Hinesville
CHILDCARE
Give Your Child A Good Foundation For Life

FAMILY HANDBOOK

Childcare, GA Pre-K AND Before AND After School PROGRAMS



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MISSION STATEMENT:

The Mission of Hinesville Childcare Learning Center is to provide high quality childcare and learning experiences for children in a safe and caring environment . We strive to help them develop socially, creatively, emotionally, physically and intellectual-ly. Our Mission is to encourage children to find out who they are by becoming aware of others and the environment around them. Hinesville Childcare Learning Center provides a safe and fun place to experiment through play. We encourage each child to share their experiences, honor ones diversity, respect each other's feel-ings.

CENTER HISTORY:

Hinesville Childcare Learning Center was established in 1976 and was purchased in 1986 by the current owners Joyce & Bennie West of Hinesville GA. Since 1986 we have strived to provide quali-ty care to the parents of our community. In 1990 Hinesville Child-care partnered with the Department of Early Childcare to partici-pate in the GA Pre-K program. We have successfully maintained the GA Pre-K program in our center for over 20 years. To continue our strive for excellence in 2011 we participated in the Infant / Toddler Improvement plan. After completion of that program we enrolled in the GA Quality Rated Program. Quality Rated is Geor-gia's voluntary, community–powered early education rating system that identifies and rewards early care and education programs ex-hibiting high merit. In June of 2013 our center became the first and only center in Liberty County to receive a three star rating!! Hinesville Child Care completed the 3 year renewal for Quality Rat-ed in 2017 and once again remain a 3 Star Center. In 2014 Hinesville Child Care became Nationally Accredited though NAEYC. This is the highest "gold standard" of childcare.

PHILOSOPHY OF EDUCATION

Hinesville Childcare Learning Center is firmly committed to promoting the healthy development of each child in our school. We focus on the growth of the whole child. We know that the physical, moral, emotional, cognitive, and social development of each and every child is of equal importance.

Our primary goal in working with the children is to promote positive self-esteem. Every child needs to feel loved and secure, and to feel comfortable with the adults, children and surroundings. Our job is to provide a safe, secure, and peaceful environment in which every child can explore and learn with the support and guidance of a caring adult.

Our approach to learning stresses growth in the following areas: fine motor skills, social and emotional maturity, eye-hand coordination, gross motor skills, independence, task completion, attention span, and listening skills. These skill areas lay groundwork for the learning that will last a lifetime, and promote educational success.

Our curriculum highlights all the developmentally appropriate areas for each age group. Areas of focus include math, language, science .self-help, social skills, art, music and movement. Several basic and important principles form the cornerstone of our ***EXCEEDS*** curriculum.

Children learn through active exploration. Our program is activity-based. We offer an array of activities that are designed to encourage children to actively explore and manipulate the variety of materials we provide for them.

Children initiate their own learning . Our classrooms are divided into structured activity areas. During a large part of the day, the children explore freely while supported and guided by teachers. Our staff is trained to find ways to give children choices and help them make their own decisions.

Learning comes from open-ended experiences. We strive to develop children's imaginations, reasoning skill, and self-confidence by emphasizing creative problem solving. The emphasis is on the discovery or learning process, not merely on being "right".

Adults are facilitators of children's learning. Our teachers ask a lot of questions and encourage children's discussion. They are trained to create learning environments that support natural curiosity and a desire for learning.

Hinesville Childcare Learning Center is committed to helping each child fulfill his or her potential and grow to be a healthy, secure and loving individual.

GOALS

* TO PROVIDE A NURTURING, SAFE, SANITARY, STIMULATING AND PEACEFUL ENVIRONMENT FOR EACH CHILD IN OUR CARE.

* TO PROVIDE LOVE, KINDNESS AND RESPECT FOR EACH CHILD.

* TO TREAT CHILDREN AND PARENTS IN A NON-THREATENING AND NON-JUDGEMENTAL MANNER.

* FOR BOTH STAFF AND PARENTS TO WORK TOGETHER IN A PROFES-SIONAL, ETHICAL, FRIENDLY AND COOPERATIVE MANNER.

* TO PROVIDE LEARNING ACTIVITES IN ALL AREAS OF EARLY CHILD-HOOD DEVELOPMENT:

Social development: to help children feel comfortable in school, trust their new en-vironment, make new friends and feel they are part of a group.

Emotional development: to help children experience pride and self-confidence, de-velop independence, self-control and have a positive attitude on life.

Cognitive development: to help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learn-ing skills such as the ability to problem solve, ask questions, and use words to de-scribe their ideas and feelings.

Physical development: to help children increase their large and small muscle skills and feel confident about what their bodies can do.

Language development: to help children develop vocabulary and language skills appropriate to the development stage.

Literacy development: to help children develop an appreciation of books and a love of reading.

ORIENTATION

Licensing

Hinesville Childcare Learning Center is licensed through the Bright from the Start Department Of Early Care and Learning and operates strictly in accordance with the Georgia State Rules and Regulations for Child Care Learning Centers. A copy of the Georgia State Child Care Laws as well as the most recent license or commission evaluation report on our school will always be available in the school office.

Hinesville Childcare can provide a translator in the Spanish speaking language, if needed. Please feel free to bring along someone to translate for you.

Programs

Age Appropriate Activities

At ***Hinesville Childcare Learning Center***. We provide age appropriate programs for infants, waddlers, toddlers , pre-school, Georgia Pre-k and Before & After School age children. Developmentally appropriate programs are both age appropriate ad individually appropriate. Programs designated for a specific age group are based on knowledge of how children learn, with attention to the needs and differences of the individual child. Lesson plans are based on motor skills, cognitive, social emotional and language developments, art, science and math exploration.

OUR CURRICULUM: is a theme based curriculum that allows children an opportunity to explore in a developmentally appropri-ate environment. Children experience large and small group situations along with individual assistance while exploring the areas of Language / Literacy, Math/Science, Music and Art. On a daily basis children will participate in each of the focus areas and Circle Time activities and explore designated locations in the classroom know as "Learning Centers" to the children. Socialization is encouraged throughout the daily activities as an integral part of the curriculum. In addition all lesson plans must reflect developmentally appropriate best practices and align with the Georgia Early and Development Learning Standards which cover the following domains:

Social Development: to help children feel comfortable in school, trust their new environment, make new friends and feel they are part of a group.

Emotional Development: to help children experience pride and self-confidence, develop independence, self-control, and have a positive attitude for life.

Cognitive Development: 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 problem solve, ask questions, and use words to describe their ideas and feelings.

Physical Development: to help children increase their large and small muscle skills and feel confident about what their bodies can do.

Language Development: to help children develop vocabulary and language skills appropriate to the developmental stage.

Literacy Development: to help children develop an appreciation of books and a love for reading.

Because participation in Georgia's Pre-K Program is voluntary for public schools and for private child development centers, there may not be enough spaces in every community for all four year olds who wish to participate. Every effort will be made to contract with eligible centers to create enough spaces for children who want to attend OR to match children with available spaces in other Georgia's Pre-K Program providers in the area.

Our enrollment policies for the pre-k program follow the guidelines of Liberty County school system. Incoming pre-k students have to be four years of age by September 1st of the same school year.

When are the programs offered?

Pre-K programs usually operate on the regular school system calendar for the length of a typical school day. Programs may be offered at local public schools or through private providers of preschool services.

ASSESSMENT OF CHILDREN

Teachers will use a variety of instruments to track the progress of each child enrolled in our center. Our center conducts assessments as an integral part of the program. Our program use assessments to support children's learning, using a variety of methods such as observations, work samples, photos, checklists, matrixes, and individually administered test.

STAFF DEVELOPED ASSESSMENT METHODS

Staff developed assessment methods are aligned with our curriculum goals, provide an accurate picture of all the children's progress, are appropriate and valid for state purposes, provide meaningful and stable results for all learners, including English – Language learners and children with special needs. It also provides teachers with clear ideas for curriculum development and daily planning and they are regularly reviewed to be certain that they are providing the needed information.

Observation notes: Throughout the year teachers will collect observation notes on each child in their classroom. Teachers will collect a minimal of 5 notes per child in each of the 5 developmental domains per month. These notes will be taken throughout the day when children are engaged in play or learning activities. Teachers will use these notes to help determine a child's progress or delay. Teachers will also share some of these notes with the parents during conferences.

Work Samples: Teachers will collect samples from children's work and place in their individual portfolio. Work samples will be used as a tool to guide teachers in determining a child's progression or delay in the 5 developmental domains. Teacher's will share work samples with parents during conferences and also distribute them to parents at the end of the year

Pictures: Teachers will take pictures of the children throughout the day while engaged in various opportunities. The pictures will be used as proof that child meets a certain indicator under one of the 5 domains. Pictures will be posted in the classroom as well as stored in the child's individual portfolio and shared with the parents at the conferences and also distributed to the parents at the end of the school year.

INDIVIDUALLY ADMINISTERED TEST

Our center uses the Ages & Stages questionnaire (ASQ) to aide in the developmental progress of all children

The ASQ is designed to screen young children for potential developmental delays. The ASQ has 21 questionnaires to help assist us with the screening and monitoring of children from 1 month to 5 ½ years

Why we choose the ASQ: The ASQ is recommended by the American Academy of Neurology, Child Neurology Society, & First Signs. The ASQ is also reliable & valid, the most accurate, and parent friendly way to screen young children

When will the ASQ be administered: the ASQ will be administered throughout the course of the year during your child's routine schedule, through observation of your child during routine activities, playing in learning centers and planned activities

How often will the ASQ be administered: the ASQ will be administered within 3 months of the child's initial enrollment and then two times per year. The first one will be completed by December and the second one by April

How will parents receive the results: Teachers will have a schedule conference with the parents during December and April to share the results of the ASQ & receive a copy. During this time parents will be given the opportunity to discuss any concerns or questions they may have about their child's progress or the ASQ. Parents will also be given the opportunity to set goals for their child for the upcoming year. If parents cannot attend the conference arrangements will be made for the teacher to meet with the parents or guardians at a better time.

The program staff have been trained to use the assessment procedures and interpret results as well as the conditions under which the child will be assessed (e.g., group size, time constraints, and familiarity with adults involved)

Parents will have the opportunity to administer an ASQ on their child while at home. The parents and caregivers will share their results during the conference. The ASQ is made available in English and Spanish. Please let us know if you would prefer a Spanish version.

Communication with families about their child's assessment is sensitive to family values, culture identity, and home language.

How will the child's ASQ be keep confidential: each child will have an individual portfolio binder located in their classroom. All portfolios will only be made assessable to that child's legal guardians. Parents can find more detailed information about the ASQ located in the office

The program will conduct an annual re-evaluation of the assessment plan to ensure our assessment methods are meeting the needs of the children and families we serve.

WHY ARE ASSESSMENTS IMPORTANT

Conducting assessments and collecting observation notes serve multiple purposes:

Assessments obtain information & document progress on all areas of children's development and learning, including cognitive skills, language, social –emotional development, approaches to learning, & health & physical development (including self-help skills)

It assist teachers and parents in arranging for developmental screening and referral for diagnostic assessment when a need is indicated

Helps teachers identify children's interest, & needs, which allows for more individualized teaching.

Teachers and other professionals associated with the program use assessment methods and information to design goals for individual children as well as guide curriculum planning and monitor progress

Helps teachers improve their curriculum and adapt their teaching practices and the learning environment

Assist in communicating with families & family involvement.

INFANT CLASSROOMS:

We offer Two Infant classrooms here at Hinesville Childcare

INFANTS: 6 WEEKS – CRAWLING

Jr. WADDLERS: CRAWLING—17 MONTHS

Infant Program: we offer our Infant program to all children in the ages of 6 weeks to 12 months. However, as soon as your child is able to walk without support and is older than 12 months, he/she is eligible to join our Waddler program.

At Hinesville Childcare we strive to understand the unique and growing needs of each individual baby.

Strong focus is placed on nurturing for baby's healthy development.
Infants are held for their feedings.
Individual feeding plans and sleeping schedules are created for each baby.
They are aligned with state's guideline's for Healthy Child Development & Care
Daily documentation of infant's feeding, diapering , and napping is kept.

Our infant program is designed to meet the individual needs of your baby. We understand that all infants develop at various rates and stages. We pride ourselves in having kind, loving, and nurturing caregivers.

Parents are responsible for providing an updated detailed schedule for their baby's activities including eating, sleeping, diaper changing, and any other special instructions.

Every morning our teacher's will check with you to see how your evening and morning has been, when your baby has eaten last, slept and been changed. This constant communication ensures a smooth transition from home to our care.

Each evening you may view the documentation of all meal times, diaper changes, & nap times. It is our goal to provide consistency between our care & home. Weekly lesson plans and menu's are placed on our parent information board for you to view.

TODDLER PROGRAM

In our Toddler program, we focus on children the ages of 18months {and walking} to 36 months
We offer two toddler classrooms here at Hinesville Childcare:
Waddler Class: 18 months—24 months
Toddler Class— 24 months—36 months

Each classroom provides your classroom with stimulating surroundings and plenty of loving attention. Your child will enjoy the comfort of his own personalized cot for napping and a cubby to store their personal belongings.

Our highly trained teacher's encourage healthy eating habits and self –help skills during our two-scheduled meal times and our snack time. Our classrooms are designed to develop social skills and help you child learn about his environment. OUR CLASSROOM ENVIRONMENT: Toddler's are exploring and challenging their newly found mobility. Our classroom's are designed to encourage and promote this curiosity. Our classroom are arranged with CENTERS that encourage your child's creativity, exploration of his world and imagination.

During the day, your child will have the opportunity to participate in Circle Time learning about weather and the days of the week. Counting, the alphabet, colors, singing, finger plays along with Spanish are also important components of circle time. Each Toddler is encouraged to participate in gross motor activities and complete an art project each day. Our highly trained teachers plan age appropriate language and literacy group activities, math and science exploration time. We make learning fun & enjoyable.

Once your child is in our Two year old class our staff will begin working with you on potty training when you feel your child is ready

THREE YEAR OLD PRE-SCHOOL PROGRAM

In order to join our preschool program your child must be potty trained and older than 30 months . In the preschool program we serve all children in the ages of 30 months {and potty trained} up to 4 years.
Our three year old class room provides stimulating surroundings and plenty of loving attention. Your child will enjoy the comfort of his own personalized cot for napping and a cubby to store their personal belongings. Our teachers encourage healthy eating habits and self-help skills during our two schedule meals and snack times. Your child's day is filled with "EXCEEDS" curriculum based activities in an environment that is designed with their needs in mind.

OUR CLASSROOM ENVIRONMENT

During a child's preschool years Hinesville Childcare understands that your child is growing from a young child into an independent learner. Our three – year old program is designed to promote creativity, exploration and imagination. Our classrooms are furnished to promote learning through play in our dramatic play area, building with blocks, science, art, math, & manipulative Centers. Our teachers promote self-confidence and self help skills.

During circle time your child will learn about the weather, days of the week, the alphabet, practice counting, colors, & shapes. Signing & learning new rhymes along with Spanish are also important components of Circle Time. Each three year old will participate in a language and literacy group activity, math & science exploration time, and gross motor activities. An art project is completed each day. We make learning fun & enjoyable!

GA LOTTERY FUNDED PRE-K PROGRAM

What is Georgia's Pre-K Program?

Georgia's Pre-K Program is a lottery funded educational program for Georgia's four year olds to prepare children for Kindergarten.

Who is eligible for Georgia's Pre-K Program?

Children four years of age on September 1 of the current school year who are Georgia residents are eligible to attend Georgia's Pre-K Program during this school year. Georgia's Pre-K Program is voluntary for families and for providers.

Extended day services beyond the 6.5 hour instructional day (before- and after-school care) may be available. Parents should contact their prekindergarten program provider to learn if these services are offered.

What do I need to enroll a child in Georgia's Pre-K Program?
Proof that a child is age eligible and a Georgia resident is required to register for Pre-K. Acceptable proof-of-age includes birth certificate, passport, hospital record of live birth, green card, pink card or Federal I-94 card. Acceptable proof-of-residency includes a lease, utility bill or letter from a shelter or employer.

BEFORE & AFTER SCHOOL PROGRAM

Our Facility offers before and after school care. During our before and after school program, children are separated into two different groups. We have our pre-k extended care children along with our kindergarten children in a classroom together.

Because we know the transition of starting school can be so stressful on young children they are given this time to simply unwind from their long day. During this time they will play outside, enjoy a nutritious snack, and end with free choice options.

Our second before and after school group is for children in 1st grade – 5th grade. Upon enrollment of your child in this program you will be given the opportunity to sign your child up for our homework club.

If your child will be participating in the homework club they will be given 1 hour every day to complete their homework. The homework club is facilitated by a teacher who is available to give your child the additional assistance they may need.

Along with the homework club we give them a chance to enjoy a nutritious snack, play board games, participate in coloring & art activities, play outside.

SUMMER CAMP

Hinesville Childcare offers a Summer Camp Program for children who have completed the pre-k program and older. Our summer camp is jammed packed with exciting and educational programs to keep your child engaged all summer long.

Your child will have the opportunity to go on a field trip everyday of their summer vacation. Our trips include activities such as swimming, going to the movies, Indoor playgrounds, parks, fishing, bowling, skating, putt-putt golf, visiting historical forts, museums, animal conservations, Turtle Refuge, walking on the beach, touring a candy shop, Vacation Bible School, and visiting a water park. Along with all the exciting fieldtrips your child will also be allowed to participate in a

summer reading program our public library facilitates.

This program encourages children to read during the summer it tracks and gives awards at the end of the summer for all the books your child has read. Each day children will have the opportunity to read their books during a special quiet time set aside for this activity.

School-age Transportation: provided for all children in pre-k through elementary school. However, we do not pick up from all elementary schools. The director will inform you of the ones we do pick up from.

Hours of Operation and Scheduled School Closings

Hinesville Childcare Learning Center operates year round, Monday through Friday, 5:30a.m. until 6:00p.m. except for the following scheduled program closings.

Hinesville Childcare Learning Center observes the following holidays:

1.New Year's Eve & Day
2.Martin Luther King Jr. Day
3.President's Day
4.Veteran's Day
5.Memorial Day
6.Independence Day
7.Labor Day
8. Columbus Day
9.Thanksgiving Day & Day After
10.Christmas Eve and Christmas Day—or the day after Christmas, depending on how the holiday falls.

Parent's will be notified of scheduled school closing at least two weeks in advance through reminders posted throughout the school.

Unscheduled School Closings

Severe weather conditions may necessitate unscheduled closings. **The school will be closed when Liberty County schools are closed for hazardous weather. Parents should consult local radio or television stations for Liberty County school closings.**

Open Door Policy

As the parents of a child enrolled in ***Hinesville Childcare Learning Center***, you have the right to access all areas of the center at any time your child is in attendance. It is also your responsibility to make the staff aware of your presence before removing your child from the center. In addition to our open door policy, please feel free to call the center at 912-876-4785 or e-mail the center at ***hinesvillechildcare@yahoo.com*** at any time with questions or concerns.

We encourage parent participation and involvement in their child's experience. The staff at Hinesville Childcare work to communicate information about every aspect of your child's day. Written information is provided to parents of infants and toddlers. Verbal communication is provided to parents of all children, along with a twice yearly progress report. We welcome opportunities to discuss your child with you and conferences are available upon request.

Parents you are required to sign your child in /out daily.

ADMISSION POLICIES

Any child age 6 weeks to eleven years is eligible for enrollment in ***Hinesville Childcare Learning Center***.

The registration procedure includes an initial interview/this interview is necessary for completing appropriate forms, discussing policies and procedures and answering any questions you may have about the program. We ask all parents to bring their children along to visit the school, meet the staff and other children, and to become familiar with classroom and playground environment. Most children feel more comfortable in the program having had this initial school visit with a parent. Please plan to spend at least one hour so you and your child will have time to observe, explore and participate in ongoing activities.

At the initial visit, we also ask you to share your child's personality, preferences and any special needs so we may know him / her better once he/she starts school. We will also discuss the family structure, child rearing practices, child behavior management, diapering,/toileting/feeding practices done at home , also the family back ground. Prior to admission, parents must complete the following information forms before the enrollment process can be completed:

1. Contract Agreement for Services
2. Enrollment Forms
  A*:* Emergency Information
  B*:* Policy Agreements
3.Infant Feeding Plan {if applicable}
4. Transportation Forms
5. Student Information

Non Discrimination And Inclusion Policy

Enrollment for the program is non-discriminatory and is based on a first come, first served basis depending on the availability of space and the application date for ad-

mission. **Children will not be denied participation on the basis of family structure, socioeconomic, racial, religious, and cultural backgrounds, gender, abilities, or preferred language.**

Children with special needs are accepted into the program after the Directors and the parents have determined if the individualized attention required for the child is available . If a child with Special Needs is enrolled in the program, they will be kept with their age group.

Religion

Please inform the school if there are any holidays or events you would not like your child to participate in due to religious beliefs.

CERTIFICATE OF IMMUNIZATION

A current **Certification of Immunization {3231}** must be presented at time of enrollment. The form may be obtained at your pediatrician office or the local health department and must be approved accuracy by the director.

Fees

Enrollment fee

Hinesville Childcare Learning Center Inc. is an independent childcare. We depend on fees to meet our obligations, pay salaries and maintain the high level of quality education and care your child deserves. Enrollment is based on the child/ staff ratio established by the Ga. Dept. of Early Care and Learning. When your child is accepted into the school, a space is reserved and fees are due as long as the child is enrolled. **Fees are not refundable when children are kept at home because of illness, vacations, holidays or emergency closings of the school.**

Children are enrolled on five day week schedule. **The weekly tuition will be due in advance** on **Monday. A $25.00 late fee will be added to your child's tuition if we have not received payment by Tuesday afternoon.**

We accept payments in forms of cash, checks (only local), money orders and *Tuition Express. Checks are to be made payable to Hinesville Childcare. ***There is a $5 processing fee for cash, checks and money orders.*** If we receive a returned check you will be required to pay cash for the remainder of the year. ***We charge $40.00 for a returned check.***

***Tuition Express**

Hinesville Childcare uses Tuition Express to process tuition payment. Parents can choose to be a weekly payer, a Bi-monthly payer 1st & 15th or a monthly payer (1st of every month). Parents can choose to have the tuition drafted from a checking account or from a credit card. If parents choose to have the Tuition drafted from a credit card a 2% processing fee will be charged.

Tuition discounts

Families with more than two children enrolled in the school will receive a 10 %

discount towards the tuition of the **older sibling.**

Late pick-up fees

All children must be picked up no later than 6:00p.m. Anyone arriving after 6:00p.m. will be charged **$10.00 for every additional minute**. When you are going to be late, please be aware that you must make every effort to contact the school before 6:00p.m. **Effective JULY 1, 2010 ALL LATE FEES MUST BE PAID IN CASH WITHIN 48 HOURS. LATE FEES MAY NOT BE COMBINED WITH THE TUITION**.

Leave Time

After 6 months of enrollment in Fulltime Care (Does not pertain to school age & summer camp) at Hinesville Childcare Learning Center parents will be given 10 Days of Leave time per year. Leave Days may be used at the parents request as sick days, vacation days, and inclement weather days. Parents are required to pay if their child does not attend due to sickness, vacation, or inclement weather days unless I am using Leave Time. Leave time begins 6 months after their child's enrollment and renews in January of each year. Leave time may not be carried over to the next year.

Holidays

I understand I am still required to pay my regular tuition fee on scheduled closed Holidays.

Termination of service

We require a written notice of your child's withdrawal two weeks in advance. This provides an opportunity for us to notify another family who will utilize the space.

If the school determines that the needs of a family cannot be met within the policies and procedures described in this handbook, Hinesville Childcare reserves the right to terminate the services. Other reasons for termination include :

1.Failure to pay fees in accordance with the policy
2.Failure to keep the immunization current
3.Continuous failure to pick child up by 6:00
4.A parent's disorderly conduct, using abusive language and /or threatening behavior that is potentially harmful to the children, their children and/or the staff.
5.If a child is not benefiting from the program, is being chronically disruptive or is causing harm to himself or others.

Grievance Procedure

Parents, of children served by the school, who disagree with any policies and /or procedures should use the following procedure to resolve their problems :

*Parents shall bring their problems to the attention of the director, they are not to address the staff. Parents are always expected to display appropriate behavior with

the teachers.
*This can be done by meeting in person, note to director or email, or a message to the director on ***Bloomz.***
*In order to protect both parties it is the policy of Hinesville Childcare to record conversations held with the director or assistant director when concerns, issues or accusations are being made.
*If the problem can not be resolved between the parent and director, the director retains the sole responsibility for decision to dis-enroll the child.

GENERAL POLICIES

Arrival and Departure

It is important that your child's day begins on a positive note. When you bring your child to school, make sure to let the teacher know that your child has arrived. You cannot just drop your child off in the office or the parking lot, no matter what age your child is. Parents are required to bring their child in the classroom and wash their hands each day upon arrival. When you pick your child up, please come into the room and ask how their day has been with the teachers, just be mind-full that there are other children in the room that need the teachers supervision. ***It is a childcare law that you sign in/out your child each day.***

Teachers will only release your child to the parent or someone specifically authorized by the parent. Under no circumstances will your child be permitted to leave with anyone other than those persons designated in writing on the enrollment application and everyone must have an I.D. Your pick up person has to be **21 years old** to have your child released them.

Teachers are mandated by law to do a health check daily on your child ,if any thing is wrong with your child it must be reported to the office and the office will call D.F.A.C. services.

Please make every effort to pick your child up on time. If lateness is unavoidable notify the school immediately and arrange for your child to be picked up by another adult. A fee is charged for late pick-up.

Daily Schedule

Your child's specific daily schedule will be posted on the parent information board in your child's classroom.

Outdoors

The time on the playground is an extension of free choice time, as a state licensed childcare center, we are required to take our children outside for a least 90 minutes daily.

NOTE: We follow the state guide lines for the temperatures.
Please do not ask our teachers to keep your child indoors, unless your child has a note from his/her physician. Children who are in school must be well enough to participate in all activities.
Our teachers use outside time to initiate games, other activities and to spend one-on-one time with a child that needs individual attention. Children can choose from a variety of options, including climbing equipment, tricycles, balls, hoops, swings and materials from all learning centers are also made available.

TRANSPORTATION

School Transportation

Transportation forms must be completed on all children who will be transported to and from school.
All van drivers have completed in-house transportation training and Bright From the Start transportation training. All van drivers are also CPR and 1st Aide Certified.
During transport, van drivers will complete a transportation check list when children load and unload. The van drivers will do a walk through on the vans to ensure no child is left behind. A second staff member will then do another walk through on the van to confirm no child has been left behind. Special accommodations will be made for children with disabilities based on their individual needs**.**

Field Trips

Walking field trips are a part of our regular program around the block. In addition to the general release for field trips, in the enrollment paperwork , parents are required to sign individual field trip permission forms each time the children leave Hinesville Childcare property. This form accompanies the children on all field trips. No child will be permitted to leave school property as a part of a driving field trip without a car seat supplied by the parent, the **parent has to secure the seat in the van.**

Child Car Seat

Georgia State law requires that every child under the age of eight inches must be in appropriate car seats according to their age.
All children meeting those requirements must ride in a **high back booster seat** during transportation on the center vans. Parents may be required to supply the required booster seat. **Note only "High Back" booster seats are allowed**. The car seat must be installed and used according to manufactures instructions

Naps and Rest Time

By state law, any child who is in a childcare setting for 4 hours or more is required to have a rest time. We encourage children to rest by playing soft music, gently

rubbing a child's back or sitting close to the child who is restless and has a difficult time relaxing. The school mats and mat covers are provided by the center We ask you to bring a small blanket for your child, please put your child's name on it with a permanent marker and take home weekly for washing.
Infants sleep according to their needs and individual plan prepared by the parents. Georgia State Child Care Laws has established an **"infant sleep policy"** that will be followed except on the written instructions of a licensed physician.
Use a safe crib—babies should sleep in a crib on a firm tight-fitting mattress and there should be no soft blankets or comforters under the baby. No pillows, quilts., comforters, stuffed toys, bumper pads and other soft items should be in the crib. Blankets may no be used in the cribs at anytime. Parents may bring in a sleep sack for their babies if they would like. Parents will be required to sign a written safe sleep policy to ensure they understand these procedures.
Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping. When infants can easily turn from supine to the prone position, they shall be put down to sleep on their back, but allowed to adapt to whatever position they prefer for sleep. Unless a doctor specifies the need for positioning device that restricts movement with the children's crib, such devices shall not be used.

Food and Nutrition

Infants , Waddler, Toddler, Pre-school, Pre-K and School-agers

Hinesville Childcare Learning Center provides nutritious and well balanced meals and snacks to all the children enrolled in the program. We want to encourage good eating habits and help children develop a positive attitude towards food. All meals meet the standards set by Bright from the Start: Georgia Dept. of Early Care and Learning. Food brought from home is not allowed unless prescribed by physician for medical reasons. Parties and special occasions are exceptions. On these special occasions, parents must adhere to our **peanut-free policy** to ensure that foods are safe for all children to eat. We also encourage parents to bring in only store bought food items and healthy choices.

Peanut Free Policy

As peanut allergy is a life-threaten allergy, to insure the safety of all children in our facility, peanuts and peanut products are not knowingly included in our menus. Please keep this in mind when planning any parties and special events.

It is the responsibility of the parent to inform the school of any allergies or food exceptions based on religious preferences. It is also the responsibility of the parent to provide substitute foods for their children. If required food is not available in the center.

We post a weekly lunch and snack menu on the parent information board in each

classroom each Monday.

Infants

The center provides all food for infants younger than one year of age. A written feeding plan specifying the amount of formula or breast milk to be given for children under one year of age shall be obtained and regularly updated by parents as foods are added or other dietary changes are made. **All baby bottles must be clearly labeled with the child's full name and marked with current date.** Only the current day's dated formula can be served and refrigerated. Formula needs to be prepared at home, the center can not mix formula. We are happy to serve as a resource to you in the development of your child's nutritional plan and we will adhere to it rigorously. As appropriate, when the child displays an interest in self-feeding, utensils will be supplied. Only formula is allowed in bottles. Bottles made with formula and cereal are not allowed in the center, unless accompanied by a written Doctor's note.

Suggested Dress / Attire

Children should dress comfortably, simply and suitably for the weather. We do Engage in a number of "messy" activities that, despite smocks, can get clothes dirty. We do not inhibit the children unnecessarily, so we ask you to send them in comfortable old clothes that they can play in without hesitation. Remember also that children will be playing outdoors, so be sure their clothing is sturdy and durable. Dress in layers on cold days!

An extra set of clothing (well labeled) including underwear, socks, pants and shirt must be left at the center permanently in the child's cubby ***(complete set in a zip-loc bag with child's name on it)*** in case of accidents. Proper shoes are comprised of closed-toe, clean and in good repair that are appropriate for walking and running that allows them to play safe, (**not flip-flops or flip-flop type sandals).** Socks are encouraged at all times.

Mark all clothing. Infants are required to have 2 sets of clothing. If your child has an accident and there is no clothes, you will be called to pickup your child. **We have a *"No Beads, Barrettes or Jewelry Policy"* in the center, to prevent choking hazards.**

We encourage children to take care of their clothing; however, the school cannot be responsible for lost, stained, soiled or torn clothing.

Toys, Food, Money and Personal Belongings

Please do not send toys, food or money with your child unless asked to do so. Children are welcome to bring things from home to share at show and tell times. However, the Center cannot assume responsibility for loss or damage to these items. Parents are asked to help the child understand that it is not wise to bring

toys that he/she may not want to share. There may be certain times when your child has something special to show on a certain day. Please talk to your child's teacher before doing so.
Food substitutes for individual children will not be made except in the case of allergies or special diets prescribed by a physician.

Infant/Waddler/Toddler supplies

Parents will provide supplies, diapers and wipes. Our policy is for diapers/wipes to be brought to the center on the 1st of the month . We have storage room for these items. ***If you run out of diapers the cost is $2.00 a diaper and $1.00 a wipe***
We have a ***"No Diaper Bag Policy"*** in the center.

Infant Toddlers and Routine

Each child shall be allowed to form and follow the child's own pattern of sleeping and waking periods. Emphasis in activities shall be given to play as a learning and growth experience. Throughout the day, each infant and toddler shall be held, rocked, talked to, sung to, and taken on walks inside and outside the center. Routines such as bedtime, feeding, cleanliness and diapering shall be used as opportunities for language development and other learning experience. While a non-walking child is awake, the child's position and location shall be changed several times. For infants and toddlers a daily care report is also sent home with the child each day to indicate feedings, naptimes, diaper changes, and other information.

Diapering procedures

Hinesville Childcare Learning Center follows all state regulations for diapering, to include sanitation and disposal procedures. In general, children are changed every two hours while awake with additional diaper changes as needed.

PROGRAM POLICIES

Accidents

When a child receives a minor injury, staff will comfort the child and give appropriate treatment. Parents will be notified of the injury when the child is picked up. They will be asked to sign an "Incident Report" and will be given a copy of the report upon request. If another designated adult picks up the child, the adult will be asked to sign the form and to relay the information to the parent.

In the event that a child is involved is an accident that warrants medical attention, every effort will be made to contact the designated parent to secure instructions for appropriate care. However, if the circumstances dictate an immediate response, the child will be transported to the clinic you have indicated on the Emergency Form at the time of enrollment. The appropriate adult, listed on the emergency contact cared, will be notified and expected to proceed to the clinic as soon as possible to oversee the child's medical care.

All serious accidents that require medical attention and involve children participating in our school will be reported to the Day Care Licensing Division of Georgia Department of Early Care and Learning.

Biting

Many children who are unable to communicate their feelings with words may bite other children. Though staff will make every reasonable effort to prevent this from happening, your child may at some point be bitten or bite another child. When this occurs, a teacher will treat the wound and report this incident to the parents of both children involved. However, we are not allowed to release the name of the biting child. We will schedule a conference with the parents of a child that continues to bite other children in order to determine why this problem continues and to develop a plan to correct the problem.

Health

Georgia State Law requires evidence of age-appropriate immunization to be obtained for each child enrolled in our school. The ***Certificate of Immunization [Form 3231]*** or affidavit must be submitted at the **time of enrollment**. Children four years of age are also required to obtain a ***Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300)*** A physician or the Health Dept. will complete these forms.

Daily health checks will be done daily upon the child's arrival at school and throughout the day. If the staff determines that your child is ill, you will be called to make arrangements for your child's care. Accident forms will be issued if a child comes in with cuts, burns or bruises and reported to the authorities, pictures may be taken by the office if necessary.

Certain types of illness may necessitate the temporary removal or exclusion of your child from the school for a period of time. These illnesses require temporary removal from school:

1.**diarrhea -** when child has two or more loose stools in one hour or three loose stools in two hours. We request the child to be picked up as soon as possible. The child **may not return to school for 24 hours.**

2. **fever-** when temperatures elevate above 101 degrees it is considered a fever, your child has to be picked up, **they can return when they have been fever free without medication for 24 hours.** Please do not ask us to let he/she come if they had a fever last night and you gave them medication and they do not have one now, it has not been 24 hours, so they need to stay home.

3. **vomiting-** if a child has been vomiting before coming to school, the child should be kept home for the day, if it happens at school 2 times, we will call you.

4 .**draining skin lesion -** if the child has an adequately dressed skin lesion, he/she may remain in school. However, if the dressing comes off, saturated or drainage occurs, the parent will be called, **the staff does not change dressings.**

5. Lung congestion - if a serious lung congestion is suspected, the parent will be called.

6.**infectious diseases-** the following list will necessitate temporary removal from school; **scabies, hepatitis A, infectious diarrhea, impetigo, pink-eye, lice, ring-worm, strep throat, scarlet fever, and vaccine preventable diseases [i.e. mumps, measles, chickenpox, etc.]**

Hinesville Child Care Learning Center follows the Dept. of Human Resources Communicable Disease Chart posted in the school's entrance for reference. We allow no children with a [suspected] infectious disease to return to school without a written physician's notice, stating the child has been treated and is free of risk to infect others. The child may not return if on medication until it is all gone. Any cases of reportable diseases will be reported to the Health Department. All parents in the school will be notified in writing with-in 24 hours of an out break .

Please contact the school if your child is going to be absent due to illness or other causes. **If your child has a communicable disease, please call the school immediately so that we may inform the other parents and take precautions to protect other children and staff.**

Parents, if your child becomes ill at school, he/she will be separated from the other children and allowed to rest until you or the next person on the emergency contact list can be reached. Children will be sent to rest in the office providing staff is available to monitor the child.
Parents there is a rise of HIV in the world today , these people are protected by the privacy act and do not have to inform the school if they are in contact or have the disease, the center will be careful to handle blood, diarrhea, vomiting with gloves.

Sudden Infant Death Syndrome
In order to reduce the risks of Sudden Infant Death Syndrome all employees and volunteers working at Hinesville Childcare with children go through orientation on the steps taken to reduce SIDS prior to working with children.
Place infants under 12 months of age on their backs in a crib to sleep (some infants might have health conditions that might require them to sleep on their tummy or side as specified by the child's physician due to breathing, lung or heart problems or other medical problem).

Shaken Baby Syndrome
All employees and volunteers working at Hinesville Childcare with children go through orientation regarding Shaken Baby Syndrome.
Shaken Baby Syndrome (SBS) occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death. The neck muscles in a baby or young child are underdeveloped and weak and are unable to support the baby's large head. When a child is violently shaken, the brain bounces back and forth inside the skull, tearing blood vessels and causing damage to the brain.

Have a plan to cope with your baby's crying. Crying is how babies communicate their need of hunger, attention, discomfort, frustration, sleepiness, boredom or sickness.

Have a plan to reduce your stress. Proper diet, exercise and rest, along with a good support system will help minimize stress levels. Talk with everyone that cares for your baby and make sure they know the dangers of shaking a baby. Tell them how to cope with your baby when he/she cries.

And remember to ask for help when you feel frustrated or need a break. Never shake your baby.

Toilet Training

We use a team approach in toilet training children. Parents, staff, and the child work together to promote the child's independent toileting. Toilet training usually begins between 2 and 21/2 years of age. However, please keep in mind that each child's development will begin and progress at a different rate. Child-size toilets are provided at the school and the teachers will encourage your toddler regularly throughout the day to use the toilet when he/she is in the process of toilet training. However, we do not insist that a child sits on the toilet for extended times or force children when they resist and are not ready. The staff will document your child's progress on daily information sheet.

Birthdays

Birthdays are special days for children. If you wish to celebrate your child's birthday at the school, please make early arrangements with your child's teacher.

PROGRAM POLICIES

Discipline Policies

The purpose of discipline is to help a child to learn which behaviors are acceptable and appropriate in any given situation. As caregivers, we need to ensure a child feels loved and secure and their desire to get along well with others. We are the supporters, encouragers and the teachers of children. Punishment has no place in our school. It is our job to help children learn appropriate behaviors and to assist and guide in their implementation.

We use positive reinforcement to encourage positive behavior. We make a point of "catching" a child doing something nice and rewarding them with lots of praise. We phrase directions in a positive terms, avoiding "no" and "don't" whenever possible. Positive reinforcement requires keen observation skills on the part of the teacher, but the results are wonderful.

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We do not label children or express judgment about them; we focus on their behaviors. All children are inherently "good" and we work from the basic principle that all children want to do the right thing. We state specific expectations and make it clear that we know all children can meet them. We encourage them to try hard to do their best and we accept mistakes. We work hard to build a trusting, caring relationship with the child that increases their desire to meet our expectations.

If a child misbehaves, we first try to gather information about the circumstances and cause of the behavior. We use a variety of techniques to solve the situation, such as distraction, redirection and discussion as is appropriate. We encourage children to use their words to solve the problem themselves, if at all possible. If the situation warrants, we might use time-out for a few moments to allow the child a cooling off period. We never use timeout as a punishment, but rather as a time to regain control, and to allow the child to discuss what occurred with the teacher.

Protecting a child's fragile self-esteem is of vital importance, and we handle discipline with loving firmness and careful guidance.

Safety and Emergency Procedures

Hinesville Child Care & Learning Center strives to maintain a safe environment for your child and is prepared to handle emergency situations. An emergency plan with emergency numbers and procedures is posted at the school entrance and in each classroom for your review. **In case of a fire, we will meet at the Victory Assembly of God.**

Fire

If a fire breaks out, the smoke detectors emit an alarm signal. When the alarm is sounded, children have been instructed to stop what they are doing and meet the teacher for guidance to the nearest emergency exit.

Teaches will take the attendance sheets and the emergency information with them prior to evacuating the room with the children. Teachers and children will exit single file to the nearest exit. Maps of the most efficient fire exit routes are posted in each room. All staff members will be oriented in the designated fire exit procedure from each location.

Children will remain as a group with their assigned teacher as they exit the building. The teacher's attendance sheets will be used to account for each child by name and sight. Once all the children are accounted for outside the building, the group will advance to Victory Assembly of god on General Stewart Way.. **The children will not re-enter the building without the proper approval from the fire department.**

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Hinesville Childcare will call the parent/s of the children. Parents are required to pick their child/children us immediately after being notified. When picking up your child please use the main entrance, as you will then be assisted/directed to a designated area for your child.

Tornado

When the alert is sounded and tornado warning issued, Administration will alert all rooms. Teachers and children will move single file to the following areas:

Infants (6wks-crawling)	**Classroom Bathroom & Inner Wall**
Jr. Waddlers (crawling—17mths)	**Classroom Bathroom & Inner Wall**
Waddlers (One's)	**Girl's Hall Bathroom**
Toddlers (Two's)	**Classroom Bathroom & Inner Wall**
Pre-School (Three's)	**Boy's Hall Bathroom**
Pre-K 1	**Hallway**
School-Agers	**Hallway**

The children will assume the tornado drill position (crouched, arms covering heads). The teacher's attendance sheets/emergency information will be used to account for each child present by name and sight.
A battery operated radio will remain tuned to the local station to receive storm or tornado watches or warnings. Flashlights and extra batteries will be kept in the center.
In the event that Hinesville Childcare was destroyed by a tornado, staff and children will evacuate to Victory Assembly of God. Parents will be contacted and told where to pick up their child/children.

Hurricanes

Hurricane warning and watches are part of the coastal Georgia area. Hinesville Childcare follows **FEMA 's** emergency plans during hurricanes. Regardless, if the hurricane is not a direct hit, there can be severe weather to include high winds, and flooding.

Severe Weather

Inclement weather usually does no close the center. However, we follow Liberty County's decision when they close school be cause of inclement weather.

No Heat, No water, National Emergency

In the event that Hinesville Childcare was to lose water and /or heat, or a National Emergency is declared office staff will call parents/guardians and center will close.

Medication Policy

It is the policy of Hinesville Childcare to only administer medication that has been prescribed by a doctor, over the counter medication will not be given. **In order to** give medication you will have to fill out a medication form, the office staff only gives medication. The medication has to have the child's name, date, name of drug, name of doctor and an expiration date.
Medication shall be kept inaccessible to children, by means of a labeled, covered container. Medication can only be kept at the Center for the amount of time it is to be given. Medication requiring refrigeration shall be kept in a designated separate covered container, clearly labeled "medication".

In the event your child experiences an adverse reaction to a medication we have dispensed, parents will be called as soon as possible, <u>but no later than the end of the day.</u>

Child Abuse

All staff is required by Georgia State Law to report suspected child abuse and neglect to the local authorities.
It is also required that staff members inform the Director or Assistant Director about any incident to ensure good communication. Staff members are also required to log all suspected signs on the back of their class roll sheets.

Confidentiality

The staff maintains strict confidentiality in regards to the children and their families they serve. A child's file as well as other personal information about your child, whether written documents, or Hinesville Child Care employee observations and perceptions, is confidential information and will be accessible only to parents or legal guardians, administrator, child care employees (on a need to know basis), State Licensing Examiner, who is designated by the state licensing department (hereafter "Department") to review our records for licensing purposes, and a county department of health and family services or licensed child welfare agency. Information will not be given to others without the consent of at least one parent or guardian.
Parents must provide the school with a written statement to release records to anyone other than above. All files must be updated quarterly to insure we have the most up to date information.
Any original paper record may not be removed from the premises of Hinesville Child Care except in response to a court order or subpoena specifically requesting such document. A charge of $0.25 per page for photocopies of your child's records will be payable at the time of the request.

Video Monitoring

The classrooms and playgrounds are being monitored and viewed by the director during operation hours. If at anytime you would like to view footage of your child, please see the director to make arrangements.

Photo Authorization

Hinesville Childcare Learning Center uses photos from field trips and classroom activities for display purposes in the center's related promotional materials, including the center's website, the center's facebook page, and brochures. Hinesville Childcare will not use a child's photograph for purposes other than those outlined here without a parent's or guardian's permission. The permission form is part of the enrollment packet.

Weekly lesson plans and menu's are placed on our parent information board for you to view.

Inclusive Child Care Program

Hinesville Childcare is designed for children six weeks through 5th grade. The children are cared for through programs designed to provide for developmentally appropriate care and learning experiences.

A positive experience is the result of careful attention to the child's physical environment, to the activities available, and to the ways teachers interacts with the child. The physical environment is structured to encourage experimentation, exploration and expression by providing daily opportunity for active and quiet activities, group and individual activities, ad indoor and outdoor activities. In providing these opportunities, the child will be allowed time or free selection, be protected from fatigue and over stimulation, and be given the freedom to progress at his/her own rate. In promoting the above opportunities, examples of activities that will be incorporated into the daily schedule are: self-esteem and positive self-image, social interaction, self-expression, large and small muscle growth and intellectual growth.

This growth will be assisted by trained staff using a variety of preschool curricula. Our daycare program is designed for children's growth and development. It includes programs and activities to help children develop socially, creatively, emotionally, physically, and intellectually. Each child's development is recorded and shared with the parents during conferences and when requested by parents.

Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest, and/or if the child does not require an inordinate amount of staff time that would detract from other child care.

PARENT COMMUNICIATION AND INVOLVEMENT

Open and frequent communication between parents and teachers will help your child have a positive early learning experience. We hope that you feel free to talk to the director and/or your child's teacher when you drop off or pick up. Please visit our website @ www.hinesvillechildcare.com, facebook, and also on Bloomz for important updates and reminders. In addition to our on-line communication, Memos will go home with children and also posted on the front door to make you aware of everything that is happening here at the center.

Teachers will engage with families to gain knowledge or your child's interests, approaches to learning, and your child's developmental needs, and to learn about any concerns and goals you have for your child. This information will be kept in the classroom on file and be incorporated into ongoing classroom planning.

Keeping the Center Informed

All information on children including health and safety information must be kept confident and updated quarterly. Parents will be provided with an update form each quarter to fill out with any new information on their child. This form will the be placed in the child's file.

Transition

Every attempt is made to maintain continuity of relationships between teaching staff and the children who they care for on a daily basis. However children may be combined in the early morning hours from 5:00—7:00 and in the late evening hours from 4:00—6:00 due to low ratio during these times.

Georgia Pre-K classrooms give parents the opportunity to attend open house prior to school beginning. Open house allows parents and children to come into the classroom, meet the teacher and go over 1st day of school information.
All Georgia Pre-K students enrolled parents must attend orientation. Orientation is held 1-2 weeks after school begins. During orientation the Georgia Pre-K policies will be reviewed and parents will have the chance to ask questions and voice concerns.

We make every attempt at Hinesville Childcare to make transitions as smooth as possible. Children who are moving up from one class to another will do so in small increments at a time over a 2 week period. Parents will be notified with a written memo and also in daily communication that this process is taking place. Parents will be given the opportunity to meet their child's new teacher and share any concerns and goals they may have for their child.
Preschool children going to kindergarten are provided with many opportunities to prepare them for this transition. Preschool children will take a trip to a public school to visit a kindergarten class, a bus driver will visit our school and teach the rules about riding the bus. The children will then be allowed to take a ride on the

school bus. Children will also take a trip to the public library to learn the rules of the library. We also purchase items such as milk cartons, small condiments packets and other items so they can learn to open them.. Parents will also be provided information at the end of the school year regarding their child's designated school uniforms, and school calendar along with the phone number to the Liberty County Board of Education in case they need assistance.

Parent information board

In each classroom will be a board assigned to inform parents about everything that is going on with and around their children. The board will include, at a minimum, the following information:

* daily schedule
*weekly lesson plan
*weekly menu
*birthdays and special events of the month
*weather chart ***(Posted by emergency Exits)***
*emergency plan ***(Posted by emergency Exits)***

*request for help or donations: sometimes we will ask the parents of our children to help out in the classroom during a special event, to chaperone during a fieldtrip, to donate classroom and art supplies, or to bring in a treat for a classroom party. We appreciate your support.

Take-Home Information

Parents will receive a daily sheet in our infants ,waddler and toddler classrooms. These sheets will inform you of how your child's day was, diapering,/toileting and feedings, along with any other valuable information you may need to know. Pre-school children will be issued their own cubby in the classroom. Please check your child's cubby daily as all information that we wish for you to take home will be placed there. Preschool age children will have a weekly newsletter sent home which will inform you of what your child will be learning, upcoming events and parent involvement opportunities.

Keeping the school informed

Upon registration, you filled out a series of enrollment forms. We rely on the information on these forms to reach you in the event of an emergency and for our staff to meet specific needs of your child and family. Please keep all information up to date. Please write a note with any new information as the need arises, these will be attached to your child's folder. Your cooperation is greatly appreciated.

Parent Involvement

Parent participation is a very important part of our program. Your involvement is a valuable part of the teamwork in providing the best education possible for your child. If you have a special talent or interest you can share with the staff or children please let us know. When field trips are scheduled, let us know if you can come along. Feel free to come in and observe your child at any time . Your ideas, concerns, and comments are always welcome. Hinesville Childcare also has a parent board committee which meets once per quarter. This committee will help in organizing fieldtrips, fundraisers, provide information regarding areas of improvement and voice concerns. Please continue to follow us on Facebook, read memos sent home and notices posted on the door of opportunities for you to participate in our program.

Family Resource Binder

A parent resource Binder is located in our office. The resource binder contains information and phone numbers or services children and families may need, such as physical therapy, occupational therapy, speech therapy groups, mental health, food banks, shelters support and educational services for children. Please feel free to use the resource binder at any time.

Family Volunteers

Family volunteers will not be discriminated against regardless of family structure, socioeconomic, racial, religious, and cultural backgrounds, gender, abilities, or preferred language. Parent volunteers may be asked to complete a survey on special skills/ interest and this information may **be used to match family volunteers with opportunities that are a good match.**

FACILITY POLICY AND INFORMATION

Where to find information

There are bulletin boards in the main entrance of the center where you can find information. You will also be informed of field trips, menus, upcoming events, parent resources, child illnesses, and other important news. Your child's classroom will have information on a daily basis as well. Terms of our license and results from the most recent licensing visit are also posted in the main entrance of the center.

Suspected Intoxication of a parent/authorized Person
If an authorized pick up person arrives at Hinesville Childcare and appears to be under the influence of alcohol or a controlled substance Hinesville childcare will offer to contact someone else to come in and pick up the child/children. If the offer is denied, Hinesville Childcare can not refuse the right of a parent or legal guardian to pick up their child/children, then the staff member is to obtain the license plate number of that vehicle and will immediately call the Hinesville Police Department with the information.

Smoking Policy
There is a policy of no smoking within the Hinesville Childcare building and on the facility grounds.

Visitor Policy

All visitors are to report to the office. All visitors must have written authorization from a parent/guardian prior to a schedule visit. Unscheduled visitors will be detained in the office area while a parent or/guardian is contacted. If no contact can be made, the visitor will be asked to leave. Proper identification must be presented upon request.

Staff / Teacher's Education
All teachers are certified or in the process of certification in Early Childhood Education and are highly qualified individuals. They are required to be certified in CPR and First Aid. Staff will receive training in Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS) and Child Abuse/Neglect (CAN). They are also required to obtain 25 hours of annually of continuing education through classes, seminars, workshops, conferences, and other related early childhood events. Quarterly staff meetings are mandatory,. The teachers strive to create warm, fun-loving atmosphere for each child enrolled at Hinesville Childcare.

Pets
Parents will be informed of the number of pets in the center and their degree of contact with enrolled children. If pets are added after a child is enrolled, parents shall be notified in writing prior to the pet's addition to the center.

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Cut and return this portion to the office

Hinesville Childcare Learning Center's Family Handbook

I have read this handbook and agree to uphold the policies as stated in the handbook. No reply received will be regarded as full acceptance to all terms herein stated.

Parent/Guardian Signature:_____

Date: _____

Thank you for choosing Hinesville Childcare Learning Center as your childcare provider. Please contact the office if you have any questions regarding the policies or services offered.

NOTES

NOTES



Hinesville
CHILDCARE
Give Your Child A Good Foundation For Life