must be filled out entirely*

Entrance Date _____ How did you hear about us? _____

Child's name _____ Name preferred _____
Last First Middle

Birthday _____ Sex _____ Was your child PREMATURE? _____
Month/Day/Year M/F If yes, number of weeks: _____

Mother's name _____ Place of employment _____

Home address _____ Home phone _____
Street Address City, State, and Zip Code

Work address _____ Work phone _____

E-mail address _____ Cell phone _____

Father's name _____ Place of employment _____

Home address _____ Home phone _____
Street Address City, State, and Zip Code

Work address _____ Work phone _____

E-mail address _____ Cell phone _____

Does the child live with: Both parents _____; Mom only _____; Dad only _____; Other _____
Childs Legal Guardian(s): Both parents _____; Mom only _____; Dad only _____; Other _____

The child may be released to the person(s) signing this agreement or to the following:

<u>Name</u>	<u>Address (Please write ENTIRE address)</u>	<u>Relationship to child</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Persons to contact in the case of an emergency when parents cannot be reached:

<u>Name</u>	<u>Phone number(s)</u>	<u>Relationship to child</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Child's Physician or Clinic's Name (Child's Primary Health Source):

Telephone Number: _____

Preferred Hospital: _____

My child has the following special need(s):
(please write "N/A" if this does not apply to your child)

The following special accommodation(s) may be required to most effectively meet my child's needs while at this center:
(please write "N/A" if this does not apply to your child):

My child is currently on medication(s) prescribed for long-term continuous use and/or has the following pre-existing, allergies, or health concerns:
(please write "N/A" if this does not apply to your child)

Signature (Parent/Guardian)

Date

Please complete form and return to:

Champions for Children
810 Olympic Drive
Athens, GA 30601

PARENTAL AGREEMENT WITH CHAMPIONS FOR CHILDREN

1. Champions for Children agrees to provide day care for _____
Child's name
On _____, _____ a.m. to _____ p.m.
Days of week
From _____ to _____. My child will participate in the
Month Month
following meal plan: (please circle) Breakfast snack; Lunch; Afternoon snack.
2. Before any medication is dispensed to my child, I will provide a written authorization which includes: date, name of child, name of medication, prescription number, if any; dosage; date and time of day medication is to be given. Medicine will be in the original container with my child's name marked on it.
3. My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel.
4. I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc. Parents must submit **Form 3300** (vision, dental, hearing screening) or a **Bright Futures Form** for all children ages 3 and above within 90 days of enrollment.
5. The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, exposure to communicable diseases, which include my child.
6. Champions for Children agrees to obtain written authorization from me before my child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than (2) feet deep.
7. I authorize Champions for Children to obtain emergency medical care for my child in the event the parent(s) are not available.
8. I have received a copy and agree to abide by the policies and procedures for Champions for Children.

Signature _____ Date _____
Parent/ Guardian

Signature _____ Date _____
Facility Administrator



ASQ Parent/Guardian Consent Form

ABOUT THE AGES AND STAGES QUESTIONNAIRE (ASQ)

A Parent-Report Developmental Screening

The ASQ and ASQ: SE (Social Emotional) consists of a series of questionnaires that screen and monitor a child's development between two months and five years old. The results determine if the child is on track or if he or she should receive more in-depth assessment to determine the need for specialized services.

Research has shown that the sooner children are identified as having delays and the sooner they get help, the better their chances of making significant development strides. Sooner is better!

The core of the ASQ is a series of 19 questionnaires that correspond to age intervals from two months to five years. The activities discussed in each questionnaire reflect developmental milestones for each group. Questions will address all areas of development – communication, gross motor, fine motor, problem-solving, and personal social. The ASQ: SE questions focus more in-depth on a child's social emotional development. Questionnaires will be used at numerous intervals for ongoing monitoring.

If you have any questions or concerns, please see an administrator.

(__/__/____)

(Child's name)

(Date of birth: MM/DD/YYYY)

I understand my signature below gives consent for my child to participate in a developmental monitoring program using the standardized Ages and Stages Questionnaire. I also acknowledge that I will receive a copy of the assessment results at parent-teacher conferences.

Parent/Guardian Signature

Date



Parent Photo Consent Form

Parents of ALL children, Rookies- Pre-K, please sign & give to front desk.

I, undersigned, do hereby give permission to Champions for Children to use photographs of my child in any published works such as (check all that apply):

- School Environment (classroom, hallways, bulletin boards, etc.)
- Newsletters (classroom and center)
- Promotional Materials such as Advertisements
- Web-Site
- CFC Social Media Pages
- Brochures
- Developmental Assessments (only shared with parents/guardians)

I understand and agree that any photo may be published and distributed for up to three years from the date below.

Child's Name: _____ Classroom _____

I do not give permission for my child to be photographed.
(Check box only if you wish for your child to not be photographed; otherwise skip box and sign below)

Print name of Parent/Guardian:

Parent/Guardian Signature

Date



Authorization to Dispense External Preparations
590-1-1-.20(1)

Child's Name: _____ Date of Birth: _____

Parental Authorization: Except for first aid, personnel shall not dispense prescription or non-prescription medications to a child without specific written authorization from the child's physician or parent. Such authorization will include, when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent.

I give _____, permission to apply one or more of the following topical ointments/preparations to my child in accordance with the directions on the label of the container.

- _____ Baby Wipes
- _____ Band-aids
- _____ Neosporin or similar ointment (please specify brand/type) _____
- _____ Antiseptic Wash
- _____ Sunscreen (please specify brand/type) _____
- _____ Insect Repellent (please specify brand/type) _____
- _____ Non-Prescription ointment (such as A & D, Desitin, Vaseline)
- _____ Baby Powder
- _____ After Bite
- _____ Gas Relief (please specify brand/type) _____
- _____ Oral relief (such as oragel, teething tablets, etc.)
- Other (please specify) _____

Parent/Guardian Signature

Date

*Form valid for **one** year.



Safe Sleep Practices Policy (6 weeks-12 months)

Child's name: _____ Date of birth: _____

Parent/Guardian name: _____

Safe Sleep Practices/Policies:

- 1) Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.
- 2) Cribs shall be in compliance with CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards.
- 3) No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.
- 4) No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles.
- 5) Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.
- 6) Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots/mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed. This facility will adhere to the following practice: Bedding will be laundered daily or more often as needed.
- 7) Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety-approved crib for sleep.
- 8) Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.
- 9) Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.

I acknowledge that the director or designee has advised me of the safe sleep practices followed by the facility.

Parent/Guardian Signature: _____ Date: _____