

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 - 4 years.
January – December Monday – Friday 6:30 am -5:30 pm.

Contact Information:

Director: Jessica Ledford

Office 706-896-4040 Cell Phone: 706-994-4004 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	\$100.00 Week
Discounts for additional children	\$10.00
Example: 2 children full time	\$190.00

Tuition for out of County/State residents

Children 0- 5 \$100.00 + \$20.00 (supplement fee) = \$120.00

Part time: 2 – 3 days per week - \$85.00 (if slots are available)

One-Day - \$25.00 (if slots are available)

No Registration Fees are charged.

Fees are due on Friday 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 by Friday at pickup 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.

If the center has to close due to inclement weather for 2 or more days in a week, fees will be pro-rated for that week only (\$25 per day the center is open).

Holiday Closings:

We will be closed for the following holidays. Fees are still due for the full week.

New Years Day	1 day
MLK Day	1 day
Good Friday	1 day
Memorial Day	1 day
July 4	1 day
Labor Day	1 day
Thanksgiving	2 days
Christmas	2 days

Closing the Center:

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. The center director as well as the county commissioner will make the ultimate decision on whether to close the center due to inclement weather. A message will be sent to all parents if the center is going to close. Calls will also be made to parents. If you get a message or a call, please pick your children up as soon as possible.

There are times when the center may be closed due to power outages, heat/air issues, water issues. If the center is closed for 2 or more days for any of the above, the fees for that week will be pro-rated.

Center Rules:

We ask that parents do not allow children to bring: toys, movies, food, or money to the center. 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 blanket for their child if they wish.

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 prescription medication when it is needed. In order to be able to administer medicine, a Medical Authorization form must be completed by the parent. 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 between uses. Each Authorization form is valid for 2 weeks. If your child needs to continue a prescription medication for more than 2 weeks, another form must be completed.

If the medicine is not prescription, we will not be able to administer it unless we have a doctor's note stating the need for the medication and for how long to administer the medication.

Teachers will not be allowed to administer medicine without a Medical Authorization form being completed first. Only your child's classroom teacher or the Director 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:

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 as well as neglect. 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 at or before **5:30 p.m.** If you need someone who is not listed on your child's enrollment form to pick up your child, you must call or send a note. If an emergency situation has occurred and you are going to be late, please let us know as soon as possible.

The charge for late pick up is as follows: **\$1.00 for every minute after 5:35.** Parents who pick up their child late will be asked to record the time via the time clock using a time card and to sign the card. If your child is picked up late more than three times, service could be terminated. If an emergency situation has caused you to be late, please let us know.

Please make sure we always have up to date contact information. If no one contacts the center and we are unable to reach a parent or family member we may have to contact the Department of Family and Children Services and/or the Sheriff's Office, placing the child in their custody.

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 ----- enough for 6 - 8 daily
- Wipes --- 3 packs every month
- Sterilized-prepared bottles (NO GLASS BOTTLES ALLOWED) labeled with child's first and last name and date on bottle and their initials on cap.
- Diaper Rash Cream

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.

Toddlers-13 months - 36 months:

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

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.

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 - 4 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 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 meetings.

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 decrease 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 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: _____