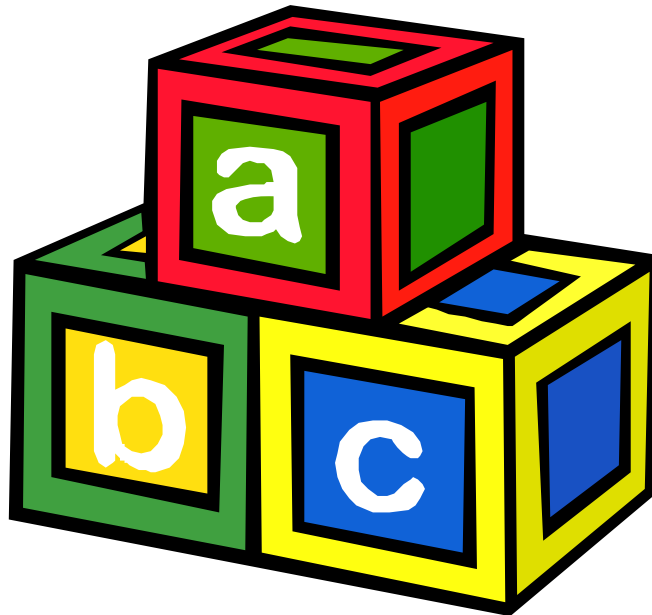


Flint River Learning Christian Center

Policies and Procedures for the Center



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Jonesboro, GA 30238
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Director Nikki Capel
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TABLE OF CONTENTS

Welcome Page _____	2
Operations _____	2
Registration _____	3
Enrollment Status _____	3
Tuition/Fees _____	4
Additional Fees/Charges _____	5
Vacation / Sick Time _____	6
Forms of Payment _____	6
Government Assisted Children _____	6
Childcare Programs _____	7
Infant Program _____	7
Toddler Program _____	8
Preschool Program _____	9
After-School Program _____	10
Summer Camp Program _____	10
Rules and Regulations _____	11
Behavior Management _____	12
Health/Medical _____	13
Discharge Policy _____	14
Emergency Plans _____	15
Parent Agreement _____	16

WELCOME PARENTS AND CHILDREN

We at Flint River Learning Christian Center are geared to the educational development of your Child (ren)'s success. We are excited and ready to take your child (ren)'s learning abilities to another level. Before we get started, I would like to take the time out to thank you for considering Flint River Learning Christian Center for your childcare needs. This handbook will help to answer questions about the facility, how we operate and how and why we go beyond the call of duty to make each and everyday fun-filled and educationally rewarding.

ABOUT THE OWNER

Nikki Fisher-Capel is the owner of Flint River Learning Christian Center. She has a passion for assisting children into becoming successful adults. She has dedicated her 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. She has worked in various daycare centers in the community. She has directed an in-home family daycare for 3 years prior to opening this private center. She understands what it means to parents to provide a safe and healthy environment for their children. She has acquired an Associates of Arts and Sciences degree, along with a Bachelors degree in Business Administration & Management. She is a CPR and first Aid Instructor. Your child will in the best care around under Mrs. Fisher-Capel's Wings of Love.

MISSION

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.

OPERATION

We provide childcare Sunday thru Saturday 24 hours of the day. Children between the ages of 6 weeks to 12 years old are welcomed to enroll.

This facility will be closed during the following observed holidays:

Martin Luther King Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Break

Christmas Break

New Years Day

MEAL TIMES

We include the following meals; breakfast, lunch, and pm snack, at the following times.

Breakfast	8:30am – 9:30am (cut-off time to be served is 9:15)
Lunch	11:00 am
Snack	2:30 pm
Supper	6:00pm

REGISTRATION AND ADMISSION

In order to register your child with our facility you will be required to fill out all enrollment forms. The forms will need to be complete and properly filled out prior to your child's first day of attendance. All children are required to provide shot records (GA form 3231) and a physical from within 30 days of enrollment. Remember that admission will be offered on a first come, first serve basis. NO child will be able to enroll at this facility without the above needed paperwork. There will be a registration fee of \$60 along with your registration packet. Once you have enrolled your child into the program, there will be **NO REFUNDS**.

ENROLLMENT STATUS

In order to accommodate your childcare needs, we offer the following services: Your child will be enrolled with one of the following statuses. If your child's status changes, please inform our staff immediately. If you decide to withdraw your child from the program please notify administration and fill out the proper paper work at least two weeks prior to your child's last day or you will be required to pay for the last two weeks after withdrawing your child.

Full-time Daycare Status †

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

Drop-In Daycare Status †

Your child will have a drop-in status if he or 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 statuses above

† Registration fee is required. See tuition fees under tuition section.

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. Authorized means the parents or someone the parents authorize to drop off or pick up the child. Children will be signed in and out by using the computer located by the front entrance door. Parents please use your 4-digit code to complete this procedure; also make sure that you read any emails we send to you 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.

TUITION AND FEES

This facility has the right to change tuition fees at anytime for any reason

<u>FEES</u>	<u>AMOUNT</u>
Registration Fee	\$60 per child
Late Fee*	\$15 for 1 st 10 minutes, \$1 per minute after that
Holding Fee	½ tuition per child
Returned Check Fee	\$30 per check
Field Trips	\$2 - \$15 each
Pictures**	\$15 - \$20 per pack
Transportation Fee (to and from school only NO EXCEPTIONS)	\$1 pre day /1 way = \$10 per week to and from.
<u>TUITION</u>	
Infants 6wks to 12 mnths	\$150
Young Toddlers 13 – 18 mnths	\$140
Toddlers 19 mnths – 3 yrs	\$130
Preschool*** 3 – 5 yrs	\$120
After School 4 – 12 yrs	\$ 70
After School (when school is out for 3 or more days)	\$120 per wk
After School (when school is out for less than 3 days)	\$37 per non-school day \$15 per school day
Summertime Care 4 – 12 yrs	\$120 per wk
Drop-in (Monday thru Thursday)	\$40 per day
Drop-in (Friday thru Sunday)	\$50 per day

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

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

***There will be a \$10 weekly fee added to tuition charge for non-potty trained children age 3 years or older.

PAYMENTS ARE DUE ON MONDAYS BY 6:30 PM

ADDITIONAL FEES AND CHARGES

Late fees

Tuition

- In the event that you are not able to pay your tuition fees on Monday, \$10 will be added to your normal tuition rate. After close of business on Tuesday, 25% of your total tuition cost will be added to your balance, including the \$10 late fee. Any tuition not paid by the close of business on Wednesday, 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.

Drop-off

- Seeing as how we are a 24-hour childcare center, we have three shifts in which your children may attend and in order to keep our day running smoothly, we do have a cut off time for children to be drop-off on each shift. No children will be accepted after 9:30 am on first shift. The second shift the cut off time is 2:30 pm and the third shift cut off time is 12:30 am. If you must bring your child after these times please no that, you will have to pay \$15 fee PRIOR to your child being dropped off.

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 you schedule for the week that is what we will go by. There for all children are picked up in a timely manner. If not picked up as such you will incur a \$15 fee for the first 10 minutes and \$1 a minute, for every minute their after. Any child not picked up with in two hours of their scheduled shift time will be turned over to the Clayton County Police. All late pick-up fees will be due PRIOR to children returning to center.

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.

Misc. fees

Returned check fee

- In the event that your check filled out to Flint River Learning Christian Center is returned for insufficient funds there will be a \$30 returned check fee. Make proper arrangements so that this will not happen.

Non-potty trained Per School Student

- There will have \$10 added to their tuition fees if your child is not potty trained by the age of 3 years old. Flint River Learning Christian Center reserves the right to determine what is and is not considered potty trained.

Field trips and Transportation

- The only transportation provided is to, from school, to, and from fieldtrips. In order for your child to receive any kind of transportation a transportation form and vehicle emergency form must be filled out. School transportation is only for children enrolled in our before or after-school program and for fieldtrips. If a fieldtrip is scheduled you will receive adequate notice and be required to sign a permission form in advance

VACATION / SICK TIME

Parent you are allowed two weeks vacation/sick time a year. What this means is that your child (ren) can miss two weeks of daycare and receive a discounted rate. The cost for your vacation week is ½ your normal tuition amount. You are required to give management at least two-week's 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 increments smaller than that.

It is very important for you to know that if your child (ren) is/are enrolled in Flint River Learning 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 made available for another child.

If for any reason your child (ren) misses a week of care, weekly tuition is still required. You will need to pay on Mondays before 6:30 pm of the missed week or Friday prior to the missed week. If your child (ren) is not in attendance for two weeks without notifying the center about your child's (ren's) whereabouts, your child will no longer be enrolled at Flint River Learning Center and your child's space will be available for another child.

FORMS OF PAYMENT

In order to have your tuition paid in full you will need to pay in cash, credit card, check, or official money order made payable to Flint River Learning Center. Payments will need to be received in our office prior to care. Payments are due every Monday by 6:30 pm. If you are paying in cash, please keep in mind that we will not accept any bills larger than a 20 and do not keep cash on the premises so any over payment will result in a credit to your account.

GOVERNMENT ASSISTED CHILDCARE

Government assisted childcare; maybe called CAPS childcare 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 (Monday). 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.

CONFERENCES

We will encourage each and every parent to attend a conference with the teacher or director on a semi-annual basis. The conference will be held to discuss the level of development and progress of your Child (ren). The parents are welcomed to request a conference at anytime.

CHILDCARE PROGRAMS

Infant Program (6weeks-12months):

Items your child will need daily

- ✓ diapers
- ✓ wipes
- ✓ tissue box
- ✓ change of clothes
- ✓ wash cloth or cloth diaper
- ✓ receiving blanket
- ✓ bibs
- ✓ pre-prepared bottles of formula
- ✓ baby food

*** Have a full bottle prepared for your child when you drop your child off at the facility.**

Activities

- All infants will be required to have a current feeding plan
- Infant will have learning activities
- Infant will also be fed on demand
- Infant will each get individual time with their childcare providers
- Infant will spend at least 1 hour a day outside.

Schedule

6:00 am	Quiet Time
7:00 am	Daily Devotion
7:30 am	Classroom Checklist
8:00 am	Diaper Change
8:30 am	Breakfast
8:50 am	Clean-up
9:10 am	Outside Play
9:30 am	Diaper Change
9:50 am	Activity Time
10:50 am	Clean-up
11:00 am	Lunch
11:30 am	Diaper Change
12:00 pm	Naptime
2:00 pm	Diaper Change
2:30 pm	Snack Time
2:50 pm	Outside Play
3:20 pm	Clean-up
3:35 pm	Floor Play
4:30 pm	Diaper Change
5:00 pm	Story Time
5:20 pm	Free Time
5:50 pm	Diaper Change / Music
6:00 pm	Supper
6:30 pm	Closed out room

Toddler Program (12months-36months):

Items your child will need daily

- ✓ backpack or diaper bag
- ✓ diapers or pull-ups
- ✓ wipes
- ✓ tissue box
- ✓ change of clothes

Educational Goals

Colors

- Primary Colors – red, yellow, blue

Letters

- Say ABC

Numbers

- Count 1 – 10

Shapes

- Basic – square, circle, triangle

Misc.

- Know whole name
- Birthday

Basic body parts

Songs & Nursery Rhymes

- Various

Toddlers will be encouraged to use the potty, if not potty trained, but will be determined by the effort of the child.

- Toddlers will have 1 ½ hours of outside time a day (weather permitting)

*** Parents do not need to bring sippy cups to the center; we provide cups for all children.**

Schedule

6:00 am	Quiet Time
7:00 am	Daily Devotion
7:30 am	Classroom Check-in
8:00 am	Restroom/Diaper Change
8:30 am	Breakfast
9:10 am	Clean-up
9:20 am	Circle Time
9:35 am	Outside Play
10:05 am	Restroom/Diaper Change
10:20 am	Curriculum Time
10:50 am	Clean-up
11:00 am	Lunch
11:30 am	Restroom/Diaper Change
12:00 pm	Naptime
2:00 pm	Restroom/Diaper Change
2:30 pm	Snack Time
2:50 pm	Floor Play
3:10 pm	Outside Play
4:10 pm	Restroom/Diaper Change
4:25 pm	Art Project
4:55 pm	Clean-Up
5:00 pm	Story Time
5:20 pm	Free Time
5:40 pm	Restroom/Diaper Change
6:00 pm	Supper
6:15 pm	Clean-Up
6:30 pm	Closed out room

Preschool Program (3 years to 5 years):

Items your child will need daily:

- ✓ backpack
- ✓ change of clothes

Educational Goals

Colors

- Primary Colors – red, yellow, blue
- Secondary Colors – green, orange, purple, brown
- Other Colors – black, white, pink, peach, various shades of colors
- Color Mixing

Letters

- Write upper and lower case ABC's
- Write first and last name

Numbers

- Count 1 – 100
- Write numbers 1-10

Shapes

- Primary – square, circle, rectangle, triangle
- Secondary – diamond, oval, heart

Misc.

- Know whole name
- Parent's name
- Address
- Phone number
- Birthday
- Body parts

Songs & Nursery Rhymes

- Various
- Preschool will have 1 ½ hours of outside time a day (weather permitting)

Schedule

6:00 am	Quiet Time
7:00 am	Daily Devotion
7:45 am	Restroom
8:00 am	Classroom Check-in
8:10 am	Circle Time
8:30 am	Breakfast Preparation
8:40 am	Breakfast
9:00 am	Restroom
9:15 am	Class Work
10:10 am	Outside Play
10:40 am	Restroom
11:00 am	Lunch
11:40 am	Restroom
12:00 pm	Naptime
2:00 pm	Restroom
2:10 pm	Snack Time
2:50 pm	Arts & Crafts
3:20 pm	Centers
3:55 pm	Restroom
4:10 pm	Outside Play
5:10 pm	Restroom
5:25 pm	Centers
5:45 pm	Clean-Up
6:00 pm	Supper
6:15 pm	Clean-Up
6:30 pm	All class combine in room

Children 3yrs and up will have the opportunity to learn Spanish. Spanish will be taught twice a week in 1-hour sessions.

After-School Program (4 years to 12 years):

Items your child will need daily:

- ✓ backpack
- ✓ homework

Schedule

3:00 pm	Daily Devotion
3:10 pm	Restroom
3:15 pm	Snack Time
3:40 pm	Restroom
3:50 pm	Homework
4:45 pm	Teacher Activities
5:05 pm	Restroom
5:15 pm	Outside
5:55 pm	Restroom
6:00 pm	Supper
6:15 pm	Clean-Up
6:30 pm	Closed out room

Summer Camp Program (4 years to 12 years):

Items your child will need daily:

- ✓ sneakers
- ✓ sunscreen

Schedule

6:00 am	Quiet Time
7:00 am	Daily Devotion
7:45 am	Restroom
8:00 am	Classroom Check-in
8:10 am	Circle Time
8:30 am	Breakfast Preparation
8:40 am	Breakfast
9:00 am	Centers
9:50 am	Restroom
10:00 am	Field Trip / Special Activity
11:00 am	Lunch
11:40 am	Restroom
12:00 pm	Field Trip / Special Activity Continued
3:20 pm	Restroom
3:30 pm	Snack
3:50 pm	Arts & Crafts
4:20 pm	Centers
5:05 pm	Restroom
5:15 pm	Outside Play
5:55 pm	Water Break
6:00 pm	Combine with Preschool
6:15 pm	Clean-Up
6:30 pm	Closed out room

Drop-Ins

Will participate in facility's daily schedule

LABELING

So that we can keep track of all your belongings, you will need to have your child's things labeled. You can label your child's things with a permanent marker. The facility will not be responsible for lost belongings that were not properly labeled. We strongly ask for your participation in this manner.

RULES AND REGULATIONS

Respect

Flint River Learning Christian Center prides themselves 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 manor at all times. Disrespect will not be tolerated at ANYTIME by ANYONE.

No Child Abuse

No abuse of any kind will not be tolerated. We have a zero tolerance policy, **NO EXCEPTION**.

Destruction of Property

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

No Barrettes, Beads and Bows

As of 3/29/04, children in the infant room and toddler room will not be allowed to wear barrettes, beads, and bows, Also children in the Pre School room will not be allowed to wear beads in their hair, for the safety of the children to prevent chocking. When a child find theses items the first thing they want to do is put them in their mouth (**NO EXCEPTIONS**).

No Outside Food or Beverages

Children (other than infants) may not bring food, toys, favorite items, and money unless for days scheduled for activities that allows those things.

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 behaviors 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 following 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.

--- For example, when you are finished picking up the blocks, then you can go outside.

---A statement that would encourage a child to make a positive choice. For example, "If you pick up the blocks, then you can go outside."

i. Take a Break:

This is when a child spends an age appropriate amount of time away from the group (one minute for each year of the child's age). He/she may return when they are ready to demonstrate appropriate behavior. This technique will only be used when a child expresses temper tantrum type behavior, continuously demonstrates the same inappropriate behavior, or child becomes a danger to himself or others, or is damaging equipment.

ii. Conduct Report:

When time to yourself does not work, a conduct report will be sent home so the child's parent(s) are aware of the behavior and it can be addressed.

iii. Suspension

In a 90-day period if your child receives three, conduct reports he/she will be suspended and will need to be kept home for two days (**NO EXCEPTIONS**).

iv. 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

MEDICAL FORMS

The proper form will need to be filled out and returned in order to give your child any medicine, including diaper rash ointments and sunscreen. All medication will need to be in its original container, with the child's name, medicine name, and dosage, and directions for administration, date, and physician's name. Medicine forms are good only for 10 days from the start date (excludes external preparations form. If a medication needs to be filled out continuously then a special form will need to be filled out and a physician's note will be required. Any adverse reactions to any medication will be recorded and reported to the parent. Unused medications will be returned to parent.

HEALTH

You are the best judge of your child's health and we trust you will not bring a sick child to the daycare. However, if in the opinion of our staff is that your child is sick; we will call you to come pick up your child immediately. The following criteria should be used to determine if your child should stay home:

- Fever of 101 degrees or more
- Sore throat
- Inflammation of the eyes
- Vomiting
- More than one incidence of diarrhea
- Communicable disease
- Unknown rash
- Excessive nasal discharge

Exposure to notifiable communicable disease

If your child has been exposed to a communicable disease, they will be excluded from the center for the defined amount of time on the chart of communicable diseases, which may be provided by our center or by a physician.

In the event healthy children have been exposed to specified communicable diseases, parents will be notified within 24 hours of exposure to disease. The facilities staff will notify parents in writing with a letter stating the seriousness of exposure to communicable disease.

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 reached 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 phone 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 center, 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.

DISCHARGE POLICY

Flint River Learning 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 the parent handbook

Child has special needs that we cannot adequately meet with 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 replace by parent in a timely manner.

CHILD ABUSE AND NEGLECT

Staff members are required by law to report any suspected child abuse or neglect.

EMERGENCY PLANS

EMER. 1 **IN EVENT OF AN EMERGENCY REGARDING YOUR CHILD:**
(Serious injury/death, loss of child)

Our first Priority is to call 911

First, the facility owner will notify the parents/guardian immediately.

Second, if we cannot reach you, the owner will notify your emergency contact person.

Serious injury, child will be taken to nearest emergency room

Death, appropriate authorities will be notified

Loss of child, appropriate authorities will be notified

EMER. 2 **IN THE EVENT THERE IS PHYSICAL FACILITY PROBLEMS REGARDING YOU CHILD:**

First: your child will be taken to Directors Home.

Second: the parent/guardian will be notified of the location of where to pick up your child.

EMER. 3 **IN THE EVENT OF SEVERE WEATHER REGARDING YOUR CHILD:**

First: Your child will evacuate areas of danger (for ex. near windows).

Second: Your child will be in a protected area of the facility.

Third: the parent/guardian will be notified to pick up the child.

EMER. 4 **IN THE EVENT OF A FIRE REGARDING YOUR CHILD:**

First: He/She will be escorted by the staff out of the facility away from the building according to the posted fire evacuation plan.

Second: Refer to emergency 2.

**Thank you once again for choosing Flint River Learning
Christian Center for your childcare needs!**

Parent Handbook Agreement Form

I _____ have read and agree to the rules and regulation of this handbook. If I have objections, I will notify Flint River Learning Christian Center's staff. You can voice your concerns with changes or suggestions in the blanks provided.

Parent's Signature

Date

Parent's Signature

Date

Thank you for your cooperation
Capel Enterprise