

# **Building Blocks**



## **Learning Center**

### **PARENT HANDBOOK**

802 Fort Howard Road

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Rincon, Georgia 31326

(912)826-2923

Visit our website at

<http://www.buildingblockslcs.com>

## OUR PHILOSOPHY

### INTRODUCTION

The owners, Tiawianna Walls and Kerri Gladden, would like to welcome you to **Building Blocks Learning Center**. Our goal is to provide quality childcare for the families in our community. The center is genuinely interested in maintaining open channels of communications with parents in-order to better understand and care for their children. We hope that you will always feel welcome to share your thoughts, suggestions, and/or ideas with us. We want to know how you feel about the care we provide to your child(ren). Also, we encourage you to visit the center and spend some time observing your child(ren) as they grow, learn, and play.

### MISSION STATEMENT

**Building Blocks Learning Center** promises to provide safe, secure, and quality childcare at a competitive price for children 4 weeks through the age of twelve 12. We will provide a nurturing and loving environment where children are encouraged to be creative, a place where learning is fun as well as challenging. **Building Blocks Learning Center** encourages all parents/guardians to become actively involved in the school and their child's education. We believe that children need the support of their family, teachers, and community in-order to achieve their dreams.

## **HOURS OF OPERATION**

We will be open from **6:00 a.m. until 6:30 p.m.**, Monday through Friday, twelve (12) months a year. **We understand that sometimes due to circumstances beyond your control, i.e., traffic, etc., you may be unable to pick up your child by 6:30 p.m. If this happens please contact our office immediately.** If we have not been contacted by 6:40 p.m., we will call the emergency number on file in your child's records. Late pick-ups will result in late charges in the amount of \$1.00 per minute after 6:30 p.m., if not notified prior to your arrival. Please do not bring your children after 9:30 am, unless approved by management, due to scheduling of our teachers breaks.

## **ACCEPTANCE OF CHILDREN**

**Building Blocks Learning Center** is open to all children between the ages of four (4) weeks and twelve (12) years old. Children with special needs are accepted if we can meet the needs of the child and family.

We do not discriminate against any children because of race, greed, handicap, or special disabilities, sex, national or ethnic origin.

## **HOLIDAY SCHEDULE**

### **The Center will be closed:**

Labor Day

Thanksgiving

Christmas

New Year's Day

Memorial Day

Good Friday

Days for cleaning and training

**Dates will be posted at the day care and on the website.**

**You will be required to pay regular weekly tuition for all holidays.**

## **VACATION /SICK LEAVE POLICY**

All children will be allowed **five (5) days beginning June 1 through May 31 for vacation, and three (3) sick days.** Please let us know in advance when you will be using vacation days. **You will be required to pay full tuition for all other absences (except for hospitalization). NO EXCEPTIONS!**

## **ABSENCES**

We request that if your child will be absent to please notify us as soon as possible. **Absent without notification for more than three (3) days may result in being dropped from the program.**

## DAILY SIGN-IN AND SIGN-OUT

**All children must be signed in and out at the reception desk.** If an individual other than the parent/guardian is picking up the child, the parent must notify the office, and the person picking up must sign the visitor log book. If the person is unknown to our staff a Driver's License or other photo I.D. will be required. Children may only be signed in and out by a person listed in the child's records. **Class begins at 9:00 a.m. for the three (3) and four (4) year olds, please have them there by that time so they won't miss what the class is learning in order to progress to the next level.**

**The cut off time for dropping your child off is 9:30 AM without noted reason for late drop-off**

## NAPS

All children between the ages of one (1) year up to five (5) years of age are required to rest after lunch for at least an hour or more. Those children who do not wish to sleep are encouraged to quietly read a book or play with quiet toys. Parents must supply a cot sheet, (crib sheet), for your child to nap on. Children under 3 will not use a pillow for safety reasons.

## FEE SCHEDULE

Registration fees:

Infants through After School ..... \$80.00 Annually

**All registration fees are due upon enrollment and are NON-REFUNDABLE. Registration is due annually on June 1.**

**\*\*\*\*\*Infants through two (2) year old (unless potty trained) need to bring two (2) packs of diapers and wipes a month. Teachers will notify you when you are running short. \*\*\*\*\***

Weekly tuition:

Infant Rate While in any infant Class	\$150.00
Full-time - 1 child .....	\$ 140.00
Discount for 2 <sup>nd</sup> child	10.00
After School .....	\$ 60.00
Discount for 2 <sup>nd</sup> child	10.00
Before and After school .....	\$ 75.00
Summer Camp .....	\$ 140.00

**Tuition MUST BE Paid REGARDLESS OF ATTENDANCE**

**If Center Closes for ANY REASON ie: Weather, Sickness, Orders for State or Government more than 1 week. 50% of your daycare cost MUST be paid weekly to maintain your spot in the center.**

The weekly tuition is due on **MONDAY** of that week and must be paid whether the child is in attendance or not. If paying by check please include your child's name on the memo line of the check. **A late fee of \$40.00 will apply if not received by CLOSE OF BUSINESS TUESDAY EVENING.** If payment continues to be past due you will be charged \$40.00 for each week that it remains unpaid. **If the past due**

**amount accumulates for more than two (2) weeks, your child will not be allowed to return until all payments are paid in full.**

**All FEES ARE NON REFUNDABLE** Including any positive balance upon child withdrawal. Fees will not be adjusted due to weather or school closures except for the use of vacation and sick days.

There is a \$40.00 charge on all returned checks. You must pay the original amount of the check and the check charge, by cash or money order within five (5) days, after being contacted by our office. **If the cash or money order has not been received by the fifth day your child will not be allowed to return to school until the balance is paid.**

### CAR SEATS

Due to limited space we will no longer be able to store your child's car seat at the facility. There are rare occasions that this will be permitted but you will need to speak with either the Owner or Director to get permission to do so.

### WITHDRAWAL FROM PROGRAM

**You must give the center two (2) weeks notice in writing if you are taking your child out of the program and all outstanding balances need to be paid in full. IF YOU DO NOT GIVE A TWO (2) WEEK NOTICE YOU WILL BE RESPONSIBLE FOR THE TUITION FEES FOR THOSE WEEKS. Vacation/Sick Leave cannot be used as your two (2) weeks notice. WAITING LIST**

We are a first come first serve center if a spot is need please call the center to see if there is space.

### NUTRITION

Our program believes that every child needs good nutrition to grow and develop. Our center provides the following:

1. Nutritionally balanced breakfast and lunch
2. Healthy P.M. snack

Parents/Guardians of infants shall provide prepared formula and baby food and marked with their full name and the date bottle was prepared. Infants and one (1) year olds will eat their meals in the classroom. All other classes will eat in the lunch room. If your child would like to participate in breakfast, please have them here at their classes scheduled meal time. If you would like to join your child for lunch, please let your child's teacher know what day you will be here.

<u>Breakfast</u>		<u>Lunch</u>	
Toddlers & 2 year olds.....	8:00 am	Toddlers & 2 year olds.....	11:30 am 3
& 4 year olds.....	8:30 am	3 & 4 year olds.....	12:00 pm

Afternoon snack is served at 2:45 p.m. **After-School students will receive an afternoon snack when they arrive from their school.**

Weekly menus will be posted in the lobby and classrooms. A copy is available on the website.

## FOOD POLICY

We provide all the meals for the children throughout the day and we ask that the parents not bring food into the center. We ask that parents help us in encouraging healthy eating habits in our children by not bringing Fast Food, Donuts, Carbonated Drinks or Sports Drinks. The only exception will be on special occasions. **Carbonated drinks are not allowed for the children at any time.** If your child brings his lunch please make sure that it is a balanced meal, i.e. meat, vegetable, and fruit groups

## BIRTHDAY'S

We welcome the opportunity to celebrate birthdays with the children. On a child's birthday the parent may bring a treat to share with the class. When you are planning to do this, please talk with your child's teacher and daycare management to set up the time that would be most appropriate to participating in any classroom celebrations. **No balloons.**

## HEALTH

Two or more of the following symptoms may cause your child to have to stay home:

Vomiting    Diarrhea    Sore Throat    Coughing    Chills    Ear Ache    Skin  
Eruptions    Red Eyes

**A child will not be accepted, nor allowed, to remain at the center if the child has the equivalent of a one hundred and one (101) degree or higher oral temperature. Children need to be fever free for twenty-four (24) hours without medication before they may return to school.**

All contagious diseases, i.e. hand, foot, and mouth disease, ring worm, head lice, chicken pox, measles, thrush, etc., should be reported to the center in order that we can inform the parents. If your child is unable to return due to a contagious illness you must have a doctor's note that he/she is no longer contagious and may return.

If your child has open wounds or any contagious microorganisms, i.e. ringworm, they will be required to remain covered while at school. In case of ringworm they will also be excluded from all water related activities.

If your child is prone to diaper rash please provide cream to be kept in their baskets to be used when needed. We have an Authorization to Dispense External Preparations available at the front desk. A copy of this is kept in the child's room and also in their permanent file.

A certificate of immunization, form 3231, must be provided. **Parents are responsible for keeping the immunization record up to date, in order to remain at the Center. Children need to have their immunizations updated within 30 days of enrolling in our program. If your child is "EXEMPT" we MUST have a note from the child's physician stating so.**

If a child becomes sick while in our care, we will notify a parent/guardian. Please pick him/her up as soon as possible. If a child has 2 or more cases of vomiting or diarrhea you will have to pick up the child

Building Blocks Learning Center **will not be responsible for dispensing any prescribed medications to children with the exception of prescribed topical medicines.** An 'authorization to dispense external preparations' form is available at the front desk.

## **Prescription Medications**

If your child requires prescription medications, the Medication Form will have to be filled out. Please let Building Blocks Learning Center know of any adverse reaction the child may have. If we at the center notice any signs or reactions, a parent will be contacted. As well as medical services if it is necessary.

## **MEDICAL EMERGENCY**

If a child has noticeable adverse reaction to any prescribed medication, becomes ill, or injured, the parents/guardian will be notified and depending on the severity of the emergency, either medical attention will be secured, or 911 will be contacted for assistance.

In the event of an occurrence of a communicable disease, written notification will be posted on the classroom door within twenty-four (24) hours.

## **SEVERE WEATHER/EMERGENCIES**

In case of severe weather, we expect the parents/guardian to pick-up their child. We will notify the local television and radio stations if we are closing and post it on our website. Any children remaining at the center will be kept indoors as far away from the windows as possible. In case of fire all children will be evacuated to the far fence of the playground until it is determined by the fire department that it is safe to return to their classrooms. If it is not safe to return to the classrooms the children will remain on the playground if weather permits and/or moved to the front building where parents/guardian will be notified.

We are required to have a fire drill every month and a tornado/ hurricane drill once every six (6) months.

## **Other Emergencies**

Parents will be notified and asked to pick up their child(ren) via phone or local media if the center has a loss of power or heat/air lasting longer than 1 ½ hours, or if the building experiences a loss of water for any time.

In the case of fire, tornado, or building damage, information will go out on local and/or parents will be notified by cell phone and told where to pick up their children. Children would need to be picked up as soon as possible.

## **ACCIDENTS**

While we strive to keep your child as safe as possible, there are occasions when an accident might occur. In those cases, an accident report will be filled out by a teacher in your child(ren)s classroom and then signed by a parent. A copy will go home with the child and also one will go into their file here at the daycare.

## **REPORTING CHILD ABUSE AND NEGLECT**

We understand the importance of family unity, however if a time arrives where upon any symptoms of suspected child abuse or neglect by a staff member or parent/ guardian are brought to our attention, we are **required by law** to report it to Effingham County DFACS. This center will abide by this law.

## **DISCIPLINE**

We will use positive reinforcement of acceptable behavior. When inappropriate behavior occurs we will explain the consequences of such behavior and offer alternatives. The teacher will redirect the child toward appropriate behavior. When necessary the child may be placed in "TIME OUT" in order to think about his/her behavior, after which time the teacher will discuss the inappropriate behavior with the child before returning him/her to the class activities. (The use of harsh language or physical punishment is strictly prohibited).

## **ALCOHOL, DRUGS, AND TOBACCO**

The use of alcohol, drugs, and tobacco is prohibited in the buildings and on the playground by staff, parents/guardians anyone visiting the Center.

## **DRESS CODE**

A change of clothing is required for each child. Children four years of age and younger need at least two (2) changes of clothing. **Please label your child's clothing with their full name. We can't be responsible for lost or damaged clothing.** It is the parent's responsibility to provide enough diapers or pull ups for their child daily.

Children two (2) years and up are assigned a personal space for their belongings. Please send a spare set of clothing including underwear and socks that will be left in the child's cubbies. Such clothing should be labeled and placed in a plastic bag.

School is a place for investigating and learning about many things. Some investigations become quite messy and/or wet. The staff and children will be more relaxed if he/she wears the same type of clothes that is worn at home. Close-toed shoes required at all times, no sandals or flip-flops. **Please do not dress your child in anything you do not want to be soiled.**

The center also appreciates clothing that is easily manipulated for restroom use. Children are learning to do things for themselves, and the child will receive help only when clothing is made in such a way that the child can't manage.

**PLEASE DO NOT BRING YOUR CHILDREN WITHOUT SHOES!!!!**



## **TOILET TRAINING**

We will begin potty training at eighteen (18) months, **provided your child shows an interest in doing so**. In this case, we would ask that the child start wearing pull-ups instead of diapers. Otherwise, it will begin when they turn two (2) years of age. We encourage the parents to work closely with the teachers, and their children at home, to make the transition as smooth and stress free as possible. You will then need to send pull-ups with side openings, plenty of underwear, and several changes of clothes.

9 In-order to advance to the three (3) year old room a child **must** be potty trained and able to take care of themselves while in the toilet, i.e. wipe themselves.

## **OPEN DOOR POLICY**

Our child development programs offer an “open door” to parents at all times. We encourage you to come for a visit when your schedule permits. We welcome parent involvement and we welcome your continued support. If you have a special talent or hobby that you would like to share, we would welcome your visit. Please speak to the staff to arrange a convenient date and time. The staff has an open-door policy to encourage parents to communicate openly and freely regarding any questions, concerns, suggestions, and/or recommendation. Curriculum meetings for the school begin in August, if you wish to contribute please let the Director know, we welcome the input.

## **LESSON PLANS**

Every classroom posts a monthly Lesson Plan of the learning activities your child will be participating in. Please look for the lesson plan posted in your child’s classroom so that you can share the experience with your child.

## **PHOTOGRAPHS**

The staff reserves the right to take photographs of the children for educational/curriculum purposes without out specific consent. Children are identified by first name and age only when these photographs are used at the center. No outside agency or individual will be allowed to photograph your child without parental consent. On occasion we use photographs of the center for advertising purposes No close-up photographs are taken of the children and no names are given. If you do not want your child photographed for any reason, please let the Director or Administrator know immediately.

**TERMINATION FROM THE PROGRAM**

We desire to work with children and parents in every way possible to provide a positive learning experience. On rare occasions, it may be necessary to dismiss a child from the Center for any of the following reasons:

1. Delinquent fees/failure to pay fees on time.
2. Failure to provide needed information and/or complete required forms.
3. Giving false information.
4. Inappropriate behavior by the parent, guardian, or other individuals designated by the parent to pick the child up. This includes disruptive, abrasive or abusive behavior or behavior that makes the staff uncomfortable. It is not our intent to prevent the parent from expressing their views, even angry ones, but we must prevent scenes that frighten the children, disrupt our activities, or minimize the respect for and rapport between children and staff.
5. If a child's behavior becomes too disruptive to the program or becomes a problem that poses an unsafe situation for the child or other children in the class.
6. Parent's consistent disregard for the centers policies and procedures.
7. If special needs cannot be met.
8. Absent for 3 consecutive days without notification.

## **Confidentiality**

Unless we receive your written consent, information regarding your child will not be released, with-the-exception-of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

## **Inclusion**

This program believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

## **Family Activities/Engagement**

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, to visit the children while at the program, to participate in events, and to provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Family engagement activities

- Birthday Parties
- Annual Family Easter Egg Hunt

Fall Festival for Family/ Event is open to the Community

Truck or treat Halloween

- Thanksgiving Family Feast
- Christmas Festivities

In addition, I encourage you to provide your suggestions for classroom activities and other ideas in our suggestion box located in the front lobby to help us continue to improve and gather input about our program from our families.

### **Transition from home to center**

Before your child's first day, you will have a chance to tour the center, meet with your child's teacher, and discuss any questions or concerns. We ask that you complete our Family Survey to help us learn about your family prior to your child's first day. This will allow us to better support your child's transition into the program. At this time please share the best communication methods that the teacher may use to reach you.

### **Transition between classrooms or learning programs**

Children are transitioned to the next classroom or program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers may meet with you to develop a plan to introduce your child into the new classroom or program.

Transition Plan-- Parents meet new teachers. Children get to visit the new classroom for one week before making the official move to the new age group. Children will visit two times during the transition week for up to two hours.

#### Parent- Teacher conferences

Parent teacher conferences are offered twice per year. Conferences are planned for July and January of each year. Please look out for the sign-up sheets that will be available for interested parents prior to July and January of each year. If you need to schedule a parent-teacher conference at any other time due to questions or concerns, please see the Center Director to schedule.

## PARENTS RESPONSIBILITY

We value open communication and suggestions from parents/guardians. We encourage all parents/guardians to participate in the growth and development of their child.

Parents can help by doing the following:

- 1) Pay tuition when due and keep current.
- 2) Sign children in and out at the front desk and escort them to their classroom. Do not allow your child to touch the sign in/out computer.
- 3) Update forms when changes occur (i.e. telephone number, address, job, etc.).
- 4) Notify the Center if your child is ill.
- 5) Do not bring them to the Center if they are ill.
- 6) Keep us informed of changes in medical history (i.e. allergies, etc.) or changes that may affect their behavior.
- 7) Notify the Center if you will be late picking up your child.
- 8) Do not allow your child to bring toys. Except for show-n-tell days.
- 9) Communicate any concerns you may have when they arise.
- 10) Participate in special activities.
- 11) Attend Parent/Teacher conferences when requested.

Thank you for choosing **Building Blocks Learning Center** to care for your child(ren). We strive to give the best care possible to your child(ren) while they are in our care here at this facility. If at any time you have a concern with the care that your child(ren) is receiving here at our facility please take the time to discuss your concerns with the Owner/Directors, the Assistant Director, or your child(ren)'s teacher and we will do our best to address the issue as quickly as possible. We appreciate your trust in us and will always do our very best to keep you and your child(ren) happy.