

**Employee Handbook**

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**ILA Employee Handbook Table of Contents**

1. **Welcome & Introduction**1.1 Welcome Letter  
   1.2 Mission, Vision, and Core Values  
   1.3 Purpose of the Employee Handbook  
   1.4 Bright from the Start (DECAL) Overview

1.5 Three Star Quality Rating Overview

1. **Employment Policies**2.1 Equal Employment Opportunity (EEO) Policy  
   2.2 Non-Discrimination & Anti-Harassment Policy  
   2.3 Code of Ethics and Conduct  
   2.4 At-Will Employment
2. **Hiring, Onboarding, & Employment Requirements**3.1 Employment Application Process  
   3.2 Background Checks (Georgia Rule 591-1-1-.09)  
   3.3 Health & Safety Requirements (CPR, First Aid)  
   3.4 New Hire & Substitute Paperwork and Documentation  
   3.5 Orientation Program

3.6 Employment Requirements

1. **Attendance**

4.1 Attendance & Punctuality Policy (Attendance Point System)  
4.2 Breaks & Meal Periods  
4.3 Timekeeping Procedures  
4.4 Inclement Weather Policy and Center Closures

1. **Compensation & Benefits**5.1 Payroll Schedule and Information

5.2 Overtime Pay  
5.3 Paid Time Off (PTO) Policy  
5.4 Holiday Pay  
5.7 Professional Development and Training Opportunities

1. **Workplace Safety & Health Policies**6.1 Health Requirements for Employees

6.2 Handwashing

6.3 Facility Security

6.4 Cleaning & Sanitizing Procedures

6.5 Food Safety

6.6 Hazardous Materials

6.7 Emergency Preparedness

1. **Classroom Management & Child Development**7.1 Daily Routines and Schedules  
   7.2 Positive Guidance and Discipline Policy (591-1-1-.11)  
   7.3 Curriculum and Lesson Planning (Georgia Early Learning & Development Standards - GELDS)  
   7.4 Communication with Parents and Families

7.5 Positive Attitude  
7.6 Supervision of Children  
7.7 Confidentiality of Child Records

7.8 Meals & Snacks

7.9 Naptime

7.10 Outdoor  Activities

7.11 Diaper Changing

7.12 Children’s Hygiene

1. **Child Abuse Recognition & Reporting**8.1 Mandated Reporting Requirements (591-1-1-.29)  
   8.2 Recognizing Signs of Child Abuse and Neglect  
   8.3 Reporting Procedures
2. **Policies on Children’s Health**9.1 Illness and Communicable Disease Control

9.2 Administering Medications

9.3 Allergies and Dietary Restrictions  
9.4 Incident/Accident Reporting and First Aid  
9.5 Immunization Requirements

1. **Child Transportation & Field Trip Policies**10.1 Transportation Safety Requirements (591-1-1-.36)  
   10.2 Driver Requirements and Training  
   10.3 Field Trip Authorization & Supervision  
   10.4 Child Transportation Permission Forms
2. **Professionalism & Conduct**11.1 Dress Code and Appearance  
   11.2 Professional Boundaries with Children and Families  
   11.3 Social Media Policy  
   11.4 Drug-Free Workplace Policy  
   11.5 Use of Cell Phones and Personal Electronics  
   11.6 Conflict Resolution and Disciplinary Procedures

11.7 Resignation, Termination, & Return of Company Property

1. **Appendix**

12.1 Emergency Procedures

12.2 Roles & Responsibilities

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#### Section 1: Welcome & Introduction

**1.1 Welcome Letter**

Welcome to the ILA family. We are thrilled to have you join our team and become part of a community where passion, care, and excellence are the foundation of everything we do. At International Learning Academia, we believe that the work we do is not just a job, but a calling of excellence.

Our management team has more than 20 years of childcare experience. Our founder has a vision to incorporate different methods of teaching while developing socially and emotionally . In 2002, Gerald and Denise broke ground on the land that is now our beautiful 112-license facility. Generations Knowledge & Care Center opened its doors in November 2002, and now 23 years later it is under the leadership of **International *Learning Academia*** where you can rest assured it will remain a trusted place where children are nurtured, loved, and educated using various international methods of teaching.

Being family-owned and operated means that ILA maintains a warm, family feel—something that our children, families, and staff deeply value. We are more than just a childcare center; we are a community rooted in love, care, and dedication to shaping young lives. As part of our team, you will help carry forward the legacy that started with Denise’s passion and continue with ILA’s mission to equip and inspire all children, parents and caregivers to acquire unlimited potential.

We are excited to have you as part of our team, and we look forward to the energy, talent, and dedication you will bring to our mission. Our mission is to equip and inspire all children, parents and caregivers to acquire unlimited potential.

Please don’t hesitate to reach out if you have any questions as you get started. We are here to support you in every step of your journey at ILA.

Welcome again, and we look forward to an amazing journey together!

Warm Regards,  
*The ILA Leadership Team*  
International Learning Academia (ILA)

**1.2 Vision, Mission, and Core Values  
Vision:** At ILA, our vision is to become a beacon of international education and excellent care where all are accepted, known, valued and inspired.

**Mission Statement:** To equip and inspire all children, parents and caregivers to acquire unlimited potential.

**Core Values:** All team members must be a fit with our core values, which are:

* **Cleanliness** - We keep kids healthy by enhanced cleaning measures.
* **Safety** - We protect against intruders, physical injury, and emotional harm.
* **Structure** - We keep children engaged in learning and play and stick to our schedules.
* **Integrity** - We do the right thing in all circumstances and are trustworthy. We follow through and take ownership.
* **Loving** - We follow Jesus Christ’s example in serving with patience, kindness, and humility.

**1.3 Purpose of the Employee Handbook**

The purpose of the International Learning Academia (ILA) Employee Handbook is as follows:

* To serve as a comprehensive guide for all employees, outlining the policies, procedures, and expectations that govern our day-to-day operations;
* To help you understand your rights and responsibilities as a member of our team;
* To ensure consistency and clarity in how we work together to provide exceptional care for the children and families we serve;
* To reflect our commitment to upholding high standards in childcare, in compliance with Georgia Bright from the Start rules and regulations, as well as Quality Rating;
* To guide your actions and decisions as a part of the ILA team.

**1.4 Bright from the Start (DECAL) Overview**

Georgia Department of Early Care and Learning (DECAL), also known as Bright from the Start, is the state agency responsible for regulating and supporting early childhood education and care in Georgia. DECAL ensures that childcare programs meet health, safety, and educational standards through licensing, regular inspections, and quality improvement programs like the Quality Rated system. DECAL also oversees the Georgia Pre-K program, which offers free pre-kindergarten to eligible four-year-olds, and the Childcare and Parent Services (CAPS) program, which helps low-income families afford childcare. Additionally, DECAL provides training and professional development for childcare professionals. By partnering with childcare centers and providing training and professional development for childcare professionals, Bright from the Start strives to improve the quality of early care and education, protect children, and prepare them for future success in school and life. DECAL rules and regulations governing child care centers: <https://www.decal.ga.gov/documents/attachments/cclcrulesandregulations.pdf>.

**1.5 Three Star Quality Rating Overview**

A 3-star rating is the highest level of recognition a childcare center can achieve under Georgia’s Quality Rated program, signaling exceptional care and education for young children. This rating means that the center consistently meets or exceeds the state’s rigorous standards in critical areas such as health and safety, learning environments, staff qualifications, family engagement, and program administration. Earning 3 stars reflects a commitment to continuous improvement and high-quality early childhood education, ensuring children are nurtured, supported, and prepared for future success. Families can trust that a 3-star center offers the best possible care and developmental support for their children. Generations has earned and maintained a 3-star rating since 2018 and we intend to continue to maintain this prestigious rating. More information about the quality rating system can be found here: <https://qualityrated.decal.ga.gov/Content/Documents/PM_ProgramManual.pdf>

#### Section 2: Employment Policies

**2.1 Equal Employment Opportunity (EEO) Policy**

ILA is an equal opportunity employer and is committed to providing a work environment that fosters diversity, inclusivity, and equal opportunity. We hire, promote, and evaluate employees solely on the basis of merit, qualifications, and performance, without regard to race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, marital status, veteran status, or any other legally protected characteristic. Our goal is to create a workplace where all individuals are treated fairly and given the opportunity to thrive and contribute their unique talents and perspectives.

**2.2 Non-Discrimination & Anti-Harassment Policy**

ILA prohibits any form of discrimination, harassment, or retaliation in the workplace. We are dedicated to maintaining a professional and respectful environment where all employees are treated with dignity and respect. Harassment, including but not limited to sexual harassment, bullying, or any form of discrimination based on race, color, religion, sex, national origin, age, disability, or any other legally protected status, is strictly prohibited. Employees who believe they have been subjected to or witnessed any form of discrimination or harassment are encouraged to report it immediately to management, and such reports will be handled confidentially and promptly.

**2.3 Code of Ethics and Conduct**

At ILA, we hold ourselves to the highest standards of ethics, integrity, and professionalism in all that we do. Employees are expected to conduct themselves in a manner that reflects honesty, responsibility, and respect for others. To us, this means performing your job with the same standard of excellence at all times as you would if you were being observed by a DECAL licensing consultant, a supervisor, a Manager, or a parent. Our ethical standards apply to all areas of operation, including interactions with children, families, co-workers, and the community. Employees must always act in the best interest of the children in our care, maintain confidentiality, follow safety guidelines, and adhere to the company’s policies and procedures. Any behavior that compromises the trust placed in us by parents or jeopardizes the safety or well-being of the children or staff will not be tolerated.

**2.4 At-Will Employment**

Employment at ILA is at-will, which means that both the employee and the company have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. Nothing in this handbook, or any other company policy or communication, should be interpreted as creating a contract of employment or guaranteeing employment for any specific period of time. While we value our team members and strive to provide a positive working environment, at-will employment allows flexibility for both the employee and ILA to make decisions in the best interest of their respective goals.

#### Section 3: Hiring & Onboarding

**3.1 Employment Application Process**

Prospective ILA employees can apply on our website [https://](https://generationskcc.com/careers)internationallearningacademia.com (preferred) or by submitting a resume on Indeed or onsite. Select job applicants then complete the following hiring process:

1. Social media screen
2. Phone screen with Hiring Manager
3. Reference Check
4. Onsite Interview with 30 minute Q&A and a 30 minute audition. The audition is volunteer based under the direct and constant supervision of a ILA employee with a comprehensive background check on file.

**3.2 Background Checks (Georgia Rule 591-1-1-.09)**

All employees of ILA must have valid evidence of a satisfactory Comprehensive Records Check Determination on file before beginning employment. All job offers extended to applicants are contingent upon the applicant receiving a satisfactory comprehensive records check determination.

Criminal Background Check Procedure

1. Go to: <https://www.decalkoala.com/CBCApplication>
2. Enter CCLC-4130 as the Provider Number and click Search
3. Click Select by our facility
4. Complete and submit your application
5. Check for an email from DECAL Records Check Unit and follow the instructions to schedule your fingerprint appointment

When is a recheck required? The Center must immediately require that every Director, Employee and Provisional Employee submit to the Comprehensive Records Check Determination process at the following times:

1. When the Center knows or reasonably should know that a Director, Employee or Provisional Employee has been arrested or charged for any covered Crime;
2. When there is a lapse of employment from the child care industry that lasted for 180 calendar days (6 months) or longer;
3. At least once every five years; and
4. When DECAL so requests.

**3.3 Health & Safety Requirements (TB Screening, CPR, First Aid)**

**CPR & First Aid Certification**: All employees must maintain current certification in CPR (Cardiopulmonary Resuscitation) and First Aid, particularly in pediatric care. These certifications must be completed through an accredited provider and kept up-to-date. ILA may arrange for training sessions or offer reimbursement for necessary certifications. Employees are responsible for ensuring their certifications remain current.

**Health and Safety Orientation.** Each staff member with direct care responsibilities shall complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours.

Failure to meet or maintain these health and safety requirements will result in suspension of duties or termination of employment.

**3.4 New Hire & Substitute Staff Paperwork and Documentation**

Upon hiring, all new employees must complete and submit the required paperwork and documentation to ensure compliance with both ILApolicies and DECAL regulations. This paperwork includes but is not limited to:

* **Personal Information**: Name, address, contact information, date of birth, and social security number.
* **Employment History**: A detailed resume or 10 year work history as part of the hiring process.
* **Background Checks**: a satisfactory Comprehensive Records Check Determination letter issued by Georgia Bright from the Start (DECAL)
* **Certifications**: Documentation of required CPR and First Aid certifications.
* **I-9 and W-4 Forms**: Verification of eligibility to work in the United States and appropriate tax documentation.
* **Payroll Forms:** bank information required for biweekly direct deposit payroll.
* **Qualifying Education:** evidence of qualifying education required for the position.

All required paperwork must be submitted by the specified deadline. Employees who fail to complete the necessary paperwork may face delayed employment or termination of their provisional status.

**3.5 Orientation Program**

According to DECAL rule 591-1-1-.33, before being assigned to children or task, all Employees and Provisional Employees must receive initial Center orientation which must include:

1. The Center's policies and procedures
2. The DECAL rules dealing with the care, health and safety of children
3. The employee’s assigned duties and responsibilities
4. Reporting requirements for suspected cases of child abuse, neglect or deprivation
5. Communicable diseases and serious injuries
6. Emergency weather plans
7. Our center’s emergency preparedness plan
8. Childhood injury control
9. Administration of medicine
10. Reducing the risk of Sudden Infant Death Syndrome (SIDS)
11. Hand washing
12. Fire safety
13. Water safety
14. Prevention of HIV/AIDS and blood borne pathogens.

During the orientation period, the new employee will complete the following:

* **Meet the Team**: Introduction to management, colleagues, and key personnel.
* **Facility Tour**: A guided tour of our center, including classroom areas, breakrooms, emergency exits, and other essential spaces.
* **Job-Specific Training**: New employees will receive training that is specific to their position, including child supervision practices, curriculum, health and safety procedures, and daily routines.

**3.6 Employment Requirements**

All ILA employees responsible for the direct care of children must complete and/or maintain the following:

* Maintain a satisfactory comprehensive background check
* Complete Health & Safety Orientation within the first 90 days of employment
* Maintain First Aid & CPR Certifications

**Annual Training Requirement**

Maintain annual training: Every calendar year after the first year of employment, all teachers, Assistant Directors, and Directors shall **attend 10 hours** of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained. Not maintaining this state requirement is ground for immediate termination.

#### Section 4: Attendance

**4.1 Attendance & Punctuality Policy (Attendance Point System)**  
At International Learning academia, the attendance and punctuality of our team members are critical to ensuring the stability, safety, and care of the children we serve. When staff members are present and on time, it allows us to maintain a consistent and nurturing environment where children can thrive, feel secure, and develop trusting relationships with their caregivers.

Your attendance directly impacts not only the quality of care and education provided, but also our ability to comply with state regulations, including mandated teacher-to-child ratios and safety protocols. Inconsistent or delayed attendance can disrupt the children’s routines, compromise their well-being, and put the center at risk of non-compliance with regulations that are designed to safeguard both children and staff.

We rely on each member of our team to take responsibility for their role in maintaining the stability and success of our center. Timeliness and reliability ensure that we can provide high-quality care to the children and meet all safety and regulatory requirements. As such, adhering to our attendance policy is not only a professional responsibility but a fundamental part of our commitment to the children, families, and our fellow team members.

**Consequence of Absence**

Any employee who accumulates 7 or more points within a 6 month period will be terminated. A callout is considered unplanned time off for any reason that was not previously approved through the time off request protocol. If you are out sick for 2 or more days, a doctor's note is required in order for the absence to only count as 1 point.

Call Out 1 point

No Call No Show 3 points

Arriving more than 1 hr late to shift 1 point

Leaving more than 1 hr early from shift 1 point

Arriving between 10 min and 60 min late for shift .5 points

\*A written warning will be provided when at least 3 points have been accumulated.

The following reasons for being away from work will not cause any points against your attendance: Jury duty, bereavement, military leave, approved time off, the 2nd day and subsequent days of personal illness/injury supported by a Doctor’s note.

When calling out, please use the following numbers:

Within business hours (6 am to 6:30 pm) Call the center at (706) 640-5355

Outside of business hours Call/Text Ms. Trina at (706) 905-0867

If Ms. Trina is off Call/Text Ms. Jeyvin at (706) 341-9030

**\*For after hour callouts, please call or text before 7 pm or after 6 am out of respect and courtesy for the Assistant Directors’ time.**

**Bereavement Leave**

ILA offers emergency leave without pay for up to three (3) days for death or serious illness within an employee’s immediate family. If additional time is needed, a request must be submitted in writing and special arrangement must be made with the Director or Assistant Director.

**4.2 Breaks & Meal Periods**

We value the well-being of our employees and recognize the importance of taking breaks to recharge. The following guidelines outline our break and meal period policies:

* Meal Breaks: Employees working shifts of 6 or more hours are entitled to a 30-minute to 1 hour unpaid meal break. An agreed upon time for your meal break will be communicated to you by your supervisor. Any changes to your meal break must be approved by your supervisor to ensure adequate coverage at all times. During this break, employees are relieved of all work duties and are encouraged to leave the classroom or workspace.
* Rest Breaks: Employees are entitled to two 10-minute paid rest breaks for every 8-hour shift worked. These rest breaks should be taken at appropriate times as scheduled by your supervisor, ensuring that the care and supervision of children are maintained.
* Late returns back to work from a meal or rest break will result in the same point penalty described in the attendance policy.

**4.3 Timekeeping Procedures**

Accurate timekeeping is essential for both payroll purposes and compliance with state labor laws. ILA uses both an electronic timekeeping system (Procare) and a paper system to track employee hours.

* **Clocking In/Out:** Employees are responsible for clocking in at the beginning of their shift and clocking out at the end of their shift using the designated timekeeping system. Additionally, employees must clock out and back in for any unpaid meal breaks. Failure to do so could result in inaccurate payroll, and repeated offenses may lead to disciplinary action. No one besides the employee is permitted to clock in and out on the employee’s behalf.
* **Corrections to Time Entries:** If you forget to clock in or out, or notice any errors in your time record, it is your responsibility to notify your supervisor immediately. Adjustments will only be made with approval from management.
* **Overtime:** Hourly employees must obtain prior approval from their supervisor before working any overtime hours (over 40 hours in a workweek). Overtime will be compensated according to state and federal regulations.
* **Employee Schedule:** Changes to your arrival time, departure time, and lunch time including early returns from lunch require prior approval by a Director or Assistant Director. Staff should not be scheduled to perform child care duties for more than (12) more within a (24) hour period.

Accurate and timely recording of hours worked is vital to ensure that you are paid properly. Deliberate falsification of time records is considered grounds for immediate termination.

**4.4 Inclement Weather Policy and Center Closures**

ILA prioritizes the safety of our children, families, and staff. In the event of severe weather or other emergencies, the center may close or alter its hours of operation to ensure everyone’s safety.

* **Center Closures:** In cases of inclement weather (e.g., hurricanes, severe storms, snow, ice) or other emergencies, decisions to close or delay opening will be communicated as early as possible. Notifications will be sent via text message, email, and posted on our social media pages. We encourage staff to monitor these channels for updates during severe weather conditions.
* **Employee Expectations:** If the center remains open during inclement weather, employees are expected to report to work as scheduled. However, if travel conditions are unsafe in your area, please communicate with your supervisor as soon as possible to discuss your situation.
* **Paid Closure Days:** In the event of a full-day closure due to inclement weather, employees who work the business day immediately preceding and the business day immediately following the inclement weather closure will be compensated at their normal rate according to their usual schedules hours.

We care deeply about the safety of our team members, families, and children, and will always strive to make the best decisions to protect everyone during emergency situations.

#### Section 5: Compensation & Benefits

**5.1 Payroll Schedule and Information**

Payroll is processed biweekly, with payments made one week in arrears. Employees receive their paychecks via direct deposit. Employees are compensated only for the hours worked unless they are eligible for paid holidays or paid time off.

Employees are expected to review their schedules and payroll calculations when they receive their paychecks. If any discrepancies are found, they must be reported to the Director for resolution.

**Deductions**ILA is required by law to withhold certain portions of your earnings each pay period for the following:

* Federal Income Tax
* Georgia State Income Tax
* Social Security (FICA) Tax

**5.2 Overtime Pay**

Any hours worked over 40 in a work week, will be compensated at one and one-half times of your regular base hourly rate. Employees are not permitted to work overtime unless pre-approved by the director. Unauthorized overtime will not be paid under any circumstances.

**5.3 Paid Time Off (PTO) Policy**

Employees are required to submit all time off requests at least 2 weeks in advance of the scheduled leave to allow for proper scheduling using the “Request for Time Off” sheet place in the file folder in the hallway.

All full-time and part-time employees are granted 1 PTO day off during their birthday week after the 120 day probation period. PTO is allocated annually on January 1 for full-time employees who have completed one full year of employment, based on the following schedule:

|  |  |
| --- | --- |
| **Length of Service** | **# of PTO Days** |
| 1 - 4 years | 5 days |
| 5 - 10 years | 10 days |
| 11+ years | 12 days |

Only 1 teacher may be scheduled off on any given day. These days are granted on a first come, first serve basis. Please use the team calendar to plan accordingly.

A time off request is considered approved when you have received a confirmation email from an Owner, Director, Assistant Director, or Manager and the time has been added to the team calendar. Requests may be denied in order to maintain compliance with state staffing requirements.

We do not offer separate paid sick days; therefore, PTO can be used at the employee's discretion for any reason. Absences, including those due to illness, will be deducted from PTO. Once PTO is exhausted, any additional absences will be unpaid.

The maximum PTO benefit for full-time employees is 15 days. Any unused PTO will be forfeited upon separation from employment. PTO cannot be carried over to the next calendar year and will not be paid out if not scheduled and taken within that year. If an employee changes from full-time to part-time status, PTO eligibility ends.

If an employee exhausts their PTO and requires additional time off, they may take Unpaid Time Off (UTO). Paid and unpaid days off cannot exceed 24 business days in a calendar year.

**Additional PTO Reward for Perfect Attendance**

**Full-Time Employees:**A full-time employee works 35 or more hours per week. For each pay period with perfect attendance, full-time employees will earn 2 hours of additional PTO. This is on top of your regular PTO benefits. Perfect attendance means arriving within 5 minutes of your scheduled start time and working the entire shift each business day during the pay period. Full-time employees can earn up to 6 extra PTO days (52 hours) per year.

**Part-Time Employees:**A part-time employee works less than 35 hours per week. For each pay period with perfect attendance, part-time employees will earn 1 hour of additional PTO. Part-time employees can earn up to 3 extra PTO days (26 hours) per year.

\*\*To receive the reward, make sure to clock in and out correctly using Procare. If you have issues clocking in, notify a Director, Assistant Director, or Admin immediately so the time can be recorded accurately. Failure to do so could disqualify you from earning the incentive.

**5.4 Holiday Pay**

ILA offers 11 paid holidays to all employees after 90 days of employment. Employees who work the business day immediately preceding and the business day immediately following the holiday will be compensated at their normal rate according to their usual scheduled hours for the holiday. The following days are paid holidays and the center will be closed in observance of the following holidays:

* New Year’s Day (if on a weekday)
* Martin Luther King Holiday
* Good Friday
* Memorial Day
* Juneteenth (if on a weekday)
* Fourth of July
* Labor Day
* Thanksgiving Day
* Day after Thanksgiving
* Christmas Eve
* Christmas Day (the Center will close at 1:00 p.m. on Christmas Eve)

If the holiday occurs on a Saturday, we will observe the holiday the day prior (Friday) and should the holiday occur on a Sunday we will observe the holiday on the day after (Monday) if applicable.

**5.7 Professional Development and Training Opportunities**

ILA is committed to the professional growth and development of our employees. We encourage staff to pursue relevant certifications and continuing education to enhance their skills and knowledge in childcare and early childhood education. To support this, ILA offers reimbursement for approved professional certifications and educational courses. Employees may be reimbursed for tuition, registration fees, and related materials upon successful completion of the course or certification, provided they receive prior approval from their supervisor. To qualify for reimbursement, employees must submit proof of payment and completion along with a completed reimbursement form within 30 days of course completion. This investment in your professional development not only benefits your career but also enhances the quality of care we provide to the children at our center.

#### Section 6: Workplace Safety & Health Policies

**6.1 Health Requirements for Employees**

Employees who display symptoms of a contagious illness are required not to come to work or must leave work immediately if symptoms begin during their shift. This policy is in place to prevent the spread of illness and protect the health of our children, families, and other staff members. Employees are expected to monitor their health and stay home if they exhibit any of the following symptoms of contagious illness:

* Fever: A temperature of 100.4°F (38°C) or higher.
* Cough: An uncontrolled, persistent cough that is dry or productive
* Sore Throat: Accompanied by other symptoms such as fever or swollen glands.
* Muscle or Body Aches
* Loss of Taste or Smell
* Chills or Shivering
* Recurring Vomiting or Diarrhea
* Rash: Especially if accompanied by other symptoms or spreading quickly.
* Eye Irritation: Red, itchy, or watery eyes (potential sign of conjunctivitis).
* Draining or moist wound.

If an employee begins to exhibit any of the symptoms listed above while at work, they should immediately inform their supervisor and leave the premises to prevent the spread of illness.

Employees may return to work when they are symptom-free for at least 24 hours without the use of fever-reducing medications, or after receiving clearance from a healthcare provider confirming they are no longer contagious.

**6.2 Handwashing**

ILA employees must wash their hands on all of the following occasions:

**Before:**

* Starting a shift or immediately upon entering a classroom.
* Preparing or handling food (including snacks, drinks, and meals).
* Feeding children or assisting children with meals.
* Administering medication or applying first aid (such as bandages).

**After:**

* Using the restroom (personal or assisting a child).
* Changing a diaper (in between each diaper change) or helping a child with toileting.
* Handling bodily fluids, such as saliva, mucous, vomit, or blood (including wiping noses or mouths).
* Cleaning up after an accident (e.g., spills, vomit, or diaper changes).
* Taking out the garbage or handling waste receptacles.
* Touching surfaces or items that may be contaminated (such as soiled clothing, tissues, or toys).
* Sneezing, coughing, or blowing your nose (or assisting a child with these actions).
* Handling chemicals or cleaning supplies.
* Playing outdoors.

**6.3 Facility Security**

**Entering the building**

Each employee is assigned a unique 4-digit code to enter the front door by entering the code followed by a star (\*). Employees must never share their code with anyone else.

**Parent Pick up & Drop Off**

Parents and guardians are also given a unique code, though most use curbside pickup and drop-off. If a parent walks in to pick up their child, allow them to open the door with their code. Do not open the door for them. If a person picking up a child is not recognized, staff must verify their photo ID against the list of authorized individuals on the child’s enrollment application.

**Visitors**

Only current and prospective parents / guardians, current and prospective ILA staff, children, and DECAL representatives are allowed in the classrooms—no other visitors. When an unexpected visitor shows up, allow them to ring the doorbell and immediately ask the purpose of their visit. If any visitor is displaying suspicious or hostile behavior, do not open the door and immediately call 911. If a non-custodial parent who is not authorized to pick up their child, do not release the child and immediately call 911. Personal visitors of staff are only permitted during lunch breaks and must stay in the lobby or breakroom, never in classrooms or on the playground. All personal visitors must be pre-approved by a Director or Assistant Director. Restricting unauthorized visitors helps maintain safety, prevent theft, protect confidential information, and minimize distractions.

**Cameras**

Most of the premises are under camera surveillance to maintain security. The camera system keeps a 30 day log and this footage is often watched by the Director and Assistant Directors to ensure adherence to policies and procedures and for verifying incident reports.

**6.4 Cleaning & Sanitizing Procedures**

Cleanliness is one of our core values as it is the foundation for a safe, healthful and pleasant place to work. Cleanliness is the responsibility of each employee. Frequent, thorough cleaning and disinfecting objects that come into contact with children and frequent hand washing can most effectively control germs. The following cleaning tasks should be completed:

**During nap time:**

* Clean tables and chairs
* Sweep the hard floors
* Mop the hard floors
* Clean bathroom toilets
* Clean classroom sinks
* Disinfect all toys that were played with by a child
* Clean the play shelves & play tables
* Clean the reading area
* Restock the baskets

**After snack time:**

* Clean tables and chairs
* Stack chairs and lay on the side on top of tables
* Use Cavicide to disinfect the cozy corners mat and pillows and place on top of the chairs on top of the tables
* Place the rugs on top of the chairs
* Sweep the eating area
* Sanitize toys (when closing down the room)

\*\*Any toy that a child puts in their mouth should be cleaned and sanitized immediately and left to dry before being made available again in the play area.

**6.5 Food Safety**

All food served to children must be handled and stored in accordance with proper food safety standards. This includes washing hands before preparing food, sanitizing surfaces, and keeping food at appropriate temperatures to prevent contamination. Only approved snacks and meals should be served, and all food allergies or dietary restrictions of children must be strictly followed. Staff must ensure that food is not left out unattended and that any leftovers are promptly stored or discarded.

**6.6 Hazardous Materials**

Potentially hazardous equipment, materials and supplies shall be stored in a locked area inaccessible to children. Examples of items to be stored include non-food related products under pressure in aerosol dispensing cans, flammable and corrosive materials, cleaning supplies, poisons, insecticides, office supplies and industrial-sized or commercial buckets with a capacity of three gallons or more or any other similar device with rigid sides which would not tip over if a toddler fell into the container head first. Employees are required to follow safety procedures when using these materials and ensure proper ventilation. All hazardous substances must be clearly labeled and stored in designated areas in compliance with state regulations.

**6.7 Emergency Preparedness**

Staff must familiarize themselves with emergency procedures, including fire drills, lockdowns, and evacuation routes. Emergency contact information for each child must be up-to-date and readily accessible. Regular drills will be conducted to ensure all staff and children know how to respond in the event of an emergency. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months.

#### Section 7: Classroom Management & Child Development

**7.1 Daily Routines and Schedules**

ILA employees are required to adhere to the posted classroom schedules. Any adjustments to the schedule must be approved. Any use of TV time in the classroom must be on the schedule. According to guidelines by the American Academy of Pediatrics (AAP), screen time must not exceed more than 1 hour on any given day for children ages 2 years and older.

**7.2 Positive Guidance and Discipline Policy (591-1-1-.11)**

Georgia Child Care Licensing Rules and Regulations for Child Care Learning Centers, 59-1-1-.11 regarding Discipline states:

(1) Disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the

children participate or observe at the Center shall not be detrimental to the physical or mental health of any

child.

(2) Personnel shall not:

* physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in the Center;
* inflict corporal / physical punishment upon a child;
* shake, jerk, pinch or handle a child roughly; verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family;
* isolate a child in a dark room, closet or unsupervised area; use mechanical or physical restraints or devices to discipline children;
* use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent;
* restrict unreasonably a child from going to the bathroom;
* punish toileting accidents;
* force-feed a child or withhold feeding a child regularly scheduled meals and/or snacks;
* force or withhold naps;
* allow children to discipline or humiliate other children;
* confine a child for disciplinary purposes to a swing, highchair, infant carrier, walker or jumpseat.

**Additional Generations discipline guidelines:**

* Any time outs should not exceed the number of minutes that is equal to the child’s age (i.e. no more than 3 minutes for a 3 year old).
* Any discipline given to a child should be given in close proximity to the child, kneeling down on their level and speaking calmly and firmly.
* Yelling at a child is unprofessional and can cause emotional harm and is to be avoided in most circumstances. Yelling may only occur when a child's action will result in injury to him/herself or another child and you are not within close proximity to the child.

**Zero Tolerance Policy**

Any form of corporal punishment or inappropriate discipline—including the use of force or physical harm such as tasers, shaking, or any other harmful methods—is strictly prohibited and will result in immediate termination.

**Positive Discipline Methods**

Positive discipline methods focus on guiding children's behavior in a way that teaches them self-control, responsibility, and problem-solving skills while respecting their dignity. Here are some positive discipline methods that can be used in the classroom:

* **Redirection** - Redirect a child's behavior by offering a positive alternative. If a child is acting inappropriately, guide their attention to another activity or task that encourages positive behavior. Gently hold their hand to guide them.
* **Clear Expectations** - Set clear, consistent rules that are easy for children to understand. Remind children of the rules regularly and explain the reasons behind them to encourage cooperation.
* **Positive Reinforcement** - Reward positive behavior with praise, encouragement, or incentives such as stickers. Acknowledging good behavior helps reinforce it and encourages the child to continue acting appropriately.
* **Logical Consequences** - Use consequences that are directly related to the behavior. For example, if a child makes a mess, they should help clean it up. This teaches responsibility and accountability.
* **Time-In (Cooling Down Period)** - Instead of sending children away, give them a "time-in" where they sit near the teacher to calm down and reflect on their behavior. This helps them feel connected and supported while they regulate their emotions.
* **Choices and Responsibility** - Offer children limited choices to help them feel in control. For example, "Would you like to clean up the blocks or the crayons first?" This encourages them to take responsibility for their actions.
* **Modeling** - Demonstrate the behavior you want to see. Children often mimic the actions of adults, so modeling respectful, patient, and kind behavior helps them learn how to behave in similar ways.
* **Encouraging Problem-Solving** - Teach children to resolve conflicts by encouraging them to express their feelings and come up with solutions together. Help them understand the impact of their behavior on others and how to make better choices next time.
* **Positive Language** - Use positive, encouraging language instead of focusing on negative behavior. For instance, say "Please walk" instead of "Don’t run," or "Use your indoor voice" instead of "Stop yelling."
* **Routine and Structure** - Provide a predictable daily schedule. Children feel more secure and are less likely to act out when they know what to expect and what is expected of them.
* **Building Relationships** - Establish strong, trusting relationships with each child. When children feel valued and understood, they are more likely to follow guidance and behave appropriately.

These methods not only help maintain classroom order but also contribute to a positive, nurturing learning environment where children can grow emotionally and socially.

**7.3 Curriculum and Lesson Planning (Georgia Early Learning & Development Standards - GELDS)**

Lead Teachers are responsible for creating and implementing lesson plans that align with the Georgia Early Learning and Development Standards (GELDS) (<https://gelds.decal.ga.gov/GELDS>) , which provide a comprehensive framework for learning from birth through age five. Each day of every lesson plan should include an activity for each of the 5 GELDS learning domains:

* Physical Development & Motor Skills (PDM)
* Communication, Language, & Literacy (CLL)
* Social & Emotional Development (SED)
* Approaches to Play & Learning (APL)
* Cognitive Development & General Knowledge (CD)

If a classroom has more than 1 Lead Teacher, then the Teachers will alternate creating the lesson plans. Supply requests for lesson plans are due each Wednesday for the following week. Lesson plans for the following week are to be posted on the classroom bulletin board on Friday afternoon.

**7.4 Communication with Parents and Families**

Our goal is to build a positive, supportive relationship with families that fosters trust and partnership in each child’s development. As most parents opt in for curbside drop off and pick up, they mostly get face to face interactions with the Assistant Directors and not the teachers. We encourage teachers to practice professional and courteous communication with Generations parents and families via the Procare app. Teachers are encouraged to communicate about lesson plans, supplies that are needed, good behavior reports, milestone achievements, breakthroughs, and daily highlights. For behavioral concerns or misconduct, teachers must discuss with the Director or Assistant Director first before communicating with parents to agree on severity, consequences, and the level of communication that is needed.

**7.5 Positive Attitude**

Employees are expected to maintain a positive attitude which is essential to creating a supportive, productive, and harmonious work environment. Your attitude and demeanor sets the mood of your classroom and your students so make it the best. All employees are expected to approach their work with enthusiasm, professionalism, and a cheerful outlook. We expect employees to focus on solutions rather than dwelling on problems. Proactively addressing challenges and seeking support when needed demonstrates a commitment to improving both individual and team performance. Employees must treat all children, families, and co-workers with respect and kindness. A positive attitude in all interactions builds strong, trusting relationships and enhances the overall atmosphere at the center.

**7.6 Supervision of Children**

Children must be supervised at all times to ensure their safety and well-being. Teachers are responsible for maintaining the proper child-to-teacher ratios as required by Georgia Bright from the Start regulations. Supervision means actively engaging with the children, keeping a watchful eye and listening ear on their activities, and preventing any harmful situations. Under no circumstances should a child ever be left unattended, whether in the classroom, on the playground, or during transitions. GKCC aims to maintain the quality rating level 1 ratios. Under no circumstance, can max state ratios be violated. In the event when 2 classrooms combine, the ratio for the youngest group applies. A teacher actively engaged in diapering is not considered in ratio per GKCC guidelines.

|  |  |  |  |
| --- | --- | --- | --- |
| **Classroom** | **Max Capacity** | **Max State Ratio** | **Quality Rating Level 1 Ratios** |
| K1 | 15 | 1:8 | 1:7 |
| K2 | 19 | 1:10 | 1:9 |
| K3 | 18 | 1:15 | 1:14 |
| K4 | 20 | 1:18 | 1:17 |
| Young Afterschool | 20 | 1:20 | 1:19 |
| Older Afterschool | 20 | 1:25 | 1:20 |

You are to always be aware of the number of your children in your classroom and to maintain the headcount during transitions in and out of the classroom, playground, field trips, etc. Head counts must be accurate and documented on the head count form. Be sure to physically count the children each time a head count is taken.

**7.7 Confidentiality of Child Records**

Information pertaining to the children enrolled at a Center is considered confidential and may not be released by Center Staff without first obtaining written permission signed by the Parent(s) or Guardian(s). However, relevant information relating to the children's family situations, medical status and behavioral characteristics on the children enrolled at the Center at any time shall be shared among Center Staff, with

members of DECAL or with other persons in an emergency situation involving the child.

**7.8 Meals & Snacks**

Teachers are responsible for assisting and supervising children during meals and snack times. Hands and faces should be washed before and after eating. Children should be encouraged, but not forced, to try all foods. The children should feed themselves with the teacher’s guidance and help as needed.. Initial portions should be small, with additional servings provided upon request. Once served, individual portions cannot be shared with others. Proper table manners should be taught and reinforced, and quiet conversation encouraged at the table. Children should assist with cleanup as much as possible. Children are never allowed in the kitchen.

**7.9 Naptime**

Naptime is between 12:00 p.m. and 2:30 p.m. If a child is not asleep after one hour, allow the child to get up and read a book or play quietly. Teachers shall provide supervised potty time immediately before and after rest time. Each mat, crib or cot must be placed one foot apart with a two-foot aisle. Never block an exit with mats, cots or cribs. Do not give a used sheet or blanket to another child. All blankets are sent home on Fridays to be washed at home.

Napping mats shall be numbered. Each child shall be assigned a number in their room to correspond with their cot or mat. Sheets and blankets are to be washed weekly or as often as necessary. Infant’s sheets and blankets shall be washed daily or as often as necessary.

**7.10 Outdoor Activities**

Each class should have outdoor activities in both the morning and afternoon, weather permitting. Ensure all children wear proper attire, including rubber-soled shoes, coats, and hats when needed. Use sunscreen in Spring through Fall and only use the sunscreen designated with the child’s name. Teachers must provide supervised potty breaks before and after outdoor play. Always use the playground designated for your age group. If a child gets dirty while outside, clean them before they re-enter the building. No child is allowed to enter the building or go outside the fence without adult supervision. Children should not dig up grass or climb the fence.

Outdoor time is not a break for staff to socialize. If two teachers are present, one should be positioned on each side of the playground, actively monitoring the children. Children must remain in sight at all times, with teachers participating in activities while allowing some time for free play. Staff should not turn their backs to children or socialize with others.

Playground equipment should be regularly checked for safety hazards, including swings, chains, and hooks. Any issues should be reported to the director or supervisor immediately. Ensure all toys and equipment (e.g., balls, bats, riding toys) are put away after use, and keep the playground clean by picking up trash and sweeping the sidewalks as needed.

**7.11 Diaper Changing**

Follow the posted diaper-changing procedures in the K1 and K2 classrooms. Always sanitize the diaper-changing area after each use, using a clean disposable towel and disinfectant. Do not place food, papers, documentation, or any work materials on the changing table. Dispose of diapers in the designated closed container in the changing area. Be sure to wash your hands between each diaper change to prevent the spread of bacteria between children. Staff handling diaper changes should not simultaneously be assigned to kitchen food duties.

**7.12 Children’s Hygiene**

Keep noses wiped, faces clean, and hands washed at all times, as secretions from the nose and mouth carry bacteria. Always use a clean tissue for each child—never use bibs or shirts. Dispose of the tissue immediately and wash your hands after cleaning the child's nose. Ensure that children do not share pacifiers, bottles, cups, or any eating utensils. If an item is shared, wash it immediately with hot water and detergent before giving it back to the appropriate child.

#### Section 8: Child Abuse Recognition & Reporting

**8.1 Mandated Reporting Requirements (591-1-1-.29)**

Within twenty-four (24) hours or the next work day, the Director or designated person-in-charge shall report or cause to be reported any suspected incidents of child abuse, neglect, or deprivation to the local County Division of Family and Children Services in accordance with state law and to the Department, notifying that such a report was made.

**8.2 Recognizing Signs of Child Abuse and Neglect**

Daycare employees play a crucial role in identifying signs of child abuse due to their close interaction with children on a daily basis. It’s important for employees to be vigilant and familiar with the common indicators of physical, emotional, sexual abuse, and neglect. Here are some signs daycare employees should look out for:

* **Unexplained injuries:** Bruises, cuts, burns, broken bones, or bite marks that cannot be explained or are inconsistent with the child’s explanation.
* **Injuries in various stages of healing:** Signs of repeated trauma, such as bruises that are in different stages of discoloration.
* **Frequent injuries:** A pattern of frequent accidents or injuries, especially if they seem repetitive.
* **Fear of adults or caregivers:** The child may shrink back, flinch, or avoid physical contact with adults.
* **Inconsistent explanations:** The child or caregiver gives varying or unlikely explanations for injuries.
* **Wearing inappropriate clothing:** The child may wear long sleeves or pants even in hot weather to cover injuries.
* **Developmental delays:** Emotional abuse can cause delayed physical or emotional development, such as speech issues or regressive behaviors (bed-wetting, thumb-sucking).
* **Low self-esteem:** The child may show signs of self-deprecation, such as calling themselves “stupid” or saying they’re “bad.”
* **Excessive fear or anxiety:** The child may appear unusually anxious or fearful, especially when interacting with certain people or discussing certain topics.
* **Knowledge of sexual behaviors:** The child demonstrates knowledge of sexual behavior or language that is not appropriate for their age.
* **Fear or discomfort around certain adults:** The child may seem fearful or anxious around specific individuals, avoiding being alone with them.
* **Physical symptoms:** Difficulty walking or sitting, frequent urinary tract infections, unexplained bruising or bleeding around the genital area.
* **Changes in personality or behavior:** Sudden shifts in mood, personality, or behavior, such as becoming more aggressive, anxious, or withdrawn.
* **Inappropriate boundaries:** The child may display overly sexualized behavior toward peers or adults, or attempt to initiate inappropriate physical contact.
* **Poor hygiene:** The child may appear dirty, have strong body odor, unwashed clothing, or signs of malnutrition.
* **Constant hunger or hoarding food:** The child may show signs of chronic hunger, ask for food frequently, or hoard food in their pockets or backpack.
* **Unattended medical issues:** The child’s health concerns, like untreated illnesses or infections, are not addressed by caregivers.
* **Chronic absenteeism:** The child is frequently absent from daycare without a valid reason or pattern.
* **Reluctance to go home:** The child may express fear or anxiety about returning home or may seem reluctant to leave the daycare.
* **Self-harm:** The child may exhibit signs of self-harming behaviors like cutting or burning.

**8.3 Reporting procedures**

If you observe any of these signs listed above in a child or witness another employee engaged in the abuse, neglect, or deprivation of a child, you are required to immediately bring your concerns to the Director or Assistant Director onsite. For allegations of abuse against a ILA employee by a parent or another employee, the Director and Assistant Director in partnership with the owner is required to take the following steps:

1. Interview other teachers and children and review and gather camera footage of any evidence.
2. If no evidence is found, contact the parent or employee to let them know.
3. If evidence is found that a child required medical care, an arrest was made, or intentional abuse, neglect, or deprivation was done, place the named employee(s) on administrative leave without pay pending the investigation.
4. Contact DFCS Child Abuse Intake Line: 1-855-422-4453
5. Report the suspected abuse to DECAL by logging onto the DECAL Koala <https://www.decalkoala.com/Default>, selecting the Required Reporting tab, clicking “Add Required Report” and following the prompts.
6. Email our DECAL consultant who is currently Penny Svenson at [Penny.Svenson@decal.ga.gov](mailto:Penny.Svenson@decal.ga.gov).
7. Contact the Generations attorney.
8. Contact the Generations liability insurance agent.
9. Contact other employees and parents to let them know of the investigation asking for their cooperation as needed.. will require an approximate time stamp and classroom to gather the camera footage which will be necessary for law enforcement and DECAL investigations.

For suspected abuse outside of our center, the Director / Assistant Director is only required to follow steps 4-6 listed above.

During the investigation, any employee that is suspected will be placed on administrative leave without pay and ILA will continue to operate normally and provide extra care and support to the children. We will maintain open communication with parents and ensure children feel safe and secure. We will ask our attorney to take legal action against any individual or agency that had falsely claimed abuse. If the media gets involved, only the owner is authorized to speak on the center’s behalf. Strict confidentiality must be maintained during the process. If the allegations of abuse against an employee are substantiated by either the legal process or DECAL investigation, then the employee will be terminated immediately.

Even if you are unsure, it's always better to report and allow professionals to investigate further.

#### Section 9: Policies on Children’s Health

**9.1 Illness and Communicable Disease Control**

Children should not be allowed into the facility or should immediately be isolated and sent home with an authorized pick up person upon the onset of any of the following symptoms:

* **Fever:** A child with a temperature of 100.4°F (38°C) or higher should stay home until they are fever-free for at least 24 hours without the use of fever-reducing medication.
* **Vomiting:** If a child has vomited, they should stay home until they have not vomited for at least 24 hours.
* **Diarrhea:** A child with diarrhea (frequent, loose, or watery stools) should remain at home until they are symptom-free for 24 hours.
* **Severe Coughing or Breathing Difficulties:** A child who is coughing uncontrollably, has difficulty breathing, or shows signs of respiratory distress should stay home and consult a healthcare provider.
* **Sore Throat:** If a sore throat is accompanied by a fever or swollen glands, the child should remain at home. If the sore throat is diagnosed as strep throat, the child may return to daycare 24 hours after starting antibiotic treatment.
* **Rash:** A rash that is accompanied by a fever or is of unknown origin should be evaluated by a healthcare provider before returning to the center.
* **Eye Infections:** Children with conjunctivitis (pink eye) should stay home until they have been on antibiotics for at least 24 hours, or a healthcare provider confirms that the infection is not contagious.
* **Runny Nose with Thick Discharge:** A child with nasal discharge that is yellow or green, especially if accompanied by other symptoms like fever or cough, should stay home.
* **Earache:** If the child is experiencing significant ear pain or discharge from the ear, they should stay home until evaluated by a healthcare provider.
* **Fatigue or Lethargy:** If a child is unusually tired, pale, or irritable, or is unable to participate in normal activities, they should remain at home.
* **Contagious Illnesses:** Children diagnosed with contagious illnesses like chickenpox, hand, foot, and mouth disease, or influenza should stay home until they are no longer contagious, as determined by a healthcare provider.
* **Head Lice or Scabies:** Children with active lice or scabies should stay home until treatment has been completed and they are no longer contagious.

Children Can Return to Daycare When:

* They have been symptom-free for at least 24 hours without the use of medications.
* They have been cleared by a healthcare provider if needed (e.g., after a contagious illness).
* They can comfortably participate in daycare activities without requiring more care than staff can provide while attending to the needs of other children.

**9.2 Administering Medications**

Written permission from a parent/guardian and a physician is required before administering any medication. Parents must complete and sign a Medical Dispensation Record form for each medication. The first dose of any medication must be given by the parent. Parents may also visit the Center to administer medication. Children must be on oral medication for at least 24 hours before teachers can give any doses.

### **Medication Requirements:**

* Medication must be in the original container with a childproof cap.
* Complete Medical Dispensation Record with:
  + Child's full name
  + Medication name
  + Prescription number (if applicable)
  + Dosage and administration times
  + Date and duration of the medication
  + Parent's signature
* Medication must be prescribed by a physician, labeled with the child’s name, dosage, and use instructions. After 30 days, a new prescription is required.

Any adverse reactions to medication will be reported to the parent immediately. The time of each dose and initials of the administering staff will be recorded. Medication will be stored in a locked cabinet, and medications requiring refrigeration will be kept in a locked container in the fridge. Unused medication will be returned to parents.

We do not administer over-the-counter medications like aspirin, acetaminophen, or ibuprofen unless prescribed by a physician and confirmed as non-contagious.

**9.3 Allergies and Dietary Restrictions**

All known food allergies and dietary restrictions for children must be clearly posted in the kitchen and in each child's classroom. Under no circumstances should these restricted foods be given to children with allergies. Staff are responsible for verifying each child’s dietary needs before meals and snacks.

**9.4 Incident/Accident Reporting and First Aid**

In the event of an incident or accident, staff must immediately assess the child’s condition and administer appropriate first aid. All incidents or accidents, no matter how minor, must be documented on an Incident Report on the Procare app and reported to the Director / Assistant Director onsite and the child’s parents /guardians. Always check each child at the beginning of the day for any signs of illness, abnormalities, unexplained bruises, marks, or injuries and properly document and notify the Director / Assistant Director onsite.

**In the event of serious injury requiring emergency care or death, never attempt to move the child because that could cause further injury.** Immediately notify the Director / Assistant Director onsite who will immediately dial 911. Administer first aid / CPR until the paramedics arrive. The onsite Director / Assistant Director will notify the parents / guardians immediately after the call with 911. The emergency auth form should be pulled for the child to see the preferred hospital. Complete and sign the paper incident report and report the incident to the state via the DECAL Koala website.

**9.5 Immunization Requirements**

All children enrolled at ILA are required to provide up-to-date immunization records in compliance with state regulations. Parents must submit the current immunization form within 30 days of their child’s start date and provide updated records as needed. Children without proper immunizations may not be allowed to attend the center unless an official exemption form is on file. Failure to comply with these requirements could result in the child’s exclusion from care.

#### Section 10: Child Transportation & Field Trip Policies

**10.1 Transportation Safety Requirements (591-1-1-.36)**

All transportation provided by ILA must comply with Georgia state regulations for child care centers. This includes ensuring that each vehicle used for transporting children is properly maintained, equipped with child safety restraints, and meets all safety standards. Staff must always conduct a headcount before and after transportation, and children must never be left unattended in vehicles. A thorough inspection of the vehicle must be completed after every trip to ensure that no child is left behind.

**10.2 Driver Requirements and Training**

All drivers responsible for transporting children must have a valid driver’s license, a clean driving record, pass a background check, and be at least 23 years of age.. Additionally, drivers must undergo 2 hours of training each year in child transportation safety, including proper use of safety restraints, vehicle emergency procedures, and child supervision during transit to maintain compliance with state regulations.

**10.3 Field Trip Authorization & Supervision**

Parents or guardians must provide written permission for all field trips prior to the outing. Children will not be allowed to participate in any field trip without a signed authorization form. Adequate supervision will be maintained at all times, with a minimum of two staff members present for any trip. Staff will ensure children’s safety and well-being, and all state-mandated child-to-staff ratios must be observed. A headcount will be conducted throughout the trip to confirm the presence of all children.

**10.4 Child Transportation Permission Forms**

Before any child is transported, whether for field trips or daily transportation, parents must fill and sign a transportation permission form and vehicle emergency form. This form outlines the specific details of the transportation arrangement, including destinations, times, and the names of authorized staff. No child will be transported without this signed permission. It is the responsibility of the staff to ensure all signed forms are completed and on file prior to any transportation service being provided.

#### Section 11: Professionalism & Conduct

**11.1 Dress Code and Appearance**

At ILA, we encourage staff to dress comfortably and conservatively to effectively interact with children. Appropriate attire includes clothing that allows for easy movement and active participation in daily activities. Clothing with offensive wording or symbols, shorts, and swimsuits are not considered acceptable. Closed-toe shoes are recommended for safety, though if employees choose to wear open-toe shoes, ILA is not responsible for any resulting injuries. Employees should exercise discretion when wearing expensive clothing or jewelry as ILA is not responsible for lost or damaged personal items. The center is also not responsible for injuries resulting from accidents caused by failure to adhere to the dress code, whether or not management enforces the policy.

Employees must maintain personal cleanliness and hygiene at all times. Ensure that you practice measures to keep your breath fresh and body odor to a minimum throughout your shift. If you arrive at work wearing improper attire or with a distracting odor, you will be sent home to correct the issue which will cause 2 points on your attendance record.

**11.2 Professional Boundaries with Children and Families**

Pursuing romantic relationships with ILA families or other ILA staff is strictly prohibited. Personal relationships with families outside of work hours should be avoided to ensure impartiality and maintain a professional environment. Discussing your personal life with parents (our customers) is not appropriate. Keep discussions

professional and about their child and your classroom only.

**11.3 Social Media Policy**

You may not post pictures of children on your personal Facebook Page or any other personal social media. For any pictures at our facility that you would like posted to social media, please email to [gkcc7185@gmail.com](mailto:gkcc7185@gmail.com). It is recommended that you do not befriend parents on Facebook. If you choose to, please portray a professional appearance and page. Posting anything derogatory about a child, the center, or a co-worker is grounds for immediate termination.

**11.4 Drug-Free Workplace Policy**

ILA is a drug-free environment. It is illegal for staff or any other individuals to enter the premises under the influence of or consume alcohol, illegal drugs, or controlled substances while on duty or on the premises. Any substance use that endangers children or impairs an employee's ability to provide care will result in immediate disciplinary action. Additionally, smoking and second-hand smoke, which is proven to be harmful, are prohibited on the premises at all times. This policy is in place to ensure the health and well-being of everyone at ILA.

**11.5 Use of Cell Phones and Personal Electronics**

Personal use of personal electronic devices including cell phones is prohibited while supervising children in the classrooms or on the playground. The only acceptable locations for personal device use are in your vehicle or in the employee break room during breaks. Personal use of personal devices is also permitted during nap times only after all other responsibilities such as cleaning, restocking, lesson planning, and parent communication have been completed. In the event that someone needs to contact you for an emergency, please direct their call to our main number: (706) 563-4300. Any urgent communication will be relayed to you promptly. The use of personal devices while you are responsible for the supervision of children is grounds for immediate termination.

Business tablets provided in each classroom are for business usage only including Procare, the team hub, lesson planning, and scheduled classroom screentime. Your usage is being monitored and if it is found that the business tablet is being used for personal use, then it is grounds for immediate termination.

**11.6 Conflict Resolution and Disciplinary Procedures**

**Conflict Resolution**

ILA encourages a positive work environment where concerns can be addressed in a respectful and professional manner. If an employee encounters a conflict or issue with a coworker, supervisor, or job duties, they are encouraged to first seek resolution through direct communication. If this is not possible, the issue should be brought to the Director or Assistant Director who will meet with both parties as a mediator. All staff members are expected to engage in constructive conflict resolution and adhere to the center’s guidelines for teamwork and communication.

**Disciplinary Procedures**

If an employee violates any policy or exhibits unprofessional behavior, the following disciplinary procedure will be followed:

1. **Verbal Warning**: A conversation between the employee and supervisor addressing the issue.
2. **Written Warning**: If the behavior continues, a formal written warning will be issued.
3. **Probation or Suspension**: The employee may be placed on probation or suspension in which they will receive a reduction in pay and hours.
4. **Termination**: Violation of any policy or unprofessional conduct while on probation or suspension will result in termination.

All steps of the process will be documented, and employees will have the opportunity to respond to any disciplinary action taken. The Director's decision will be final in all cases of conflict resolution and discipline.

If any of these acts are committed, it may result in disciplinary action, up to and including immediate termination.

* Physically or mentally abusing any child.
* Personal use of personal devices when supervising children.
* Falsification of personnel or other company records.
* Bringing, using, possessing, or being under the influence of intoxicants or controlled substances on company premises or in a company vehicle.
* Theft of company property or items belonging to another staff member.
* Dishonesty or fraud.
* Fighting, provoking or instigating a fight on company premises. Threatening, intimidating, coercing, or interfering with other staff members or customers.
* Immoral or indecent conduct, including abusive, immoral or obscene language to any other staff member, customer, or child.
* Misusing, destroying, or damaging property on company premises.
* Failure to perform duties as expected.
* Smoking while on company premises.
* Failure to abide by any rules, policies, or procedures established by the Company.

**11.6 Resignation, Termination, & Return of Company Property**

**Resignation**Employees who intend to resign are required to provide at least two (2) weeks’ written notice to their supervisor or the Director. This notice period allows for proper transition and ensures continuity of care for the children. Failure to provide proper notice may impact eligibility for rehire and may be reflected in future employment references.

**Termination**ILA reserves the right to terminate employment at any time, with or without cause, in accordance with the terms of the employee’s at-will employment status. Termination may result from performance issues, policy violations, or other situations that impact the wellbeing of the children, staff, or the operations of the center. Employees may also be terminated for failure to comply with attendance policies, misconduct, or violations of safety and regulatory standards.

**Return of Company Property**Upon resignation, termination, or the end of employment for any reason, employees are required to return all company property, including but not limited to keys, electronic devices, supplies, and documents. Failure to return company property may result in deductions from the final paycheck or legal action. All company property must be returned in good condition. Employees will be held responsible for any loss, damage, or failure to return property. If there are any questions or concerns regarding the return of property, please notify the Director / Assistant Director prior to the end of employment.

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#### Section 12: Appendix

**12.1 Emergency Procedures**

All emergency plans, procedures and guidelines are posted in the lobby and in each classroom in order to familiarize you and the entire staff with the process and to inform the parents of the plan as well. All drills and actual emergencies, take roll call attendance sheets, emergency numbers and info.

**Severe Weather Plan**

ILA has developed a plan for use in emergency weather conditions that is posted in the lobby for parent viewing. More importantly, the plan is in the classroom so the entire staff is knowledgeable of the process. The Center will have monthly practice drills, so you can become familiar with the process.

The Center will continue usual indoor activities during “watch” and “severe thunderstorm warning” conditions. During severe weather (tornado, hurricane, severe hailing, etc…), ILA will perform the following procedures:

The Director or person in charge shall blow a whistle two times in each hall and announce the weather circumstance/ condition (tornado, hurricane, severe hailing, etc…).

Teachers will count class, pull roll book, and escort children to the hallway & other areas within double wall areas where there are no windows in the Center.

Teachers will instruct children to place their heads down and between their knees.

Staff and Children will remain in the safe position and area until the weather clears or notified by the Director or person in charge to return to the classroom.

If the Director receives advance weather warnings from the news, the parents will be advised as soon as possible of the conditions and methods taken by the Center.

In case of severe weather and the Center is forced to close, the Director will notify WTVM Channel 9 television station of the closing or delayed opening. If necessary, in case of an emergency early closing of the Center, staff members will contact parents or individuals authorized by the parents to pick up their children as soon as possible. Parents will not be allowed a refund for short-term schedule changes beyond the control of the Center.

**Fire Safety**

The safety of the children is a priority in our minds. The Center is equipped with an electronically monitored fire alarm system, security cameras and flood lights on the outside of the building, and emergency exit lights over the exit doors. Fire and emergency evacuation drills are conducted periodically to ensure staff is knowledgeable of the exit plan, procedures and process. A fire evacuation plan has been developed in cooperation with the City of Columbus Fire Marshall. The emergency evacuation plan and diagram is posted in each classroom. In the unlikely event the Center is severely damaged and considered unsafe, the Director will notify the parents, attempt to notify you prior to you arriving at the center for work, and a notice will also be posted at the Center.

**Emergency Plan for Fire**

Every class shall follow the posted evacuation route designated in each room. The Director or person in charge shall pull the fire alarm.

Headcount will be done before and/after leaving the building. Director shall check all rooms on her way out.

Director shall call the Fire Department from the cordless and/or wireless phone from outside. The main objective is to make sure all children and teachers are safe.

Monthly fire drills will be done to ensure your knowledge of the evacuation plan.

In case of a fire, all classrooms have three ways to exit with one exit being the outside of the building. The Teachers are responsible for removing the children from the building as quickly as possible. Each restroom and play area will be checked to ensure total clearing of the building. Fire drills are conducted regularly to teach and practice emergency conduct. Emphasis will be placed on teaching rational behavior, control of panic, and proper exiting procedures.

**Evacuation of Building**

In case of a fire, the following will be Generations Knowledge & Care Center plan of action:

Employees will check roll and account for all children.

The Director or person in charge will obtain the emergency manual with all of the children’s emergency information. The Director or person in charge will call 911.

All parents will be contacted and advised to pick up their child(ren) at Generations parking lot. The children will safely remain in the parking lot with the Teacher, Assistant Teacher, Director and all other administrative staff until all parents arrive and no other child remains on the premises.

Roll will be taken at the Center and upon arrival of the designated area. The children will be checked in on the sign in sheet.

Children will wait for the arrival of their parents with the Teacher and Assistant Teacher.

Upon the arrival of parents, the parents MUST be manually checked out on the sign out sheet.

It is highly critical that you remain calm and in control of your class.

**Emergency Plan for Building Damage**

In case of physical building problems to include loss of utilities, structural damage or any condition considered unsafe, you will assist with the safety of each child as you follow the outlined evacuation procedures. Parents will be notified to immediately pick up their child(ren) at Proud Moments Autistic Center 5900 Warm Springs Rd., The Director will also notify parents on the Procare app that the Center will be closed and that parents must pick up their children. In the event of an emergency requiring evacuation from the immediate area of the Center, the Evacuation of Building steps outlined above will be performed.

**12.2 Roles & Responsibilities**

**Lead Childcare Teacher**

The Lead Childcare Teacher is responsible for providing a safe, nurturing, and developmentally appropriate environment for young children. This individual leads the planning and implementation of curriculum that promotes the social, emotional, cognitive, and physical development of each child. The Lead Childcare Teacher also supervises assistant teachers and aides, ensuring that the classroom is effectively managed and that high-quality care is provided to all children. The key responsibilities include:

1. **Curriculum and Lesson Planning**
   * Develop and implement lesson plans that align with the Georgia Early Learning and Development Standards (GELDS) or other relevant standards.
   * Create a structured yet flexible daily schedule that fosters learning and growth.
   * Incorporate a variety of activities that support different areas of child development (e.g., language, motor skills, social-emotional growth).
   * Evaluate the effectiveness of teaching strategies and make adjustments as needed.
2. **Classroom Management**
   * Maintain a well-organized, safe, and inviting learning environment that encourages exploration and play.
   * Ensure proper supervision of children at all times and maintain required teacher-to-child ratios.
   * Guide classroom aides and assistant teachers to help with daily routines, instruction, and transitions.
   * Use positive discipline strategies to manage children's behavior and promote self-regulation.
3. **Child Assessment and Developmental Support**
   * Conduct ongoing observations and assessments of children’s development.
   * Maintain detailed records of each child’s progress and share information with parents/guardians during conferences and as needed.
   * Identify and accommodate children with varying developmental needs and adjust the curriculum accordingly.
4. **Parent/Guardian Communication**
   * Maintain open, effective communication with parents/guardians regarding their child's daily activities, progress, and any concerns.
   * Schedule and conduct regular parent-teacher conferences.
   * Provide information about the curriculum, upcoming events, and other pertinent information.
5. **Health and Safety**
   * Ensure all health, safety, and hygiene standards are maintained in the classroom.
   * Adhere to the center’s policies on child illness, injury prevention, medication administration, and emergency procedures.
   * Follow cleaning, sanitizing, and diapering procedures, as well as any additional health protocols.
   * Ensure compliance with state and local licensing regulations (e.g., child-to-teacher ratios, safety protocols).
6. **Professional Development and Team Leadership**
   * Lead and mentor assistant teachers and classroom aides, providing guidance and feedback to enhance classroom instruction and care.
   * Participate in ongoing professional development opportunities, including training and workshops required for maintaining certifications.
   * Maintain required certifications, including CPR, First Aid, and any state-mandated early childhood education credentials.

**Assistant Childcare Teacher**

The Assistant Childcare Teacher supports the Lead Teacher in creating and maintaining a safe, nurturing, and educational environment for young children. This individual assists in the planning and implementation of developmentally appropriate activities and routines that promote children's physical, social, emotional, and intellectual growth. The Assistant Teacher collaborates closely with the Lead Teacher to ensure a positive learning atmosphere and helps with daily classroom operations. Key responsibilities include:

1. **Classroom Support**
   * Assist the Lead Teacher in implementing daily lesson plans and activities in alignment with the curriculum.
   * Help set up and clean up the classroom for various activities, including free play, circle time, art, and outdoor play.
   * Prepare and organize materials for learning activities and ensure they are ready for use.
   * Encourage and assist children during learning and play, reinforcing positive behavior and engagement.
2. **Child Supervision and Safety**
   * Ensure children are supervised at all times, maintaining proper child-to-teacher ratios.
   * Monitor children during indoor and outdoor activities, ensuring their safety and well-being.
   * Help manage transitions between activities, such as snack time, naptime, and outdoor play, to ensure a smooth and orderly routine.
   * Assist in providing guidance and enforcing rules that promote children's safety and respect for one another.
3. **Health, Hygiene, and Cleanliness**
   * Help with daily hygiene routines, such as handwashing, diapering, potty training, and ensuring children’s cleanliness.
   * Follow all health and safety guidelines, including sanitizing toys, equipment, and surfaces.
   * Assist in preparing and serving snacks or meals, ensuring children wash hands before and after eating.
   * Ensure that children are dressed appropriately for weather conditions and activities.
4. **Child Assessment and Interaction**
   * Observe children’s behavior and learning progress, and share observations with the Lead Teacher for assessments.
   * Help maintain a nurturing, positive atmosphere in the classroom where children feel valued and safe.
   * Interact with children in a way that encourages curiosity, communication, and development in all areas.
   * Offer support to children with individual needs, ensuring inclusive practices in the classroom.
5. **Collaboration with Lead Teacher**
   * Work closely with the Lead Teacher to implement curriculum and adjust activities based on the needs of the group.
   * Provide input and feedback to the Lead Teacher on children’s progress and any observed issues or concerns.
   * Participate in team meetings and communicate with the Lead Teacher about classroom needs and updates.
   * Assist in maintaining classroom records, such as attendance sheets and daily activity logs.
6. **Communication with Parents**
   * Greet parents during drop-off and pick-up times and help facilitate a smooth transition for children.
   * Share brief, positive updates on children's activities or progress, as appropriate.
   * Refer any parent concerns or questions to the Lead Teacher or Center Director as necessary.
7. **Professional Development**
   * Attend training sessions, workshops, and other professional development opportunities to enhance skills and knowledge in early childhood education.
   * Stay informed on the latest trends and best practices in child development and care.

**Receptionist**

Position Overview: We are seeking a friendly and bubbly receptionist to join our team. You would be the face and voice of our company, responsible for managing the front desk, greeting children and families, handling phone calls, and performing various administrative tasks to ensure smooth operations. The ideal candidate will have excellent communication skills and a warm and welcoming demeanor.

In this role, you would be responsible for the following:

* Greet children, parents, and visitors with a warm and welcoming attitude.
* Answer and direct phone calls, email, and texts from prospective customers.
* Respond to inquiries about the daycare center’s programs, policies, and procedures.
* Manage the enrollment process, including distributing and collecting forms, and scheduling tours and interviews.
* Give tailored tours to prospective parents.
* Maintain the cleanliness and organization of the front desk and reception area.
* Handle incoming and outgoing mail and deliveries.
* Ensure compliance with all safety and security protocols, including visitor sign-in procedures.

**Bus Driver**

We are seeking a responsible and reliable Bus Driver to transport children to and from our daycare center. The ideal candidate will have a valid commercial driver's license (CDL) with passenger endorsement, a clean driving record, and experience working with young children. This role will be responsible for ensuring the safety and well-being of the children during transportation.

In this role, you would be responsible for the following:

* Safely and reliably transporting children to and from the daycare center
* Following all traffic laws and regulations, and maintaining a clean driving record
* Conducting pre-trip and post-trip inspections of the bus, and reporting any issues or concerns to the appropriate supervisor
* Maintaining accurate records of daily routes, mileage, and fuel consumption
* Communicating effectively and professionally with parents, coworkers, and children
* Ensuring the safety and well-being of the children during transportation, including following proper safety procedures and using appropriate car seats and restraints
* Assisting with loading and unloading of children, and ensuring that each child is picked up and dropped off at the correct location

**Cook**

We are seeking an experienced and reliable Cook to prepare healthy and nutritious meals for the children in our daycare center. The ideal candidate will have experience working in a commercial kitchen, knowledge of child nutrition and dietary requirements, and a passion for providing high-quality food for children. This role will be responsible for menu planning, grocery shopping, meal preparation, and ensuring the cleanliness and safety of the kitchen.

In this role, you would be responsible for the following:

* Planning and preparing nutritious and delicious meals and snacks for children
* Developing menus that meet the nutritional needs of children and comply with state regulations and guidelines
* Shopping for groceries and supplies, and managing inventory
* Ensuring that all meals are prepared safely and in compliance with health and safety regulations
* Maintaining a clean and organized kitchen, including washing dishes, sanitizing surfaces, and following proper cleaning procedures
* Communicating effectively with parents and staff regarding menu plans and dietary requirements
* Assisting with special events and celebrations, such as birthday parties and holiday meals
* Managing food allergies and special dietary needs, and ensuring that all meals are appropriately labeled
* Maintaining accurate records of meal preparation and food inventory

**Custodian**

We are currently seeking a reliable and detail-oriented Custodian to join our team and help maintain a clean and sanitary environment for our children, staff, and families. The Custodian is responsible for ensuring the cleanliness and sanitation of the childcare center. This includes cleaning classrooms, restrooms, common areas, and playgrounds. The ideal candidate will be committed to maintaining a safe and hygienic environment, adhering to all health and safety regulations.

In this role, you would be responsible for the following:

* Clean and sanitize classrooms, restrooms, common areas, and playgrounds.
* Sweep, mop, vacuum, and dust all areas of the facility.
* Empty trash and recycling bins and replace liners.
* Disinfect surfaces, including tables, chairs, toys, and other high-touch areas.
* Maintain cleaning supplies and equipment, notifying management when supplies need to be reordered.
* Follow all health and safety regulations to ensure a safe environment for children and staff.
* Report any maintenance or safety issues to management promptly.
* Assist with setting up and breaking down rooms for special events and activities.
* Maintain outdoor areas, including playgrounds and walkways, ensuring they are clean and free of debris.
* Perform other related duties as assigned by management.

**Director**

We are seeking a highly motivated and experienced Assistant Daycare Director to help with overseeing the daily operations of our daycare center. The ideal candidate will have a deep understanding of child development, a passion for working with children, and the leadership skills necessary to manage a team of teachers and staff. This role will be responsible for ensuring that our center meets all state regulations and guidelines, providing a safe and nurturing environment for children, and maintaining positive relationships with parents and the community.

In this role, you would be responsible for the following:

* Oversee the daily operations of the daycare center, including managing staff, developing and implementing policies and procedures, and ensuring compliance with state regulations and guidelines
* Develop and maintain positive relationships with parents and the community, and act as the primary point of contact for any concerns or issues
* Manage the recruitment and hiring of new staff members, and provide ongoing training and professional development opportunities for existing staff
* Develop and implement a curriculum that is age-appropriate and meets the developmental needs of children
* Ensure that the physical environment of the center is safe, clean, and conducive to learning
* Collaborate with other professionals, such as pediatricians, therapists, and social workers, to provide comprehensive care for children
* Oversee the planning and execution of special events and activities, such as field trips and holiday parties.