



Dear Family,

My name is Antoinette Elliott. I am the Owner and happy facilitator at All Our Children Elite Childcare Academy. As a mother, I struggled with the same challenges of most families which include finding child care that is high quality and trustworthy that will motivate and challenge our children. My family includes my husband, Marlon Elliott, a 30-year-old stepdaughter, two daughters ages 13 and 17 years old, an 8 yr old son, 1 granddaughter and 1 grandson.

My teachers and I possess or are in the process of possessing CDA's, TCCs, Diplomas, Associates and/or Bachelor Degrees in Early Childhood Education. I am a trained CPR instructor as well as a Notary. I am happy to be of service. Any worker present with children will be trained in first-aid. We strive to be on the cutting edge of progress and possess the most relevant skills for this career. I want to ensure my customers that we have the tools to allow children to advance, love, and embrace education. Our plans for the future may include adding a garden, and several animals to our environment.

The purpose of the handbook is to clarify what we expect from each other. I encourage you to ask questions if you are unsure or don't understand. We believe nature care is community care. Thank you for choosing All Our Children Elite Childcare Academy. I look forward to providing your child with a caring and enriching environment.

Sincerely,



Antoinette Elliott

All Our Children Elite Childcare Academy

Elliottslove@bellsouth.net 404-914-5308

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ALL OUR CHILDREN ELITE CHILDCARE ACADEMY

Mission: To deliver safe and secure childcare at all times. Provide close and personal attention to each child providing a quality experience for the child and the parent. We will not sacrifice adequate personnel and will engage with the children.

Vision: To be the premiere childcare facility by providing exceptional education and partnering with parents searching for a unique blend of fun learning in a natural environment. We teach children how to think and solve problems.

Philosophy: All Children deserve a chance to shine. Every child will be treated as individuals and loved.

Purpose: To provide our community with a good work environment and support the education of my workers; provide parents with safe extended care that they are comfortable with when they need it; and to provide fresh food for the children and develop their tastes for fruits and vegetables.

Certifications & Insurance

Our staff possess various childcare experiences, childcare credentials & Our program carries insurance.

Definition of Family

In this handbook when we use the term family, we are referring to a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of your child in my care.

Hours of Operation

Child care services are provided from 7:00 AM to 7:00 pm Monday through Friday. Services are year-round January to December. Parents must choose their schedule. Choose your schedule: 7-hour, 10-hour or 12-hour shift.

Emergency Substitute Provider

In the rare case of an emergency situation, if a qualified substitute with a clear state approved background check is not available, we may have to close a classroom temporarily. All efforts will be made to add the children in other age-appropriate classroom that have room with in their ratio. My substitutes know the children and their departure information and have access to each emergency contact information, consent for emergency medical treatment and any special health care needs.

Holidays

We value our employees and their families. PLEASE keep your back-up care in place. In order to carve out time for their self-care and family responsibilities we

close for all Federal holidays and the week of Thanksgiving and Christmas including:

New Year's; Martin Luther King Jr.; Presidents Day; Good Friday, Memorial Day, June 10th Fourth of July; Labor Day, Columbus Day; Veterans Day; Thanksgiving; Christmas. Exact days will be announced at least a month in advance as a reminder. Current vacation and holiday schedule will be provided upon enrollment and be posted on or near information board.

Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance. You are responsible for providing updated addresses, phone numbers and personal information as changes occur. Only adults 18 and up or the legal parent may drop off and pick the child up from school. A yearly enrollment fee of \$200.00 is due at the time of enrollment. This fee is non-refundable. It covers replacing gear used in a nature school setting and other school supplies. Tuition is collected weekly, monthly or yearly. Yearly will receive a 10 percent discount.

Based on the availability and openings, my program admits children from 4 weeks to 11 years of age.

My process for introducing children to my program is to have them come by before starting to make sure they are comfortable with our environment. It is important that children feel good about their new environment before their first day.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

If your child has an identified special need, please make me aware in writing and bring any doctor's notices at the same time you bring the completed enrollment records and let me know if they will require visits here in assistance with any I.E.P.s. If their disability includes violent behavior, be prepared to have their therapist available to attend school. If this is not possible, we will not be able to facilitate your child as our teachers are only trained in birth to 5th grade education and not the specialty of a therapist. _____

Waiting List

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already enrolled my program will be given priority. A deposit equal to the enrollment fee of \$200 will must be paid to be on the wait list. This will be applied to the enrollment fee.

Adjustment/Trial Period

Our program is a fun and exciting place for children to experience and learn about their world and make new friends. But it does take time for a child to adjust to a new child care setting. We will try to make the adjustment easier by encouraging your children to discuss feelings, providing extra attention and support, participating in role-playing and reassuring them of their family's return.

A two-week adjustment period begins at your child's first day in my care. During this time, the

family can decide to terminate the signed contract without penalty. **The center will also decide if it can successfully facilitate care.** If parents need time to get a therapist, we will do our best to hold their spot, but it will depend where they are in the process. Many times, it takes up to a month to get an evaluation, diagnosis, and approval for therapy.

Inclusion

We believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. I will make every reasonable accommodation to encourage full and active participation of all children in my program based on their individual capabilities and needs. **If their disability includes violent or dangerous behavior, you must provide a therapist to be present while they are in our care.**

Non-Discrimination

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Unless I receive your written consent, information regarding your child will not be released with the exception of that required by regulatory and

partnering agencies. All records concerning children at my program are confidential.

Qualifications

We have over 40 years of experience in the child care industry. The staff participates in ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity.

Communication & Family Partnership

Parents have permission to access all areas in the facility used by their child.

Family Involvement Policy

All families must commit to attending at least two family events where a physical, health, or educational training will be provided free of charge with the goal of providing an improved outlook for your family. In addition, we hold mandatory parent conferences twice per year to allow opportunity to discuss your child's growth and development. The Watch Me Grow Development Milestone checklists are used as a point of conversation for these conferences. ____

All Our Children Elite Childcare Academy participates in Strengthening Families, which is an approach to preventing child abuse. Our program incorporates strategies that build the protective factors for families. They include: parent resilience, social connections, social and emotional competence for children, concrete support in times of need and knowledge and child development.

Daily Communications

Daily communications are conducted through Procare to keep you informed about your child's activities and experiences in my program.

Parents are encouraged to communicate with their child's teacher as often as needed to raise any concerns, contribute to decisions about their child's goals and plans as well as to share any other information that may affect the development or well-being of their child.

Feel free to address any concerns through the app, or schedule time to discuss in the form of a meeting. We will not allow the teachers to have a long conversation about your child at drop off and pick up so the teachers are able to do their jobs properly. _____

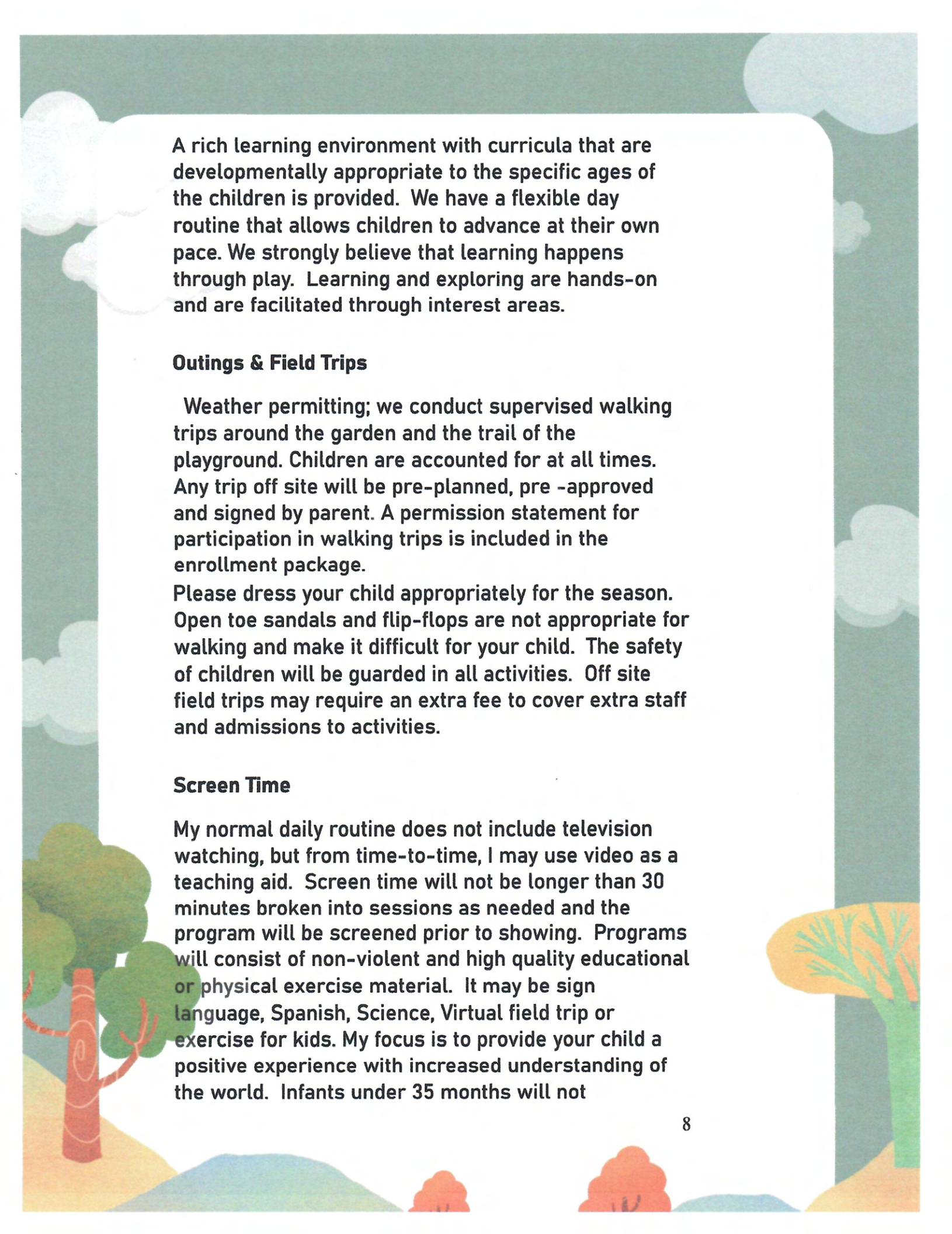
See ProCare app for program news, upcoming events, holiday closing reminders, dates, announcements, etc. All communication will go through the ProCare so please download the app.

Email

Please provide an email address that you use regularly so that announcements, event invitations, newsletters and general updates can be sent.

CURRICULA & LEARNING

Learning Environment



A rich learning environment with curricula that are developmentally appropriate to the specific ages of the children is provided. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas.

Outings & Field Trips

Weather permitting; we conduct supervised walking trips around the garden and the trail of the playground. Children are accounted for at all times. Any trip off site will be pre-planned, pre-approved and signed by parent. A permission statement for participation in walking trips is included in the enrollment package.

Please dress your child appropriately for the season. Open toe sandals and flip-flops are not appropriate for walking and make it difficult for your child. The safety of children will be guarded in all activities. Off site field trips may require an extra fee to cover extra staff and admissions to activities.

Screen Time

My normal daily routine does not include television watching, but from time-to-time, I may use video as a teaching aid. Screen time will not be longer than 30 minutes broken into sessions as needed and the program will be screened prior to showing. Programs will consist of non-violent and high quality educational or physical exercise material. It may be sign language, Spanish, Science, Virtual field trip or exercise for kids. My focus is to provide your child a positive experience with increased understanding of the world. Infants under 35 months will not

participate in viewing videos as they benefit more from exploring and interactions.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. I utilize books, music, games, and a wide range of activities as aids to teach children respect for our world and the diversity of life upon it. We welcome and encourage you to bring any age-appropriate poem, nursery rhyme, story, flag or picture to display, add to our library, record or to share the diversity of your family.

Celebrations

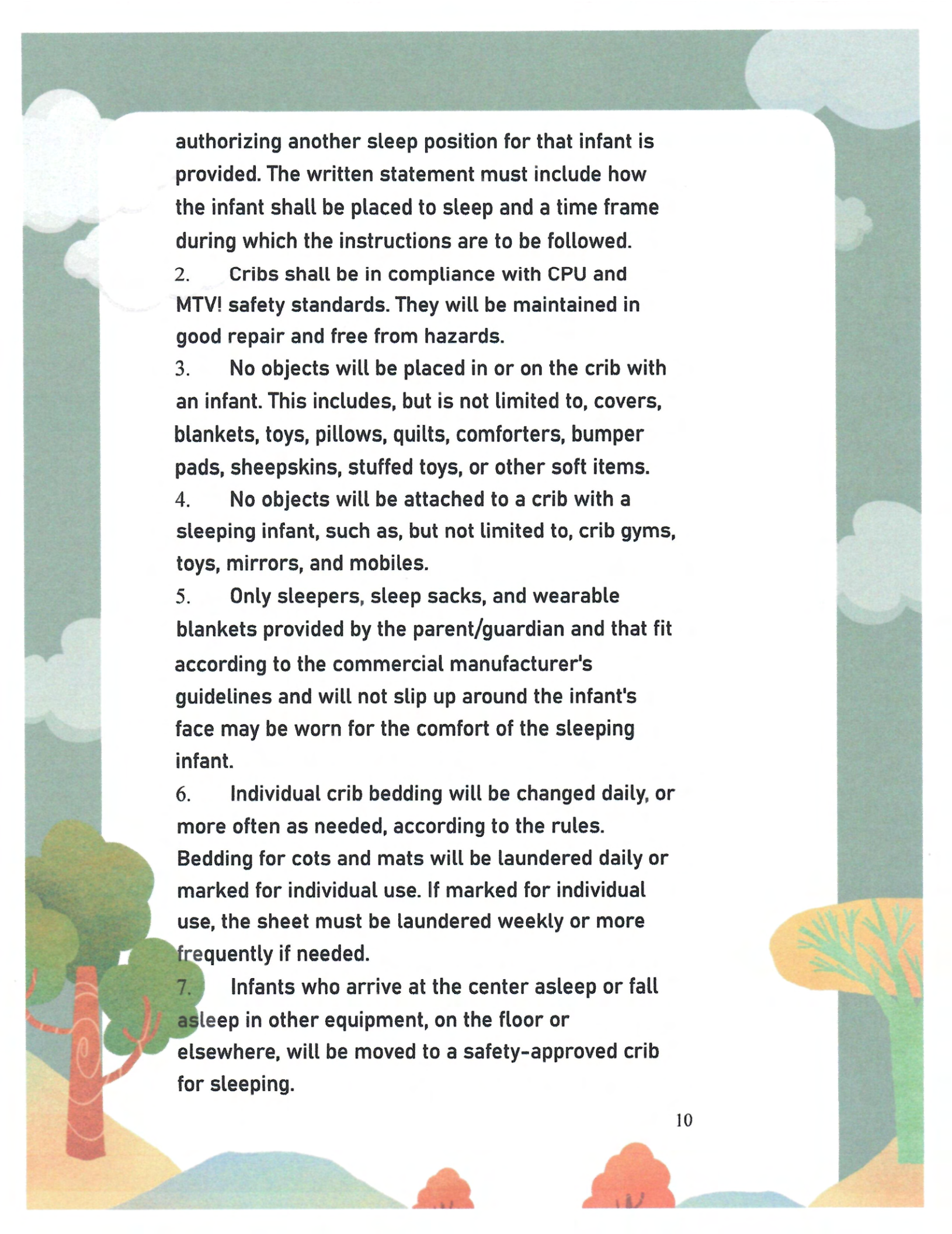
The celebrations and holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. Therefore, we do not celebrate or endorse any holidays by way of parties or gift exchanges or dressing up in costumes. We do not allow parents to bring any outside balloons, decorations, or food for birthday or any other celebration. _____

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs.

Sleep Safe Practices Policy

1. Infants will be placed on their backs in a crib to sleep unless a physician's written statement



authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame during which the instructions are to be followed.

2. Cribs shall be in compliance with CPU and MTV! safety standards. They will be maintained in good repair and free from hazards.

3. No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.

4. No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors, and mobiles.

5. Only sleepers, sleep sacks, and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.

6. Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots and mats will be laundered daily or marked for individual use. If marked for individual use, the sheet must be laundered weekly or more frequently if needed.

7. Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety-approved crib for sleeping.

8. Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.

9. Wedges, other infant positioning devices, and monitors will not be permitted unless a physician's written statement authorizing their use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it. 10. I acknowledge that the Director or designee has advised me of the facility's safe sleep practices.

After lunch, all children participate in quiet rest time. Children are not required to sleep and may choose from several quiet activities. We supply mats, cots, and sheets and keep them cleaned according to policy number six.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a home/child care partnership that supports your child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions

and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. During this time, we need to know how things are going at home and on weekends and We will reciprocate what is happening here. We start our training officially in the two-year-old room.

Diapering Procedures

The following diaper changing procedure is posted in the changing area and followed to protect the health and safety of children and staff:

Step 1: Before bringing the child to the diaper changing area, perform hand hygiene and bring supplies to the diaper changing area.

Step 2: Carry/bring the child to the changing table/surface, keeping soiled clothing away from you and any surfaces you cannot easily clean and sanitize after the change. Always keep a hand on the child.

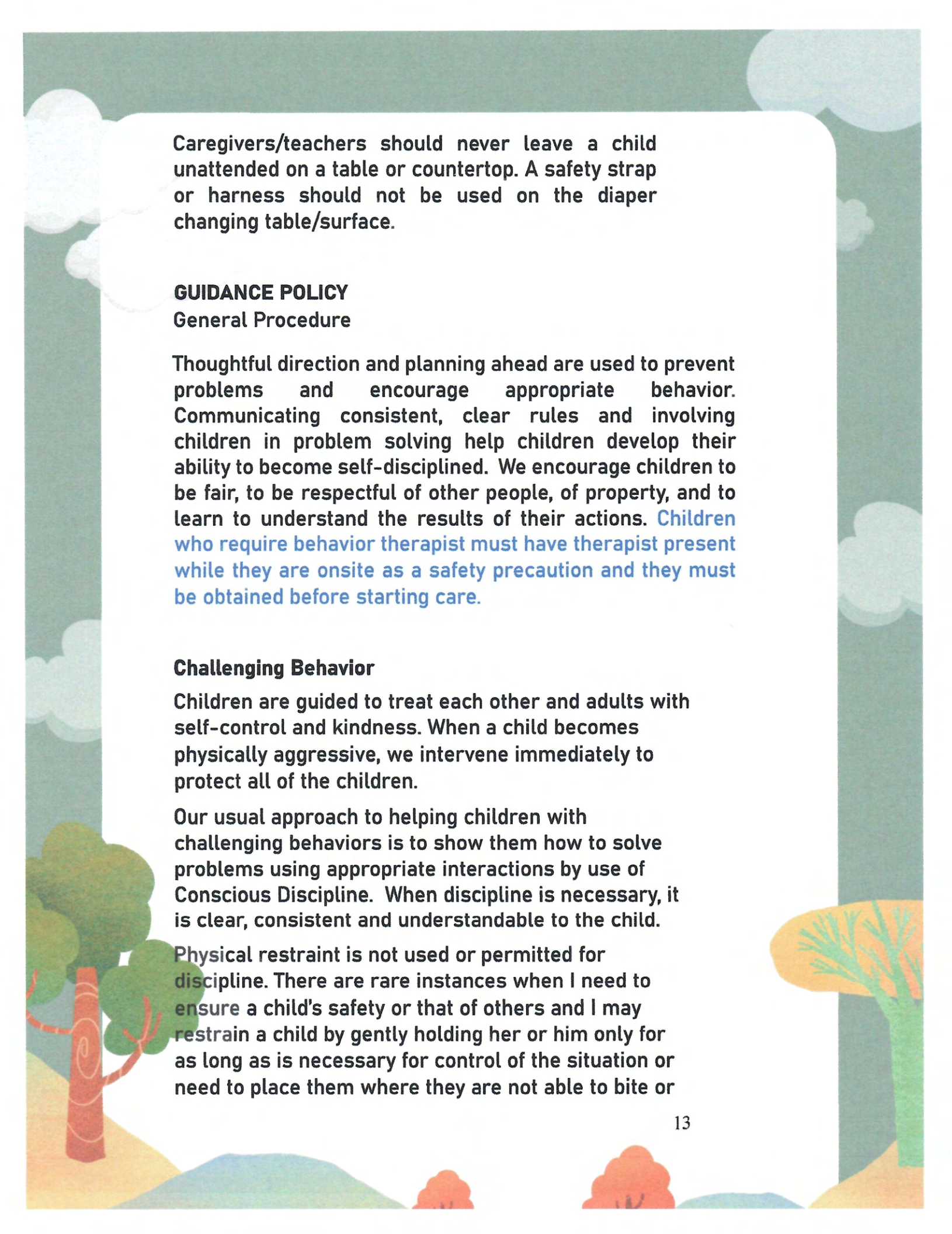
Step 3: Clean the child's diaper area.

Step 4: Remove the soiled diaper and clothing without contaminating any surface not already in contact with stool or urine.

Step 5: Put on a clean diaper and dress the child.

Step 6: Wash the child's hands and return the child to a supervised area. **Step 7:** Clean and disinfect the diaper-changing surface. Dispose of the disposable paper liner if used on the diaper changing surface in a plastic lined, hands-free, covered can. If clothing was soiled, securely tie the plastic bag used to store the clothing and send home.

Step 8: Perform hand hygiene and record the diaper change, diaper contents, and/or any problems.



Caregivers/teachers should never leave a child unattended on a table or countertop. A safety strap or harness should not be used on the diaper changing table/surface.

GUIDANCE POLICY

General Procedure

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions. **Children who require behavior therapist must have therapist present while they are onsite as a safety precaution and they must be obtained before starting care.**

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all of the children.

Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions by use of Conscious Discipline. When discipline is necessary, it is clear, consistent and understandable to the child.

Physical restraint is not used or permitted for discipline. There are rare instances when I need to ensure a child's safety or that of others and I may restrain a child by gently holding her or him only for as long as is necessary for control of the situation or need to place them where they are not able to bite or

hit another child when diapering or care to another child takes the direct attention off the child in distress. It may also be used to keep a child from hurting themselves.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child's individual needs and challenges. We will work together to evaluate these needs in the context of my program.

On the first notice of a behavior issue (happening consistently despite interventions)

1. A conversation with the guardian will be conducted as to what can be done at home. We will notate in the app the issues as they occur.
2. With continued problems, suspension of 3 days will occur to allow parents to take further time to make adjustments.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care.

Examples of such instances include:

- A child appears to be a danger to others: inappropriate touching, hitting, biting regardless of all measures being taken.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel: self-mutilation, falling or throwing body onto unsafe surfaces, climbing and jumping off surfaces in dangerous situations, running out doors to the outside, climbing fences to escape.
- Cursing or vile language despite redirection
- Physically, attacking the teacher when they can't get their way

- Undue burden on my resources and finances for the child's accommodations for success and participation.

Your child **WILL** be suspended indefinitely. Our contract will be terminated on **THAT** day. _____

TUITION AND FEE POLICY

Payment

Tuition is always due on Friday morning at drop off in advance of the week of service with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond my control. If not paid before Monday, a **\$100 late fee** will be added. This includes parent fees required by CAPPS.

While we do accept government subsidies for veterans and working parents' discounts including multiple child discounts will not be given.

Holding Slot Fee

A holding fee equal to the weekly fee is required if you must be absent for an extended time in order secure your place at our school.

Tuition does **NOT** include transportation. Capps does **NOT** cover transportation. The average fee for transportation companies is \$125 per week and only cover picking your child up from school and dropping them off. Our fee is \$60 per week effective August 2024 in addition to your tuition fee. Capps does not

cover fees for field trips. Field trips are not regular or mandatory.

You are paying tuition for a position in our program. The policy is the same as your utility bill. If you go out of town, it is still due. _____

Late Pick-up Fees

Late pick-up is not a normal program option. Late fees of **\$25 flat rate plus [\$1] per minute** will be assessed beginning 1 minute after your scheduled pick-up time and will be due upon arrival or before the child will be allowed to return. For example, if you arrive 2 minutes late, your fee is \$27. It must be paid before the next day. Calling does not erase the late fee due. _____

Late Payment Charges

Late payments can pose serious problems for the program. Therefore, procedures are in place to reduce their impact.

If payment is not received during the week, it is due, your child will not be allowed to attend until a late fee of [\$100] is paid. An attempt to recover payment will occur to the extent of small claims court and/or your account may be sent to a 3rd party collection agency. You will be responsible for all expenses associated with these actions including all court and attorney fees. _____

Returned Checks/Rejected Transaction Charges

Payments are to be paid through the ProCare App via check, debit, credit or electronic transfers. Any fees through the app as a result of a bad check or reversed

charge sought after with bad check fees or court costs included to recover the fees.

Additional Fees Credits

- **Vacation** - Tuition must be paid prior to going on vacation. These fees are non-refundable if you choose not to return.
- **Withdrawals** - if a child is suddenly withdrawn from my program without a 2 week written notice of withdrawal after the adjustment period, a 2 week tuition fee may be applied. Families who withdraw and later re-enroll will be charged a re-enrollment fee of \$200.
- **Special Activity Fees**

I try to provide free activities for the children but from time-to-time there will be additional fees associated with special activities or family field trips. These fees are due prior to the event, activity or trip.

Credits & No Credits

-
- Credit will **[not]** be given for Sick Days - there are **[no]** credits for sick days. Sick days are pre-considered in determining tuition and are **[not]** refundable. Fees paid covers tuition, not attendance.
- Credit will **[not]** be given for Inclement Weather - if I do not open due to inclement weather on a day that your child is scheduled to attend, your account will **[not]** be credited for that day.
- Credit will **[not]** be given for Planned Closings - I have pre-considered planned closings including

holidays and program vacation weeks in determining tuition.

- Credit will **[not]** be given for Un-planned Closings – I have pre-considered unplanned closings due to inclement weather, contagious diseases, etc. in determining tuition.

Absence

If your child is going to be absent or arrive more than two hours after your scheduled drop off time, please notify the teacher in the ProCare App._____

School Closings

Full tuition is still due during times the school is closed. This is the fee for their tuition, not attendance. Families are responsible for finding back-up care for their children during holidays, professional development days, or weather sanctioned closings. We follow DEKALB COUNTY SCHOOL closures. If they close due to weather, we will be closed also.

All messages will be announced in the ProCare app, emails, and or text messages or any combination to get notifications relayed. Protection of children during emergencies via emergency plans are practiced monthly. They are posted at front parent board for viewing. They include tornado/fire drill and other emergencies. If we should experience power failure that affects climate control or causes structural damage, we will close until all is restored.

If it becomes necessary to close early, I will contact you or your emergency contacts as soon as possible. We do our best to remain open as long as we can do so safely. We will follow the Dekalb County School System's lead. If they close due to safety, we will also. If we close for an extended time or you decide to keep

your child home for an extended time, full fee will be required to keep your child's space. You have the right to withdraw your child and apply again later, but you will be required to pay a new enrollment fee.

Cameras

Due to the privacy and safety of the children, parents **WILL NOT** have access to the viewing the center's cameras. This could jeopardize the life and safety of another child and will not be allowed. The cameras outside record an unlimited period, the cameras inside only record for the day. They are different systems. Please health check your children before you leave so we can handle any disputes promptly.

DROP-OFF AND PICK-UP

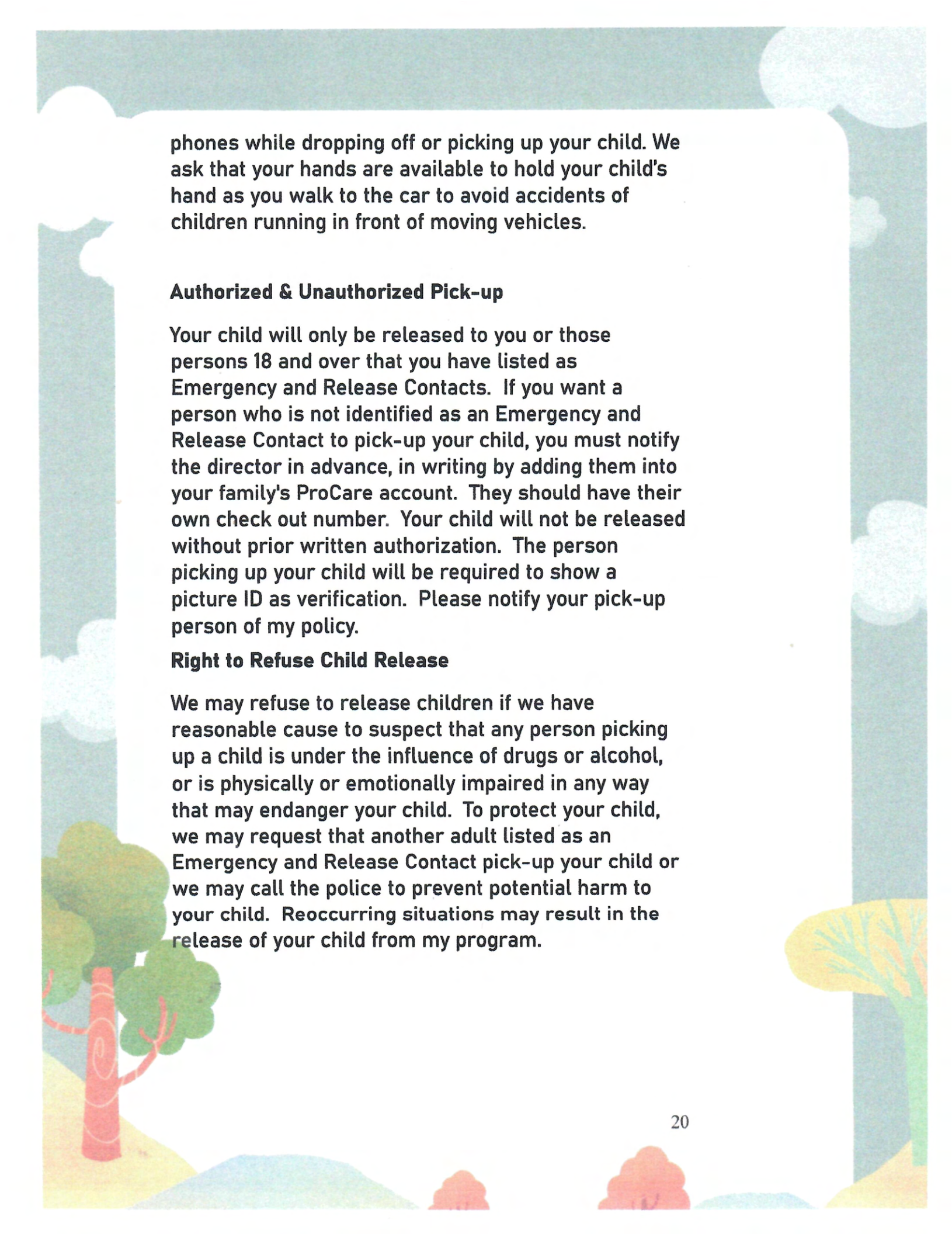
General Procedure

We open at 7:00 AM. Please do not drop-off your child prior any earlier than this time. **We are not licensed for care outside of this start time.**

Please do not pick-up your child later than your scheduled time. Families are expected to arrive, sign-out their child out, and leave by your scheduled time. Failure to do so will result in automatic billing of your account for late fees. We make a courtesy call 15 minutes prior to closing. If at closing you are not present, we start calling the contacts on your enrollment form. By 7:15 we start calling the state as it is a length process as they also try to contact you.

Use of Cell Phones

Drop-off and pick-up are my primary windows of time to communicate with you about your child, in addition, children need your full attention at this time. Therefore, I respectfully request that you not use cell

The page features a decorative background with stylized trees in shades of green, yellow, and red, and soft, white, fluffy clouds against a light blue sky. The text is presented in a clean, black, sans-serif font within a white rectangular area.

phones while dropping off or picking up your child. We ask that your hands are available to hold your child's hand as you walk to the car to avoid accidents of children running in front of moving vehicles.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons 18 and over that you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify the director in advance, in writing by adding them into your family's ProCare account. They should have their own check out number. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of my policy.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger your child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up your child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from my program.

Personal Belongings

What to Bring

- Infants: enough clean bottles for a day's use (infant formula must be pre-mixed)._____ Three sets of changing clothes. Diapers and wipes are provided.
- Toddlers: enough clean bottles for a day's use (if applicable with formula already pre-mixed), two changes of clothes per day. Diapers and wipes are provided.
- Older Toddlers: at least two changes of clothes or more per day if going through the toilet training program. May require diapers or pull-ups during naps depending on the child's progress and socks and gym shoes. We DO NOT provide pull-ups. □ Preschoolers: at least two changes of clothes.
- Kindergartners: at least two changes of clothes. No open toe shoes.
After School Care Children: books for homework, gym shoes. No open toe shoes. No electronics will be allowed to come out the bookbag. No outside toys, phones, electronics, computers, watches with cameras or jewelry of value are allowed for any age group.

Please label all items brought from home with your child's name (i.e., coats clothes, bottles, pacifiers, etc.) to prevent items from becoming misplaced or lost. I am not responsible for lost or damaged items. Again, please do not bring toys from home._____

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name and photo. Please send a picture from home to go on their cubby._____

Toys from Home

I request that you do **not allow** your child to bring toys or electronics including watch phones from home. We will not keep up with them or allow unnecessary behavior issues relating to the possession of a personal toy. We do not allow electronic devices such as phones and computers to be used in the center. Homework on the computer must be completed at home. We will not be responsible for any damage to things any personal items. All unapproved devices will be taken and put away. Please explain this to your child. _____

NUTRITION

Foods Brought from Home

I request that you do not bring food from home into the program.

Food Allergies

If your child has a food allergy, you must notify me in writing, by way of a medical form that must be signed by their doctor so that I can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. A copy should be given to me prior to enrollment. We are a nut free and vegetarian school. **Several children are allergic to nuts and fish.**

Meal Time

At meal time the table is set and good table manners are modeled and encouraged. Many meals are served family style where children are allowed to serve their own portions. Weekly menus are posted for viewing near the handwashing sink. We participate in Quality Care for Children Food Program to ensure balanced healthy meals are served.

Infant Feedings

Infant feedings follow these procedures:

- Bottle-fed infants are fed while being held or sitting up.
- Infants are fed “on demand” to the extent possible (at least every 4 hours and usually not more than hourly).
- Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with your child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.
- Bottles must be labeled with child’s name and be pre-mixed and ready to serve. Solid foods will only be introduced after a consultation with the child’s family.

Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.

- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter, raw baby carrots, raw celery, and hard candy to name a few.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. We require families submit Certificate of Immunization form 3231 no later than the first start date and turn in updated forms as immunizations are received. Every [January], I check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Children that don't receive immunizations are excluded during outbreaks of vaccine preventable illness as directed by the state health department. _____. There is a form if you have a religious belief that prohibit immunizations that is approved to be filled out.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical along with the immunization record should be received before your child begins my program.

Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to me.

Ear, Eye & Dental Policy

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. Parents are to submit the Certificate of Vision, Hearing, Dental, and Nutrition Screening form 3300 for those 4 years and up within 90 days of enrollment.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to my program. We have the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive and they will be required to be absent for 48 hours if we notice:

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than I can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.

- Vomiting – green or bloody, sour smelling and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Covid exposure.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 48 hours 24 without the aid of medication.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- Minimum of 1 week if exposed to Covid and a clear negative test, two weeks without a test completed. (exposed means sibling, parent, family friend has contracted, child may not show symptoms for 7 days)
- They are free of open, oozing skin conditions and drooling (not related to teething) unless: The

child's physician signs a note stating that the child's condition is not contagious, and;

The involved areas can be covered by a bandage without seepage or drainage through the bandage.

- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to my care is required.

Injuries

Whether an injury require professional medical attention and those that don't will be reported to the parent after the child is stable via app, text, phone call or any combination.

Allergy Prevention

Families are expected to notify me regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide me a letter detailing your child's symptoms, reactions, treatments and care. Please notify us if your child has eczema or asthma as certain fruits and vegetables can trigger outbreaks.

My child has _____

My child does not have _____

Medications

We do NOT administer prescription or non-prescription medication. We do use natural products such as air cleaners, humidifiers, and healthy cleaning and eating practices to encourage healthy children and healthy environments.

It is preferred that you give the dose upon arrival and one when you pick-up if needed. If they are sick, keep them home until they are well.

- Non-prescription topical ointments (e.g., diaper cream, sunscreen, and insect repellent) require a note signed by the family, specifying it is okay to be administered.

This is okay for my child. _____

This is not okay for my child. _____

Communicable Diseases

When a child in my program has a suspected reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. You will be required to keep your child home a minimum of 48 hours if observed sick. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Covid

All parents will be notified via app and note posted on the classroom door if their child has been exposed.

Safety

We pride ourselves in having a warm, loving and safe environment in which your child can explore, learn and have many learning experiences. Some features that help ensure your child's safety are:

- o Working smoke detectors are on each floor and near cooking and sleeping areas, adequate ventilation, no guns or firearms on premises.
- o Outside perimeter and inside security cameras and Fire extinguishers are maintained properly.
- o Toys are age appropriate, in good repair and of a non-violent nature.
- o Electrical outlets are covered. Inappropriate office supplies are out of reach. Knives and adult scissors are out of reach.
- o Cleaners, chemicals, matches and fire starters are out of reach. The hot water heater is regulated at 120°F.
- o A well-stocked first aid kit is kept near and expiration dates are observed.
- o Animals are child-friendly, properly immunized and in good health. 100 percent of staff is certified in Infant & Child CPR and Pediatric First Aid.
- o Hot radiator and water pipes are covered or out of reach or not very hot to the touch.
- o Safe areas to play. Yard is free of harmful objects and has safety approved play equipment and toys.

- o Yard perimeter routinely treated to deter insects, snakes, and rodents
- o Outside areas where children play is fenced and gate locked. Children do not play outside unsupervised.
- o Ponds, wells, tool sheds and other hazards are fenced, locked or closed off.

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Outside is used as an extension of our classrooms, and daily activities are conducted outside whenever weather permits. **Please apply the sunscreen and bug spray before they arrive to school daily.**

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or trees that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops or any open-toe shoes are **not appropriate** for program play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than [99] °F or less than [37] °F degrees. Additionally, outdoor play will be cancelled if the air quality rating is [50] or below.

Injuries

First aid will be administered in the unlikely event that your child sustains a minor injury (e.g., scraped knee). You will receive a report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. We are equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, your child will be taken to the hospital immediately by ambulance, while I will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. I will work with the families of both to keep them informed and to develop strategies for change. You will not be informed of which child did the actual biting, but know that it is being addressed. Continued problems may result in action through our discipline policy mentioned earlier.

Pets/Animals

Currently we do not have any pets. We plan to add chicken, a bird and a couple goats over the next few years.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all families. We will not tolerate hostile or aggressive behavior and neither will the teachers. If this occurs, we reserve the right to ask you to control your behavior or to remove your child from my care. If it continues despite being asked to leave, law enforcement will be called. _____

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor program environment and vehicles used by my program are non-smoking areas at all times. The use of tobacco in any form is prohibited on my program's premises. Please refrain from smoking on the way to the door _____

Prohibited Substances

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence is required to leave the premises immediately. We will not release your child under these circumstances. _____

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or

intended to be used, is capable of inflicting bodily harm. Families, children or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on my premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons. _____

Child Custody

Without a court document, both parents/guardians have equal rights to custody. Without a certified court order, the parent that signed the child up for care will take precedence as that who has made the agreement with our center. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Child Abuse Reporting

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if I have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. My program will cooperate

fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from the group during an outing or field trip and is not located within [10] minutes, the family and the police will be notified.

Fire Safety

We are fully equipped with alarms, emergency radios, flashlights, outdoor emergency kits.

My fire evacuation plan is reviewed with the children on a monthly basis at minimum.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with your child until a family member or emergency contact arrives. The closest hospital is Hillandale Medical center in Lithonia.

Transitions

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

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. **The child is required to visit the center prior to the first day of care.**

Transition between learning programs

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

Transition to elementary school

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

DECAL Kindergarten Transition

<http://dec.al.ga.gov/Prek/TransitionToKindergarten.aspx> (Let's Go To School!)

Transition for before/after school care

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner.

All Our Children Elite Childcare Academy will have activities that help children and families navigate necessary transitions.

Family Handbook Acknowledgment

Please sign this acknowledgment stating that the complete handbook can be found at any time online at acelitechildcare.com, and sign online to prior to enrollment.

Handbook may be updated from time-to-time and will provide notice as updates are implemented.

Thank you for acknowledging the policies and procedures we have set up are for the safety and welfare of all children in my care. We look forward to getting to know you and your family.

Please acknowledge that we may refer additional follow-up services as we think are required and this is no reflection on your parenting, but in the best interest of the child.

I have received and reviewed the Family Handbook. It is my responsibility to understand and familiarize myself the Family Handbook and to ask questions if I do not understand any policies, procedures or information contained in the Family Handbook.

Please indicate whether you agree or disagree (by checking) whether I am free to hang pictures of your child in class. Please indicate whether you agree or disagree (by checking) whether I am free to allow other agencies to take pictures of your child (Health M Powers, BCDI, State of Georgia, Lena, Seeds program).

Parent Acknowledgment _____

Date _____

All Our Children Elite Childcare Academy

Getting to Know You Questionnaire

Dear Family,

We look forward to developing a partnership with your family in our program. You provided us with a lot of important medical and contact information during enrollment. We require that guardians agree to attend two events a year where a physical activity or a health training will be demonstrated to show how you can work with your child at home. We'd like to ask you a few more questions that will allow us to get to know your child and you a little better. **Please let us know if you have special needs such as handicap access or translation services.** Our goal is to do the best job we can do, welcoming your family into our program and creating a comfortable environment for your child. Would you kindly take a few minutes to complete this questionnaire and bring it with you to your "Getting to Know You" meeting with your child's teacher?

Thank you kindly,

Antoinette Elliott, Owner

Does your child have a nickname? Please provide it if you would like us to use it.

In what language do you and your child communicate at home? _____

Is there information about your family composition or household members that you would like to share?

Are there cultural activities that your family observes that you would like to share with the program? _____

Does your child have any special needs?

Is there anything else you can share with us about your child that will help us ease the transition for your child?

Strong family involvement is one of our keys to success. Here are some volunteer opportunities. In which of these would you like to participate?

Check all that apply.

- A. Reading Story**
- B. Cook with children**
- C. Assist on Field Trip**
- D. Play an instrument for or with the children**