



Ellenwood Academy 7

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Ellenwood Academy 7 LP

OUR PHILOSOPHY

Ellenwood Academy 7 LP is a child care center for ages 13 months to 5 years that provides high quality childcare in a loving, safe and stimulating environment that enriches the children during their crucial years of development.

We believe that learning takes place primarily through exploratory activities and discovery. We provide a child-centered environment with a wide range of materials and developmentally appropriate activities, which allow your child to create, manipulate, explore and discover according to their interests.

Each child is valued and recognized as a unique individual with a large capacity for growth and development.

Through both group and individual activities, your child is encouraged to develop socially, emotionally, cognitively, and physically at his or her own pace.

Our philosophy also incorporates open communication between the parent and provider which builds the trust needed for a successful relationship.

OUR MISSION

We are passionate about early childhood education. We love to introduce children to learning and new friends. Our end goal is to not only impact the children we teach but to impact the generation and promote positive change within the whole family.

Policies and Procedures Handbook & Operating Policy

COVID-19 SAFETY PROCEDURES:

The following policy and/or procedural changes will be followed by Ellenwood Academy 7 as set forth by the Georgia Department of Early Care and Learning (DECAL) during this public health emergency, and for as long as it is deemed necessary. As the situation continues to evolve, Ellenwood Academy 7 will always abide by the requirements set forth by the Bright From The Start, CDC, and the local and state Departments of Health. While we understand that some of these requirements might not be ideal for the traditional “child care” setting and might cause disruption to your day, know that everything we are doing is to reduce the risk of spreading any infectious disease. While the provisions listed herein will be our current operating procedures, please be advised that things may change day to day. Ellenwood Academy 7 is doing everything we can to keep all our children and staff safe and healthy. If at any time you decide to disregard or do not agree to follow any of the policies and procedures, then care for your child will be immediately terminated.

HEALTH SCREENING

All staff and children are required to be screened for any observable illness, including cold, cough, respiratory distress, to confirm temperature below 100.0 degrees Fahrenheit, and to answer a series of health screening questions before entering the building.

Upon the first day, what will you be asked?

1. Have you or a member of your household had any of the following symptoms today or in the past 14 days?
 - Fever of 100.0 degrees Fahrenheit or higher
 - Dry Cough
 - Shortness of Breath
 - Chills
 - Loss of taste or smell
 - Sore Throat
 - Muscle aches
 - Rash

2. Have you been in contact with someone who is thought to have or has tested positive for COVID-19 in the past 14 days?
3. Have you been instructed by a medical professional to self-quarantine due to possible exposure to COVID-19?

Questions that will be asked daily:

1. Has your child had any signs of illness in the past 24hrs?
2. Have you or anyone you live with become ill in the past 24hrs?
3. Have you or someone you live with been tested for COVID-19 or tested positive for COVID-19?

If you answered “yes” to any of the above questions, then your child will not be allowed to enter the facility. Your child will not be allowed to enter the facility until you can answer “no” to all of the above questions. If your child’s health condition is due to a pre-existing condition (e.g., wheezing due to asthma), then a doctor’s note may be required to confirm the same. Please be advised, your child may not be allowed to attend until the note from the doctor is received.

If you answered “no” to all of the above questions, then you and your child’s temperature will be taken. If the temperature reading is below 100.0 degrees Fahrenheit, your child will then be permitted to attend for the day and escorted to his/her classroom. If your child’s temperature is 100.0 Fahrenheit or greater, then your child will not be allowed to enter the building per Executive Order 7Q. Furthermore, if your child does have a temperature of 100.0 degrees Fahrenheit or greater, then they must contact the child’s doctor. The child may not return for 48hrs, be fever free without fever-reducing medication. Child must have a doctor’s note to return.

When taking a temperature, the person taking the temperature will be wearing a mask and will use gloves if using a touch thermometer. The person taking the temperature will put on a new pair of gloves for every temperature taken and will clean the thermometer with alcohol swabs between children. (only if using a touch thermometer) In the absence of alcohol swabs, staff will use rubbing alcohol on a cotton ball or cloth to clean the thermometer between children. Staff will be permitted to take their own temperature wearing gloves with a peer reading the thermometer.

SICK CHILD

If, during the day, any of the following symptoms appear, then your child will be separated from the rest of the people in the center. You will be contacted immediately and **MUST** pick up your child within 1 hour of being notified.

Symptoms include:

- Fever of 100.0 degrees Fahrenheit or higher
- Dry Cough
- Shortness of Breath
- Chills
- Loss of Taste or Smell
- Sore Throat
- Muscle Aches
- Rash

While we understand that many of these symptoms can also be related to non-COVID-19 related issues, we must proceed with an abundance of caution during this public health emergency. If your child becomes ill, you must consult your child's doctor. If a COVID-19 test is ordered your child must remain out until the results return. If the results are negative, the child may return with a doctor's note and follow our policy symptom guidelines. If the COVID 19 test is positive, the child must remain out for a minimum of 14 days and have a doctor's note.

All other sick policies set forth in the Ellenwood Academy 7 LP Parent Handbook will continue to be followed as well in addition to this policy.

DROP OFF/PICK UP

Parents/guardians will not be permitted to enter the facility beyond the designated drop-off and pick-up area. All parents and staff must wear masks in the drop off area. This procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. Please advise any Emergency Contact persons of this procedural change.

After your child passes his or her health screening, he or she will be escorted to a classroom by a staff member. When coming to pick up your child at the main entrance your child will be brought out to you.

If there is an emergency requiring you to enter the facility beyond the designated drop-off and pick-up area, then **YOU MUST** wash your hands immediately upon

entering and wear a mask. While in the facility, you must practice social distancing and remain 6 feet from all other people, except your own child.

MASKS/FACE COVERINGS

This policy outlines the requirements for mask wearing in Ellenwood Academy 7. Updated guidance from the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics along with the guidance to assist children with the social emotional aspects of mask wearing found on the website of the Georgia Office of Early Childhood were considered when developing this policy.

All staff will be required to wear a mask or cloth face covering that covers the nose and mouth while working within 6 feet of another person, **(unrealistic to stay 6ft apart from a child)** child, or adult. Ellenwood Academy 7 shall issue such masks or cloth face covering to all employees. If any employee has his or her own mask or cloth face covering that he or she would like to use instead, the employee may do so only if it covers the nose and mouth to an extent substantially similar to those provided by Centers. The ELA Director or her designee has sole discretion to determine if an employee's own mask or face covering meets this standard, and her decision is final. *ALL EMPLOYEES WILL BE REQUIRED TO WEAR A MASK OR FACE COVERING* (unless doing so would be contrary to an employee's health or safety because of a medical condition) **during these circumstances every staff member must wear a mask.**

Children over 3 years are required to wear a mask while in a child care setting. Staff will be required to wear a mask or face covering while in the classroom. When taking a lunch break, staff will take their mask off, place it in a secure location and immediately wash their hands. They will then take their break. At the end of their lunch break, they will wash their hands with warm water and soap for a minimum of 20 seconds before replacing the mask/face covering.

Children age three and older are required to wear a mask or face covering except for the following:

- A child with a documented medical condition, special health care need, or developmental need (such as sensory integration) for whom wearing a mask or face covering would be contrary to their health or safety. A child with a documented disability or special education need for whom wearing a mask or face covering would be contrary to their needs. In addition, children and staff while

involved with certain special education and related services activities like speech and language therapy or where lip reading is required. · Children who are newly enrolled within the past two months and are working toward mask wearing. · Children who have just turned three years old within the past two months and are acclimating to wearing a mask.

Breaks from Mask Wearing

- Children are not required to wear a mask while eating, sleeping or resting. During these times when masks are removed, distance between children will be maximized, maintaining at least 6 feet of distance wherever possible.
- One mask break will be held in the morning and one in the afternoon within cohorts of children. During these breaks, a physical distance between children will be maximized, maintaining at least 6 feet of distance wherever possible.
- Children will be allowed to remove their mask when outdoors.

Children Experiencing Difficulties with Mask Wearing

Staff will work with children who have difficulty complying with the mask requirement by issuing soft verbal reminders and other gentle means of supporting compliance. Children will not be disciplined or excluded from the program or isolated from their peers due to non-compliance with mask wearing. Staff will work with parents of children having difficulty wearing a face mask to develop a plan to support the child so that they will adapt to wearing a face mask. However, if a parent refuses to have their child wear a face mask, continued enrollment will not be permitted.

Wearing and Removing Masks

- Hands will be washed or sanitized before putting on a mask.
- All masks or face coverings shall cover the mouth and nose and wrap securely around the face. Face shields will not be permitted.
- Masks will not be put around the neck or up on the forehead.
- Efforts will be taken to not touch the mask when wearing and only handled by the ear loops or ties. · Efforts will be taken not to touch eyes, nose, and mouth when removing.
- Hands will be washed immediately after removing a mask.
- When possible, staff will wash or sanitize their hands before and after helping a student put on or adjust a mask.

- Masks will be clearly identified with staff and children’s names or initials, to avoid confusion or swapping.
- Masks will be stored in individually labeled containers or paper bags.
- Masks are required to be washed after every day of use and/or before being used again, or if visibly soiled.
- Parents will be asked to supply additional masks for their child in case a back-up mask is needed during the day and to facilitate every day washing of masks.

HAND/RESPIRATORY HYGIENE

Staff and children will engage in regular hand washing with soap and water for at least 20 seconds and will be done:

- Coming in contact with any child,
- When entering a classroom for the first time,
- Before and after eating,
- After sneezing, coughing, or nose blowing,
- After using the restroom,
- Before handing food,
- After touching or cleaning surfaces that may be contaminated; and
- After using shared equipment like toys, computer keyboards, mouse, etc.
-

All staff and children will be required to do the following:

- Cover cough and sneezes with tissues or the corner of the elbow,
- Encourage children, when appropriate to cover coughs and sneezes with tissues or the corner of their elbow,
- Dispose of soiled tissues immediately after use,
- Wash hands after each cough or sneeze.

GROUP SIZE, CLASSROOM & TEACHER ASSIGNMENTS

Class sizes will be limited to no more than allotted ratios, reduced group size and Enhanced Health procedure for Child Care Programs During COVID-19 Emergency’. If at any time, our enrollment is to exceed our allowed capacity children in one day, we will need to get prior approval from Bright From The Start to continue operating.

Whenever possible, children will be placed in their “normal” classroom. However, due to decreased enrollment and decreased staffing, children may be placed in another classroom.

Teachers will be assigned to work with their “normal” age group. Whenever possible teaching staff your child is familiar with will be working in their classroom. Please be aware that not all staff will be working due to a variety of reasons.

INTENSIFIED CLEANING AND DISINFECTION

As per our usual operating procedures, all cleaning, sanitizing, and disinfecting procedures will be in place. Communal spaces will be sanitized between groups (i.e. playground, gross motor room). When children will be vacating a space for an extended period of time (i.e. leaving classroom to go to playground) that space will be disinfected given there will be ample time for the disinfectant to sit and evaporate per the instructions of the disinfecting solution before children are to return to the room.

FOOD SERVICE

While the state is under a public health emergency ELA will not be allowed to serve meals family style. This is to prevent multiple children from touching the same serving utensil. ALL meals and snacks will be served in the classroom. Meals will be plated with everything served on them. This does not mean your child will need to eat everything on their plate. If your child is to want “seconds” of a portion of the meal, a designated staff member within the classroom will be allowed to serve them an additional portion while wearing gloves and mask/face covering.

COVID-19 EXPOSURE NOTIFICATION

In February 2020, COVID-19 was added to the list of Reportable Diseases. ELA is required to report such disease cases of COVID-19 infection immediately to the Georgia Department of Public Health and to the local department of health in Greenwich.

If a child or staff member who has been present in the program is diagnosed with COVID-19, Ellenwood Academy 7 must notify families and staff about the exposure. Please be advised that we are NOT required to share with you the child or staff member’s name but will share with you the date of possible exposure and classroom that may have experienced the exposure.

Parents must immediately notify Ellenwood Academy 7 administration if you become aware of any person with whom your child or yourself has had contact

exhibits any of the symptoms listed above (health screening), is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19. Further, you must immediately notify ELA administration if anyone from your place of employment is presumed positive or tests positive for COVID-19 whether or not you have had direct contact with that person.

ENROLLMENT:

Enrollment at Ellenwood Academy 7 LP is open to children from 13 months to 5 years of age. Enrollment shall be granted without regard to child's race, color, creed, religion, national origin, gender, or disability; and without regard to parents or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

At the time of enrollment, we require the following:

- The non-refundable deposit is due along with signed contract
- Each child entering Ellenwood Academy 7 LP must have had an updated physical form, signed and dated by their pediatrician, which includes the child's date of birth. All children's physicals must be updated yearly, and immunizations records must be maintained for State of Georgia requirements
- Our registration packet completed and signed, including accurate emergency contact numbers

The emergency contact information should be kept current at all times

TUITION:

- Tuition payments are to be made monthly, bi-weekly or weekly. Monthly payments are due the first of each month, weekly payments are due Monday for that week of care. A \$10 late fee will be applied per day, after 5 days the child may not return to Ellenwood Academy 7 until payment is made in full. An additional charge of \$35.00 will be assessed for all returned checks. After (2) returned checks, a money order, cashier's check or cash will be required for all further payments

- The Tuition schedule will not be altered for sick days or voluntary non-attendance (i.e. family vacations). All holidays have been calculated in advance and do not have any effect on the weekly tuition rate

It's the parents' responsibility to pay the full tuition whether or not the child is in attendance

- Full time childcare is represented by a time period over a 5-day time period. The director will determine the overtime rate

Timely payments are essential for continued enrollment; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. The Director must approve all alternate payment arrangements in advance. Ellenwood Academy 7 **offers a multiple child discount when two or more siblings are enrolled during the same time. We do accept CAPS.**

Full time rate: 2% annual rate increase – on your anniversary date

\$250.00 (up to 45 hours per week)

MATERIAL FEE:

Each parent is required to pay an annual \$100.00 Material Fee for each child enrolled in Ellenwood Academy 7 LP, the material fee is due by registration. The fee will cover all material needed for the year (i.e. crayons, books, batteries, music, toys, field trips)

LATE FEE

Ellenwood Academy 7 LP is open Monday thru Friday from 6:30am to 6:30pm. Staff does not get paid overtime therefore if parents/guardians pick up their child late they will incur the following late fees:

- A \$1 per minutes after scheduled pick up time

A staff member will remain with the child until the parent/guardian picks up the child

The fine must be paid the same day or by the weekend to the Director

THE DAYCARE CLOCK IS CONSIDERED TO BE CORRECT. WE DO UNDERSTAND THAT TRUE EMERGENCIES HAPPEN. WE DO NOT UNDERSTAND WHEN PARENTS/GUARDIANS ABUSE DAYCARE PRIVILEGES.

If a child is not picked up by 6:30pm and there has been no communication to the daycare, the Henry County Police will be notified.

BOUNCED CHECK FEES:

If a tuition fee check bounces a \$35 fee will be charged. **If the bounced check causes other Ellenwood Academy 7 LP checks to bounce the parent/guardian will be responsible for all bank fees. Fees will have to be paid before the child can return to the daycare**

HOLIDAY CLOSING:

Ellenwood Academy 7 LP will be closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break: Day before Thanksgiving is ½ day (1pm pick-up), Thanksgiving Day and the following Friday
- Christmas Break: Christmas Eve until January 3

VACATIONS:

- Ellenwood Academy 7 LP will also be closed for two weeks each calendar year, a week between Christmas and New Year's (National Holidays are not included as part of vacation), and one week in July. The parents will receive

advanced notice of these dates. The parent will be responsible for any payments of fees for these two weeks

THE PARENT WILL BE RESPONSIBLE FOR NORMAL TUITION PAYMENTS FOR VACATION

- At all times when Ellenwood Academy 7 LP is closed it is the parent's responsibility to find alternative childcare

INCLEMENT WEATHER

- Ellenwood Academy 7 LP will follow the Henru County Public School closings for inclement weather. Please tune to channel 2 WSBTV news for information on weather closings unless message received from Ellenwood Academy 7 LP. The parent is responsible for normal weekly tuition in the event of any closures.
- In the event of an early closing due to weather, the daycare staff will contact the parent; the staff will remain with the children until all have been picked up safely.

RESPONSIBILITY OF PARENTS:

PARENTS SHOULD ALWAYS CALL AND LET A TEACHER KNOW IF YOUR CHILD WILL BE ABSENT FOR ANY REASON

- Parents should supply Ellenwood Academy 7 LP with two outfits of clothes to change if needed. Please make sure the clothing is appropriate for the season. All clothing should be labeled in a ziplock bag.
- Diapers; staff will advise parents when the child is running low
- Wipes are required when you bring in new diapers
- Bottles (labeled)/ Sippy cups (labeled)
- Bibs (if needed)

- Breast milk (labeled and dated)
- Formula (labeled and dated with opening date)
- Healthy Lunch with ice pack
- Bedding (comfy blanket, sheets are optional)

PERSONAL ITEMS:

- All bedding and Blankets will be sent home on a weekly basis for laundering. Please make sure all bedding is brought back the following Monday
- All personal items should be labeled. This includes all coats, hats, and gloves
- Ellenwood Academy 7 LP is not responsible for any lost, damaged or stolen personal property

DROP OFF AND PICK-UP PROCEDURES:

- The parent or legal guardian of the child will sign the daily enrollment sheet upon arrival and upon dismissal for the day. The child's belongings will be organized and ready at pick up
- If the individual picking up the child is not recognized by the staff, a photo identification will be required prior to release of the child. The photo ID will be matched to the registration authorization provided by the parent on the registration form. No child will be released to any individual who is not formally included on the registration information and without identification to verify identity
- Once the parent signs the child out of Ellenwood Academy 7 LP, the parent is responsible for the actions and behavior of their child
- The parent can call Ellenwood Academy 7 LP anytime of the day to check in on their child, either by phone or text

MEALS AND SNACKS:

- Ellenwood Academy 7 LP is not providing food at this time. When parents bring food, all food must be labeled with your child's name in a lunch bag or lunch box. **Each Lunch bag MUST also have an ice pack.**
- Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets) or allergies
- All food must be prepared and labeled each day the child is in attendance, including formula/breast milk
- All bottles must be provided by the parent and labeled with child's name
- Baby food will be served from a dish unless the whole content of the jar will be served
- Baby food, formula or breast milk will never be microwaved it will always be warmed with hot water
- Ellenwood Academy 7 LP will supply all bowls, plates, cup and utensils for the children. Please label any special items brought from home with your child's name to prevent loss
- Ellenwood Academy 7 LP staff will focus on developing healthy, well-balanced eating habits. Please provide a full, healthy lunch for your child each day they are in attendance
- Ellenwood Academy 7 LP is a nut free facility

For Toddlers:

- Provide a written statement specifying the formula or breast milk feeding schedule
- All unused formula or breast milk will be discarded after each feeding

EDUCATIONAL PLAN:

Ellenwood Academy 7 LP daily program includes:

- Flexible schedule
- Meet and enhance the individual needs of diverse children
- Indoor and outdoor physical activities that provide opportunities for fine and gross motor development
- Problem-solving experiences that facilitate concept formation, language development and sensory development
- Creative experiences which allow children the opportunity to develop and express their own feelings and ideas in all parts of the program, including but not limited to:
 1. Arts and media
 2. Dramatic play
 3. Music/Dance
 4. Story time
 5. Motor activity
 6. Child and teacher initiated activities
 7. Exploration and discovery
 8. Individual and small group activities
 9. Rest, sleep or quiet activities
 10. Literacy Programs
 11. Sports Program
 12. STEM

SPECIAL EVENTS:

We hosts many special events throughout the year. Such events include: Birthday parties, Holiday parties and a Graduation party.

We also take children on field trips within walking distances of the facility. These trips only occur during reasonable climate conditions.

Permission slips will be provided and must be signed and returned to the facility beforehand. A child will not be able to attend a field trip unless given written permission by a parent or guardian.

Staff must account for all children before leaving, throughout the trip, and upon their return. On any field trip, staff members must carry a cell phone along with all children's medical and contact information, and a first aid kit.

POTTY TRAINING:

We will assist parents with potty training once it has started at home. Parents are responsible for diapers/pull-ups and wipes until the child has mastered the skill at daycare

STAFF PERSONNEL:

Our staff at Ellenwood Academy 7 LP includes: Director, Head Teacher, Teachers, and professional consultants. All staff members have completed the requirements of the Office of Early Childhood in Georgia. In addition, the staff has several years of experience in this particular field. All staff will continue to complete coursework and participate in workshops and lectures in order to further their knowledge.

Ellenwood Academy 7 LP also provides access to services including, Social Service Consultant, Educational Consultant, Health Consultant and Dental Hygienist.

All consultants will be available for annually reviewing our policies and reviewing our in-service educational program. They will be available for advice and

consultation regarding any issues or concerns that should arise by telecommunication and in person.

Our health consultant will be visiting Ellenwood Academy 7 LP weekly:

- To observe children's health and development
- To review the health records of children and staff
- To address any concerns

If any other concerns should arise please speak to a staff member and it will be addressed with one of our consultants.

Prohibited Substances / Alcohol and Illegal Drugs

Staff should not smoke, use tobacco, consume drugs of any type, or consume alcohol within the center premises, on the center playgrounds, or in any vehicle being used to transport children during the hours that the center is in operation.

Staff / Work Schedules

Staff should not regularly be scheduled to perform child care duties for more than twelve (12) hours within any day twenty four hour (24) period.

Staff First Aid and CPR

At least fifty percent (50%) of the caregiver staff shall have current evidence of first aid training and cardiopulmonary resuscitation. There must always be an employee with current evidence of first aid training and CPR on the center premises whenever children are present and on any center- sponsored field trip. All staff with caregiving responsibilities must obtain CPR and First Aid training within 90 days of hire date.

Required Training

All staff with caregiving responsibilities must obtain Health and Safety Orientation Certificate within 90 days of hire date. Within the first annual year of employment, staff must obtain 10 hours of training of which two (2) hours must be in Child Abuse and four (4) hours in Infectious Disease Prevention and Injury Control. Staff

must obtain ten (10) hours of training each calendar year. The director and staff conducting transportation must participate in two (2) hours of Transportation training. The director and kitchen staff must obtain four (4) hours in Nutrition training. Training can be located at www.training.decal.ga.gov

SUPERVISION PLAN:

At no time shall a child be left unsupervised.

- A staff child ratio of no more than four children per staff for children three and under shall be maintained at all times and three and over a staff child ratio no more than ten children per staff (This includes indoor, outdoor and nap time) At least three staff members 18 years of age or older will be present at all times.
- The group size shall not exceed 8 for three and under – three and over will be divided into two different groups, neither will exceed 10.
- Children are carefully watched while outside at play. Staff members are stationed at the equipment at all times. Other staff rotate among the play areas.
- When a child goes inside to use the restroom, a staff member is designated to accompany them. Children are never allowed to travel from outside to inside by themselves.
- Children are carefully watched while at play or during an activity within the building including bathroom use.
- When a child uses the bathroom, adequate staff will always be present while maintaining ratio.

DISCIPLINE POLICY:

The protection and wellbeing of all children enrolled in our daycare program is extremely important. All disciplinary methods used with children must guarantee the child's right for physical protection and emotional support. Our guidance is preventative and not punishing. Our teachers set limits, which are developmentally appropriate, enforce them consistently and serve as role models. All appropriate behavior is encouraged and praised, and courtesy and respect for others is molded.

- The use of positive guidance
- Redirection
- Setting clear limits
- Continuous supervision by staff during disciplinary action
- Specifically prohibiting abuse, neglect, physical corporal, humiliating or frightening treatment or punishment
- Prohibiting physical restraint unless such restraint is necessary to protect the health and safety of the child or other people
- Managing a child's behavior using techniques based on developmentally appropriate practice

The goal of discipline is to help the child develop inner controls so that they can move towards appropriate social behavior. Methods for resolving conflicts are:

- Positive guidance
- Setting clear limits
- Redirection

If disciplinary actions are needed, we help the child put their feelings into words and we encourage them to talk it out with the other child if possible.

A child who may be overly aggressive or is repeatedly destructive of others children's work may be asked to make an activity choice in another area if talking things out does not work.

Staff will continuously supervise children during disciplinary actions

Staff will never be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult.

SICK POLICY:

In general, a child with a mild illness such as a cold, running nose, cough or a treated ear infection may remain in child care if the child is well enough to participate in the daily activities and if the child does not require one to one care. Ellenwood Academy 7 LP believes in open and honest communication between the parents and staff with regards to any health issues of the individual child and health concerns of the group setting. All staff is properly trained in CPR and Georgia Child Care First Aid. A nurse consultant will visit Ellenwood Academy 7 LP weekly to maintain and review all health records, her weekly visits allow Elite an opportunity to use her expertise to address any areas of concern, issues of health or safety and to educate the staff regarding specific needs. In addition, she is available for consultation at any time.

There are times we ask a child to stay home or will be sent home if already at Ellenwood Academy 7 LP for the following:

- A child/toddler thirteen (13) months of age or older with a temperature of 101 or higher
- A child has a serious or contagious illness and or infection
- Diarrhea – A child experiencing two frequent stools
- Unidentifiable rash
- Excessive crankiness or irritability
- Head lice or eggs

Any child who is ill at Ellenwood Academy 7 LP will be separated from the group setting and stay with a staff member in an isolation area until the child can safely leave the daycare. We ask that you pick up your child promptly. If there is any reason, we cannot make contact with the parents, we will make contact with the emergency contacts as listed on the registration form so that a timely departure can be assured for the best interest of the child and the group. **In order for a child to return he/she should be fever free for 24 hours.**

Please remember that the childcare setting serves the needs of children within a group setting. The health of all the children depends upon the cooperation of all parents with regards to the sick policy.

The following is a list of illnesses that require treatment. Any child having any of these illnesses will not be allowed back to the daycare until treatment is given and/or a release is provided by the child's pediatrician stating he/she is safe/able to return to the daycare. If the following illnesses are detected at Ellenwood Academy 7 LP the child will be sent home.

- Chicken Pox – The child must remain out while actively developing blisters. The child may return after all pox have crusted over (usually 7 days)
- Impetigo – The child may return 24 hours after treatment has begun
- Conjunctivitis (pink eye) – The child may return 24 hours after treatment has begun
- Head Lice – The child may return once lice free
- Strep Throat/Scarlet Fever – The child may return 24 hours after antibiotics have begun and is fever free
- Hand/Foot/Mouth Disease – A child with signs or symptoms indicative of the disease must remain out of the daycare during the active “blister” phase
- Undiagnosed Rash – A child may return once seen by his/her pediatrician with a release

MEDICATION POLICIES:

Ellenwood Academy 7 LP will administer non-prescription medications, diapering creams, teething ointments and sunscreen. All ointments and creams must be brought in their original containers and labeled with child name. Ellenwood Academy 7 LP will only administer these topical medications with the proper paperwork filled out by the parents, which will be provided upon request.

ADMINISTRATION OF MEDICATIONS:

Ellenwood Academy 7 LP will store and administer prescribed inhalers and epi-pens, non-prescription topical medications and Emergency oral medications (ie: Benadryl) with parent's consent. An authorization form, **which must be signed by doctor and parent**, is available at Ellenwood Academy 7 LP.

The form includes information such as:

- A care plan by the doctor
- The child's name, address and birthdate
- The drug name
- The prescribed dosage
- The method of administration
- The time to be administered
- The side effects
- The prescriber's name and address

All medications must be in their original container and clearly labeled with the child's name and directions for use. All medication including epi-pens must have a pharmacy label on the medication.

Except for non-prescription medications and pre-filled injectables, (ie: epi-pens)

EMERGENCY PLAN:

Medical:

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will contact the family of the child. Attempts will be made to consult with the child's health care provider. If neither is available, the program's medical consultant will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. Staff is not permitted to put a child in their own vehicle. Another staff

member will notify the family or alternative pick up person to meet the child at the Emergency Room. Additional staff will be called in to maintain ratio.

In an event a child becomes ill at daycare, parent/guardian will be notified and will be asked to come and pick up the child. The child must be picked up immediately if the child is vomiting, has more than 2 loose stools, and if the child has a fever over 101. Staff has the discretion to contact the parent/guardian if there is any concern on the part of the daycare. The state requires that a child must be fever-free for a 24 hour period before returning to daycare. A doctor's note will be required if the child is out sick for more than four days.

Fire:

In case of a fire evacuation from the building it will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The attendance book will be on the way out. The group will walk safely away from the building and line up for attendance. The staff will immediately take attendance. The Director person in charge will be responsible for taking the sign in/out sheet, portable first aid kit, cell phone and emergency contact information with them. Should it not be possible to return to the building, staff will notify parents via cell phone to pick up their child.

EMERGENCY PLAN:

Weather:

On snow days or during other hazardous weather emergencies, the program will follow the Henry County inclement weather school closings. Parents will be notified via television announcement or via telephone. In the event conditions require our program to shelter children, we will have additional resources ie; flashlights, water, food, and clothing available. In the event of other serious weather emergencies such as tornadoes, hurricanes or power failures, children and staff will remain indoors away from windows and doors. First aid staff will be on hand to administer first aid as needed until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

Evacuation:

If any type of natural disaster or situation requires the evacuation of Ellenwood Academy 7 LP we will be directed to and remain at Luella Elementary School for the duration. Parents will be notified by cell phone to pick up their children.

POLICY FOR REPORTING SUSPECTED CHILD ABUSE OR NEGLECT:

Ellenwood Academy 7 LP is required by law to report suspicions of child abuse or neglect concerning any child enrolled in the program. Staff members are protected by law from retaliation or discrimination as a result of reporting abuse or neglect.

The director is responsible for informing parents/guardians, making an oral report to DCF with the staff member or witness, and assuring that a written report is sent within 12 hours. Children who are in need of medical care are taken to Henry County Piedmont Hospital or their pediatrician by a daycare staff member.

Ellenwood Academy 7 LP has a zero tolerance policy for abuse and neglect of children. Any staff member who is accused of such is immediately removed from the facility and is subject to an investigation by DCF.

COMPLAINT PROCEDURE:

In general, if a parent(s) has a concern about Ellenwood Academy 7 LP or the child's welfare, he/she should discuss the matter directly with the director.

In the event that the matter cannot be directly resolved by the director, a parent can finally refer the matter to a higher authority- such as a daycare specialist for the state of Georgia.

As per the state regulations, specific information about the complaint procedure is posted on the daycare bulletin board.

WITHDRAWAL OF CHILDREN:

Parents must give Ellenwood Academy 7 LP 30 day notice when withdrawing their child from the daycare. All tuition through 30 days remains due.

Termination: There may be a circumstance where the director may decide to discontinue a child's attendance. Every effort will be made to correct the problem however, disruptive or dangerous behavior or continued violation of Ellenwood Academy 7 LP policies will result in dismissal.

DAILY SCHEDULE

6:30 am – Children Arrival/ free play

8:00 am – Learning Centers

9:30 am –Creative Activities

10:30 am – Mid-Morning Snack

11:00 am – Outside Play (Weather permitting)

Noon – Lunch

1:00 – 3:00pm – Nap Time

3:00 – 3:30pm - Story Time

3:30 – 5:00pm – Learning center

5:00 – 6:30pm – Free Play/Home Preparation

- Toddlers make their own schedule (we follow it)

Note to Parents on Discipline:

ELA understands that children are very impressionable at this age and we need to be very careful of what we say. There is absolutely no swearing or bad words accepted here. The children and their parents will NEVER be put down or talked badly about in front of other parents or the children. We watch what we say because we know children copy/repeat everything. We will not use the words that are not appropriate.

DISCIPLINE POLICY:

The protection and wellbeing of all children enrolled in our daycare program is extremely important. All disciplinary methods used with children must guarantee the child's right for physical protection and emotional support. Our guidance is preventative and not punishing. Our teachers set limits, which are developmentally appropriate, enforce them consistently and serve as role models. All appropriate behavior is encouraged and praised, and courtesy and respect for others is molded.

Please refer back to the daycare handbook

Parents if you agree to our method of discipline as we have discussed please sign below:

Parent: _____

Thank you,
Ellenwood Academy 7 LP.

Ellenwood Academy 7 LP Parent Handbook



The mission at Ellenwood Academy 7 LP is to provide children with a high level of early care and education and to serve as a supportive resource for families. In addition, our goal is to strengthen the communities we serve, and to work closely with other responsive networks and services to ensure that high quality childcare and preschool education remains progressive, safe, and affordable for all families. The center's focus is on providing full services with an emphasis on convenient hours, as well as, educational and social skills development.

Name and Address

Ellenwood Academy 7 LP
483 Walker Drive
McDonough, GA 30253
(404) 375-7193

Hours/ Days of operation

Ellenwood Academy 7 LP is open year-round, Monday – Friday 6:30 am to 6:30 pm

Please sign, date and return this form. This shows that you have read and agree with the parent handbook and all its conditions to attend Ellenwood Academy 7 LP

Signature _____ **Date** _____



Ellenwood Academy 7 LP

CHILDREN'S DAYCARE CENTER

483 Walker Drive, McDonough GA 30253

Telephone (404) 375-7193

Email: ellenwoodacademy7@gmail.com