

Parent's Handbook



We discover, explore, and learn everyday!

General Information

Welcome to the Learning Station! At *The Learning Station*, each child will thrive and grow through discovery, exploration, and play. We provide a strong foundation that encourages lifelong learning in a safe and nurturing environment for all children. This handbook will cover guidelines and procedures for the learning center. Please review this handbook carefully. If you have any questions concerning the handbook, please feel free to talk with the director.

GOALS AND OBJECTIVES:

I am so excited about being a part of your child's educational development. I believe that everyday, every child should have the opportunity to discover, explore, and learn at his or her own pace. My goal is to prepare our children with the foundational skills necessary to be ready and equipped for elementary school. *The Learning Station* will create a safe and nurturing environment that fosters the development of the whole child.

GOALS:

- To develop a positive view of themselves and others.
- To develop a love of learning.
- To develop an appreciation for the differences among people and how to celebrate those differences.
- To develop the basic skills preparing them for the next level of learning.
- To develop a sense of autonomy, self-confidence and competence.
- To gain a wide range of age developmentally appropriate experiences to foster learning, creativity, and problem solving in all areas – language, writing, Pre-reading, mathematics, music, art, gross and fine motor, health and safety.
- To develop a natural curiosity in the world, to seek new knowledge, to explore, to handle, and to question.
- To provide a well-qualified and caring staff.
- To provide a safe and nurturing learning atmosphere throughout the Center

COMMUNICATION:

The Learning Station has an open line of communication with parents. If you have a problem, please speak with the director. Please give the director the opportunity to rectify the situation before removing your child from The Learning Station.

Daily Communications Daily notes from center staff will keep you informed about your child's activities and experiences at the center. For the Infant and Toddler Programs notes will be placed in your hand or attached to your child's book bag.

Bulletin Boards Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc. Newsletters. Quarterly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

ENROLLMENT POLICY:

The forms listed below must be filled out before your child can start. Some of these forms will be updated yearly.

- Enrollment Packet (Child's Record)
- Health History
- Medical Emergency Statement
- Pictures and Video Form
- Transportation Form
- Authorization to Dispense External Preparations
- Food Program (Income Eligibility Form)
- Form 3231 (Immunization: all students)
- Form 3300 (Vision, Dental, Hearing, Nutrition GA Pre-K & Kindergarten students)

DUPLICATE COPIES: Parents, please make copies of your original documentation upon your initial time of enrollment. *Additional copies are not provided throughout the year.*

STATE LICENSED:

The Learning Station is licensed and regulated by Bright from the Start: GA Department of Early Care and Learning. Annual unannounced inspections of the center are conducted to ensure all state standards, policies and procedures are met. A copy of the state rules and regulations along with a copy of our most recent licensing review are available in the front office. We also participate in the Child and Adult Care Food Program (CACFP).

CONFIDENTIALTY:

All family information is confidential and is not provided to any other agency or individual without written parental consent. Access to a child's file is limited in order to protect the privacy of children and parents. Relevant documentation may be released to state and federal licensing agencies upon request with parent permission. Relevant information may also be released to a hospital and /or physician in an emergency with parent permission. All children will have a signed release authorizing the center to obtain medical assistance in an emergency when parents cannot be reached. All information remains confidential and remains in a locked file cabinet.

REGISTRATION AND SUPPLY FEES:

A \$75 non-refundable registration fee (per family) applies to all new children enrolling at The Learning Station.

In addition, a \$75 non-refundable activity and supply fee (beginning of each academic year) will be due in September for returning parents. The activity and supply fee will cover the cost of your child's curriculum, books, and other classroom supplies. If you enroll your child in **July**, you will not be asked to pay this fee twice.

Book Fees are assessed to Pre-K 3, Tag 4, and Kindergarten at the beginning of each Academic School Year. The Book Fees are \$40.00.

REFERAL FEES:

If you refer a client to The Learning Station, you will receive 25% off your tuition (one week) once the client has been enrolled for thirty days.

SUMMER CAMP REGISTRATION AND SUPPLY FEE:

A non-refundable registration and supply fee (per child) will be charged to all **after school students who will be participating in our Summer Explosion Camp**. This fee will be due each year in May.

LEARNING STATION HOURS AND TUITION:

The Learning Station is open 6:00 am 6:00 pm Monday through Friday. Please make sure your child is picked up every day by 6:00 pm. If your child is picked up after 6:00 pm, you will be charged \$5.00 for the first minute, and \$1.00 each additional minute per child thereafter if your child remains after 6:00 pm. *The late fee is expected at the time of pick-up.* If your child is absent for the entire week, **full tuition** is due on Friday before the following week. If your child misses two weeks from school, and the center has not been notified, he or she will be automatically dropped from the roster. You must re-register and pay another registration fee before returning to the center.

In addition, full tuition is due on Fridays before the following week. *All tuition is expected to be paid on time, there will be no payment arrangements made.* There will be no reductions in tuition for absences, vacations, or holidays. Payments made after the closed of business day on Monday (6:00 o'clock) will incur a \$40.00 late fee. (There will be no refunds. Also, parents if you pay your tuition in advance, there will be no refunds if you decide to leave.

*Our hours are subject to change. We will always notify parents through social media pages, website, flyer, etc.

WITHDRAWAL:

Parents are to notify the center two weeks in advance of withdrawal, should that be necessary. In addition, parents are obligated to pay two weeks tuition. If not paid, the parent's account will be turned over to a collection agency for collection. All interest and fees will be the responsibility of the parents.

CODE OF CONDUCT FOR PARENTS:

We expect all parents to be always professional. We expect parents to treat teachers and other parents in a way they would like to be treated. We expect all parents to be role models. We

expect parents not to use profanity at the center or be rude to teachers and other parents, but to show respect to one another. We expect all parents to work with their child's teacher when it pertains to behavior and academics. We expect parents to be active participants with their child's learning development.

NON-DISCRIMINATION

This center does not discriminate in the enrollment of children. Children will be admitted to the center regardless of the basis of race, color, creed, age, religion, sex, national origin, handicap, parent/provider political beliefs, marital status, sexual orientation or status as a veteran and in compliance with the Americans with Disabilities Act. The Learning Station is designed to meet the varying needs of all students.

The Learning Station is obligated to serving all children regardless of their level of need and will make every reasonable accommodation. In the event your child has a special need that requires extensive support; we must assess our ability to provide quality care to your child. In the event we are not suitable, you will be referred to local community support.

As the parent/guardian, it is critical that you partner with us to provide the best care for your child. It is expected that you will adhere to all center policies and support your child's education. In the event you are unable to partner with us in this regard, we will request that you terminate your services with our center.

INCLUSION:

Inclusion refers to children with classified disabilities learning in a classroom with children who have not been classified. We offer a full inclusion classroom that keeps all children together for all subjects. We believe ALL children are special and that the individual needs of each child must be met. This means that we make necessary classroom arrangements to assure that students are engaged and involved, that lessons lend themselves to supportive learning and that children are involved in all aspects of the program.

Every effort is made to successfully include children with special needs in the most integrated setting appropriate to their needs and in compliance with the American with Disabilities Act (ADA). Children with special needs will be accepted into the center and linked to Babies Can't Wait or to the local public school special needs program. All children's records are stored away and kept strictly confidential.

TRANSITIONS:

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center: Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

Transition between learning programs: Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to Elementary School: Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

DRESS CODE:

We expect all parents to dress appropriately as they enter the facility. No see through clothing, no short skirts, no gowns, no clothing with profanity, and no clothing that would be inappropriate for children to observe. We expect parents to wear shoes in the building. **We expect parents to refrain from using their phones when picking up or dropping off their child/children.**

OPEN DOOR POLICY:

Although we request cooperation in not disrupting our program, parents/guardians are permitted access to all parts of the center at any time their child is present. If needed, please come by anytime to check on your child. (Please, keep in mind that most young children are accustomed to a certain routine, so if you come by, please note that your child may act differently than the normal behavior, so don't be alarmed.) Although The Learning Station has an open door policy, on the child's first day of enrollment we ask that you stay no longer than 30 minutes to 1 hour. We are also asking that during your child's first initial 2 weeks of enrollment that you give him/her time to transition in his/her classroom before visitation is permitted. **(Due to COVID-19, we will not have an open-door policy.)**

HOLIDAYS:

The center will be closed on August 26th (Teacher work Day), Labor Day, Columbus Day, Veteran's Day, Election Day Close at 2pm, (President Election) Thanksgiving Eve at 2pm, Closed Thanksgiving Day, and the day after, Closed Christmas week 12/26-12/30, Martin Luther King Day, President's Day (Teacher workday/ Parent conferences), March 10th (Teacher workday), Good Friday, Memorial Day, Juneteenth (June 19), Independence Day (July 4th), If Juneteenth or July 4th falls on a weekend we will be closed the Friday before **or** the Monday after. The center is also closed the last Friday of July for preplanning. If holidays occur during the work week, a full week's tuition is due to the center. December 26-30 is a vacation week for all parent, no tuition is due this week.

AFTER SCHOOL STUDENTS:

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives to school on time (before school) and are picked up (after school) in a timely manner. The Vehicle Transportation Form must be completed and on file with the center in order to be eligible for this service.

Before and After School care is \$85.

When the *After School Students* attend the center during the holiday, the tuition rate will increase to \$125. (Example: if you pay \$85.00 during the school year; the weekly rate will be \$125 for that week. Please note: Clayton County and Henry County have different school calendars, if students are out for one day due to teacher planning, you will be charged \$125).

LATE PAYMENT:

Full tuition is due on every Friday prior to service. No reduction in tuition will be given for absences, vacations, or holidays. Payments made after the closed of business day on Monday (6:00 o'clock) will incur a \$35.00 late fee. The Learning Station will only receive credit, debit or cash. We will not be able to render services for delinquent accounts. All accounts must be paid in full weekly. If your child is absent for more than 10 days, your child will be automatically dis-enrolled from the center.

The Learning Station will no longer accept any Debit Card and Credit Card payments under \$20; this also applies to online payments. A convenience fee will apply to all debit and credit card payments paid at the center or by phone.

The Learning Station will no longer accept any Checks or Money Orders.

FUTURE ENROLLMENT:

If care is to begin at a future date, a registration fee of \$75.00- and first-week's tuition is required to secure the spot for the child. The money will not be refunded if enrollment is canceled.

SICK CHILDREN:

Please do not bring sick children to school. Sick children need additional care that the center cannot provide. If your child has a fever or diarrhea, he/she must be free from those symptoms for 24 to 48 hours in order to return to school. Children who have symptoms of a contagious disease will not be permitted without a signed statement from a physician indicating that the child is not contagious. Please respect other children who are well. In addition, keep the director abreast of your child's sickness or illness. **(Due to COVID-19, we will not receive sick children.)**

HANDLING OF ILLNESS/INJURY:

If a child gets ill during the day, it should be reported to the office. If the child has an injury during the day, a band aid report will be completed, and a duplicate copy will be sent home for the parents. **The report is given to an administrative staff member immediately after completion.**

DISPENSING MEDICINE:

During COVID-19, we will not dispense medicine because we don't receive sick children.

IMMUNIZATION:

We require that all children attending our center be immunized. It is the parent's responsibility to provide and keep a current certificate of immunization for their child / children. Upon enrolling, parents must bring the **form 3231** to the center. Each time your child is immunized, please bring a revised copy of the certificate of immunization-form 3231.

VISION, HEARING, DENTAL, AND NUTRITION:

The Learning Station requires all GA Pre-K and Kindergarten students to submit the **form 3300** (vision, dental, hearing, and nutrition screening) during the initial enrollment process. If follow up services are recommended documentation is required throughout the process.

We know from research that the development of hearing and vision abilities in children aged 2-5 is important for early learning and eventual reading achievement. In addition, these abilities differentiate at-risk from not at-risk kindergartners in regard to their learning ability. Early screenings are important because we are able to identify problems that often go undetected in children, such as a possible hearing loss. We can also detect vision disorders such as Amblyopia in which if undetected can leave a child with little or no vision for life.

Healthy teeth are important to your child's overall health. From the time your child is born, there are things you can do to promote healthy teeth and prevent cavities. For babies, you should clean teeth with a soft, clean cloth or baby's toothbrush. Avoid putting the baby to bed with a bottle and check teeth regularly for spots or stains.

For all children, you should

- Brush teeth with a fluoride toothpaste
- Provide healthy foods and limit sweet snacks and drinks
- Schedule regular dental check-ups

We vaccinate to protect our future. We don't vaccinate just to protect our children. We also vaccinate to protect our grandchildren and their grandchildren. With one disease, smallpox, we "stopped the leak" in the boat by eradicating the disease. Our children don't have to get smallpox shots anymore because the disease no longer exists. If we keep vaccinating now, parents in the future may be able to trust that diseases like polio and meningitis won't infect, cripple, or kill children. Vaccinations are one of the best ways to put an end to the serious effects of certain diseases.

EMERGENCY PLANS:

Emergency plans are in the Director's office and posted in each classroom (Evacuation Procedures). Each employee shall be trained on procedures for Fire Drills and Emergency Weather Drills.

SEVERE WEATHER PLANS:

Our first goal is to keep children calm and quiet. If the weather becomes severe, the teacher will quickly move the children to safety. In the event of a tornado or other severe weather, the children will get in position in accordance with the severe weather plans posted in their classroom.

TORNADO WATCH WARNING:

All children will assume the tornado drill position until the “all clear” siren has been sounded by the police or local weather channel.

SNOW AND ICE:

In the event of snow and ice, we will open our center as soon as weather permits. Please visit The Learning Station’s website: www.thelearningstationga.com and our social media pages for openings and/or closings. In the event of public-school closings, we will transport the children to the center in a timely manner.

NEW ARRIVAL TIME:

Our arrival time is **9:00 a.m.** Students who come after this time must have a doctor’s excuse. Please have your child here before this time. Any unexcused tardiness will not be acceptable, and services will not be rendered that day. If you have a **doctor’s excuse**, you must be here by **12:00 p.m.** and your child must be fed for us to render service for the day.

ROUTINES FOR ARRIVAL AND DEPARTURE:

Your child is going to miss you while you can’t be with them. This is a very *normal reaction*. All children respond differently. Some are hesitant while others cry. It is normal for your child to cry on arrival, especially for the first few weeks. Try not to get upset over their crying; it will stop within a few minutes after you leave. If your child does a significant amount of crying at drop-off time, please make your stay brief. It is harder on the child when you prolong your stay with too many hugs and kisses. A quick hug and kiss and let them know you will return is a great way to comfort them. Usually within 5 minutes after a parent leaves, the children start to play with one another.

I agree to bring my child into the building and see that he/she is under supervision of his/her teacher before leaving the premises. Children will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel. I also agree to sign my child in and out each day. I understand that if I check my child out for the day, he/she can’t return.

If you are worried, please feel free to call and check on your child between the hours of 12-2. If I can’t console your child after an hour, you will be called to come and pick up your child. If your child is just starting to attend preschool, it could be challenging for them. We will use best practices and employ patience with every child.

PICK UP TIME:

The Learning Station can't allow any child to leave with anyone except the individuals listed on your child's pick-up authorization form. Unless you contact the center or tell a member of management in the morning that someone else is going to be picking up your child. We will try to reach you via phone, so that the center can verify the people who will pick your child up.

LEAVE OF ABSENCE:

If you need to take your child out for illness, vacation time, maternity leave, etc, you will need to notify the center in writing. You can disenroll your child during that time or you can pay full tuition to hold your child's spot. Remember, if you disenroll your child, you must provide a written notice and pay two weeks tuition.

DRESS CODE:

Please send your child in clothes that they can play in. We will be working with messy materials (such as paint) and other activities throughout the day. Children should arrive dressed for play. We also spend a lot of time outside. Children need to have sneakers to be able to climb and run with the other children. Clothing should be comfortable for outdoors. Make sure to include hats, mittens, boots and coats for cold weather. Each child must have two sets of clothing in case of an accident. Please clearly mark your child's name on all articles of clothing, including shoes, so we can help prevent loss. That way if the clothes get misplaced, I will know who they belong to. All children, regardless of age, are required to have a complete change of clothes, including socks, with them always when in the center. The staff will use these articles in case of any accidents.

Parents of infants are responsible for supplying **disposable diapers and disposable wipes & Kleenex weekly**. (All infants must be feed within the hour upon arrival.)

Parents of toddlers are responsible for supplying **wipes, Kleenex, disposable diapers, and/or training pants weekly**.

Parents of PreK-3, TAG 4, GA Pre-K, and Kindergarten are responsible for supplying **wipes and Kleenex weekly**.

The Learning Station is not responsible for lost or damaged clothes.

SUPPLIES: (Please review these lists below and our website :)

At the start of the new school year, all parents are expected buy new supplies and 2inch mats (if applicable).

Infants: Diapers, wipes, pacifier, labeled bottles (name and date and correct tops for the bottles), formula, pre-packed baby foods only (until child eats table food), bibs, and a complete change of clothes (as they get soiled, I will leave them in a plastic bag in your child's box to be taken home and cleaned). **(All infants must be feed & changed within the hour upon arrival.)**

Toddlers & Preschoolers: Diapers, pull-ups that undo on the side, wipes and a complete change of clothes (as they get soiled, I will leave them in a plastic bag in your child's box to be taken home and cleaned).

Pre-K 3 and TAG 4, GA Pre-K, Kindergarten: Please write your child's name on all belongings. If your child isn't fully potty trained, please bring a change of clothes. Please bring wipes for your child throughout the school year.

DONATIONS:

If you have any of the items below and would like to donate them, it would be greatly appreciated.

- Copying paper, egg cartons, toilet paper rolls, paper towel rolls, etc.
- Magazines for cutting. Any that has lots of pictures of people, children, or animals.
- Paper of any kind, brown, white, colored, waxed, foil, etc.
- Crayons, markers, play dough, wipes or any misc. art supplies, such as fabric scraps, glitter, pipe cleaners, paper plates, etc.
- All arts and crafts materials donated to The Learning Station must be nontoxic in order to prevent accidental poisoning to children and staff.

DAILY SCHEDULE:

We will have a daily schedule for our children everyday. A routine lets the children know what to expect from day to day. We will try to follow our routine to the best of our ability.

Example of our Three-Year-Old Schedule

6:00-8:00	Arrival/Breakfast
8:00-8:15	Restroom Break/Technology Time
8:15-9:00	Center Time
9:00- 9:30	Circle Time
9:30-10:00	Read Aloud/ Whole Group Activities
10:00-10:30	Technology Time
10:30-10:45	Outdoor Play
10:30-10:45	Restroom/Prepare for Lunch
10:45-11:15	Lunch
11:15-11:45	Restroom Break
12:00-2:00	Rest
2:00-2:20	Restroom Break/ Snacktime
2:20-3:20	Outside Time
3:30-4:30	Choice of Center/Center Time
4:30-5:00	Math

5:00-5:15 Prepare for Dinner
5:15-5:45 Dinner Time/ Technology Time/Free Play/Centers/ Quiet Time
6:00 Closed

TOYS:

Please **DO NOT** bring toys from home as this usually causes a distraction in the classroom. Please check your child's book-bags daily. Most children who bring toys in from home will not share their toys with the other children and the other children want to play with the (new to them) toy. Unless it is something that can be shared with the entire group like Show and Tell. Toy weapons (guns, knives, swords, squirt guns, etc.) are not permitted and will be turned away at the door.

POTTY TRAINING:

Let me know when you start introducing *potty training* with your child. Once you start training at home, we will start working with your child at the center. Please send your child in easy to remove clothing while they are potty training. We will be consistent with our routine. We will take them to the potty every hour when first starting to potty train. We will place all soiled items into a plastic bag in your child's box or book-bag. Please replace any clothing sent home the next day. During potty training time, please supply at least 3 sets of clothing including socks. As your child starts getting the hang of potty training, you will want to remove the pull ups and start using training pants, underpants or panties. Wet and dirty clothes will be placed into a plastic bag at the end of the day.

MEALS:

We participate with the USDA Child Food Program. Our families will need to complete a new Income Eligibility every August. Our daily menus will be posted in the front on the information board. **Children who arrive after mealtimes should be fed before they arrive.**

Infant's Parents: Parents are asked to complete a feeding plan for all infants. It is imperative that infant bottles are pre-made. In addition, names and dates should be on your child's bottles each day. Parents/guardians of infants (not on table food) are responsible for bringing their child's formula or use the center's formula (Enfamil). All infants under 12 months must bring pre-packed baby foods only. Baby cereal is provided by the center. It is my belief that infants should be fed on demand. If parents have another feeding schedule in mind, we will need to discuss, so that the infant's needs will be adequately met. The Learning Station has a designated area for mothers to breastfeed and pump if needed. **(All infants must be feed & changed within the hour upon arrival.)**

NUTRITION POLICY:

The Learning Station believes in creating the healthiest environment for the children in our care. Children who eat well and are physically active are healthier and learn better. Our policies are based on best practices for healthy eating and physical activity. We are committed to support these lifetime changes. To set our children up for success, we will incorporate a birthday

celebration policy. We will identify healthy snacks for all birthdays and party celebration. We will create a healthier environment for children to learn and grow. We do have an identified healthy snack list for all parties for The Learning Station. **(The Learning Station does not allow any outside food.)**

BIRTHDAY PARTY'S: During COVID-19, we will only do Virtual Parties.

Birthday party celebrations will be held on the second and fourth Friday of each month at The Learning Station. Parents must assist with their child's birthday party. If you have any questions, please stop by the office for more information.

ALLERGIES: If your child has allergies, and requires a special diet, please have a doctor's excuse. Thursday prior to the week of service menus will be posted. Please, your review your menus each week.

FIELD TRIPS: Due to COVID-19, we will take In-House field trips only.

Throughout the year, we will take field trips. Parents are welcome to join us anytime. Parents will be responsible for any admission charges and other expenses involved with the field trip. In addition, parents are responsible for their own transportation to and from the field trip. Students are expected to wear their Learning Station t-shirt & mask on every field trip. **Field trips are non-refundable.**

FAMILY ENGAGEMENT: Due to COVID-19, family engagements on pause.

- 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, visit children's classrooms (**this practice will resume once deemed safe**), participate in events, and 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.
- The Learning Station has family engagement once a month. Family engagement is very important to our school because these opportunities can actively promote, support and sustain family wellbeing, healthy child development and build strong family child relationships.
- Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families. **On Pause due to COVID.**

TRANSPORTATION: (AFTERSCHOOL PARENTS ONLY) (Only applies once students go back to school.)

A \$10.00 Transportation Fee will be assessed to any account, if we arrive to your child's school, and they are not there. (You didn't contact the center before 1:00pm). If your child is absent but rides The Learning Station bus in the morning, please notify the center if they will not be picking

up from school that day. The Learning Station does not provide service for afterschool students if we do not pick them up from school. Parents are not allowed to drop students off in the afternoon.

All vehicles are checked inside and out during times of entering and departing to insure no children are being forgotten in the vehicles

QUIET / NAP TIME:

All children will have a rest period from 12:00 p.m. to 2:00 p.m. everyday. No child is forced to sleep; however, they must remain quiet. They must remain on their cots during quiet time. Please try not to schedule pick-ups or visits during this time to lessen disturbance to resting children. All older children will rest on their cot with individual linens. Nap time is very important for the development of young children. It is a state requirement that all children have a rest time every day.

OUTDOOR PLAY:

Our children at the Learning Station will go outside for part of the day. This is a requirement from the State, as well. The children should be dressed appropriately to stay warm and enjoy being outside. Please make sure children wear appropriate shoes for outdoors (No open-toe shoes). If the weather is bad, children will have free time in the classroom.

ILLNESS:

The following illness policies will be strictly enforced for the health, well being, and safety of all concerned.

Examples of associated symptoms include, but are not limited to:

1. Fever (99 F. higher)-Child needs to be fever free for 24 hours
2. Nausea or vomiting
3. Diarrhea: runny or watery stools, or 2 or looser stools within last 4 hours.
4. Sore throat, loss of voice, hacking or continuous coughing, runny nose with colored discharge
5. Runny and/or Crusty Eyes: Watery, matted, and/or red/pink eyes are not acceptable in childcare.
6. Unexplained Rash, Ringworms
7. Lice (may not return child to care until no more nits are spotted)
8. Communicable diseases (chicken pox, roseola, conjunctivitis, mumps, measles, influenza, hand foot and mouth disease, etc.)

9. Runny nose.

Parents, please keep your sick child/children at home. We appreciate your support.

Parents of a child with a diagnosed contagious condition (measles, head lice, pink eye, mumps, chicken pox, etc.) are asked to notify me as soon as possible so we can alert other parents to watch for symptoms in their own children. If your child has a fever or diarrhea, he or she must be free from those symptoms for 24 to 48 hours in order to return to school.

DISCIPLINE:

The Learning Station believes in keeping students actively engaged. Positive reinforcement for good behavior, combined with redirection will yield positive and acceptable behavior. If you are aware that your child has a behavioral problem, please advise the center in advance. No form of physical punishment is ever permitted, i.e., spanking. Redirection is used as a form of discipline, when necessary.

If your child becomes uncontrollable and/or disruptive to the learning environment, the following steps will be taken:

1. The director will contact parents
2. Parent Conference
3. Suspension
4. Disenrollment

SUSPECTED CHID ABUSE:

The State of Georgia requires that all members of The Learning Station be on the lookout for, and report to the State, all cases of abuse to a child. Therefore, the directors and teachers are obligated to report to the State any suspected cases of child abuse and/or neglect.

ASSESSMENTS:

The Learning Station does 3 assessments a year in our Pre-K 3, TAG 4, and Kindergarten classrooms. The Toddler A and B rooms will have 1 assessment during the school year. These assessments inform teaching practices, lesson plans and instruction with each age group to measure child outcome. Children progress is discussed once a year at the Parent/Teacher Conferences. Assessments are done formally and informally in the way of classroom observations by the teachers to highlight your child's strengths, weakness, interests and other in scaffolding learning and lesson planning according to developmentally appropriate practices which are aligned with the Georgia Early Learning Development Standards. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns

In addition, we also collaborate with you to complete a developmental screening of your child using The Ages and Stages tool (ASQ). This is not a test but simply a developmental tool. These formal assessment will be conducted in the first 30 days of the child's admission into the program.

NO COMPETING POLICY:

We are no longer allowing teachers or any members of their family to keep The Learning Station clients on their personal times as this is a conflict of interest

NO BEADS POLICY:

In order to ensure the safety of our children, we are asking that the students in our Infants, Baby Tots, and Tots A, & Tots B classrooms do not wear beads or any small hair accessories in their hair. These small accessories may come off the hair and be placed in their nose or swallowed.

CAPS PROGRAM:

If you participate in the CAPS Program your child's full tuition (**your parent responsibility**) will be expected on Friday whether your child is present or not. (There will be no reduction in tuition for absent students) In addition, parents who are receiving CAPS benefits, The Learning Station will bill your CAPS account for any holidays and/or breaks in order to hold your child's slot when the center is in operation.

CHECK OUT:

You cannot bring your child to school and then check him/her out, if you do, he/she **can't** return to school for the day.

SOILED CHILDREN:

If your child arrives to school soiled, please park and change your child in our designated area. (**Due to COVID-19 parents are not allowed in the center**)

FAMILY COMMUNICATION POLICY:

This pandemic has changed the way we look at early childhood education and our daily practices and procedures in a group setting. Changes in Procedures and Practices have been developed to support the health and safety of your children, your families as well as our staff and families and to do all we can to remain open for families. The changes are meant to decrease the risk of contracting Coronavirus and they are based on thorough research and guidance being recommended by experts such as the CDC. Thank you for your understanding and patience as we implement these new Policies and Procedures.

Communication has always been at the cornerstone of our practices and building strong family / child (ren) relationships. Open communication is more important now than ever as we work together closely and communicate any concerns, questions, or needs. We will provide you with information as situations evolve and as experts determine appropriate public response. Please know that above all our focus remains on keeping the families we serve and the children we care for as safe as we can, given the uncertainty of this national health crisis.

COVID-19 POLICES AND PROCEDURES:

In order to maintain a healthy environment, The Learning Station will not receive **any** sick children. We ask that you check your child's temperature every morning before arriving to school. **We will not receive children with a temperature of 99 degrees Fahrenheit or higher.**

STRUCTURAL DAMAGE:

In case of structural damage, children will be relocated to The Learning Station Zone, 6080 Highway 42, Rex GA 30273 (678) 586-3646. Please check our website and social media for updates.