

PARENT HANDBOOK

PRESCHOOL



CONTACT US:

 (123) 456 789

 YourEmail@gmail.com

 www.Yourwebsite.com

 123 Place Your Address Location Here 45 St.



Bree's Creative Learning Preschool, Childcare Center

CENTER HOURS

Center Hours are from 6:00 am–5:30 pm. Children should not arrive more than an hour before parents' work shift and must be picked no later than an hour after parents' work shift. Bus transportation and Extended Day program are available. Children must be in attendance by 9:00 am. If you arrive after 9:00 am you must have a doctor's note.



DRESS CODE



Uniforms are required. The first Uniform shirt will be provided for the student. Bree's Creative Learning Preschool, Childcare Center is an active and fun place to learn. Children paint, glue, play in the sand and water, and play outdoors each day, weather permitting. Tennis shoes work best for all activities; wheels, heels, backless shoes and flip-flops are not safe for student play.

PLEASE SEND . . .

Please send a change of clothes including socks and underwear. Change out as the season changes or your child outgrows them. As accidents occur, we will work with your child to clean themselves up. Messy clothes will be placed in a plastic bag and sent home in the book bag. It is important that you check the bags each night and send a change of clothes with the child the next day.

DO NOT SEND . . .

Do not send toys, stuffed animals, pillows, or even paper, pencils, scissors, crayons, or glue to school. Teachers will let you know when/if these items are needed.

CHANGES IN INFORMATION

Changes in information such as address, phone number (work/cell/home), or people designated to pick up your child should be completed in writing, signed, and dated.

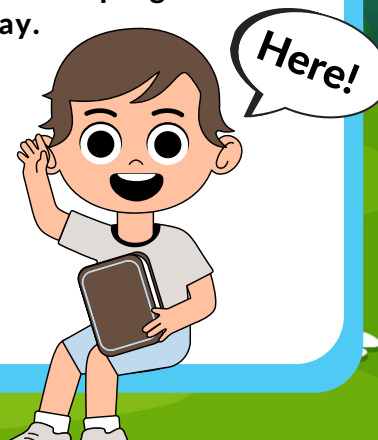
THE SCHOOL CALENDAR YEAR



Bree's Creative Learning Preschool, Childcare Center classroom is based on a calendar year. Center will be open Monday-Friday from 6:00 am-5:30 pm not to include federal holidays such as Thanksgiving, Christmas, New Years, Memorial Day, and Labor Day. The core instructional program is 9 hours per day and must not exceed those hours in a day.

ATTENDANCE

Regular school attendance is a component to a child's academic success. Children who do not attend on a regular basis, are routinely late, or routinely leave the program early may be disenrolled. In addition, children who are late, leave early, or are absent for ten consecutive days without a medical or other reasonable explanation must be disenrolled from the program.



PRESCHOOL

TARDIES AND EARLY DISMISSALS

Students arriving late should be signed in by a parent before admittance to class. If a child is to be picked up early, please send a note to the teacher that morning. When possible, medical and dental appointments should be made outside of school hours. Please schedule extracurricular activities such as gymnastics, dancing, etc. after school hours so as not to interfere with your child's school day. A child will be released only to the parents or individuals identified on the Information/Emergency Card. For the safety of your child, the parent or authorized person must come to the classroom designated area and sign the child out. A picture ID will be required if the staff does not know the person requesting to check the child out of school.

BEHAVIOR

Children may be disenrolled from the program if they are hurting themselves or others and/or are chronically disruptive to the extent that they are not benefiting from the program. Families will be given assistance in obtaining resources to help the child benefit from the program, including assessment referral and treatment options. Disenrollment of a child for behavior reasons is the last step taken after all other attempts to help the child within the program have been exhausted.



STAFF/CHILD RATIOS

Each classroom will have one lead teacher and one assistant teacher. The only exception to this requirement is during the one-half to one-hour rest period when only one adult is required. Classes are limited to 22 children, providing a ratio of 1:11.

FIELD TRIPS

Whenever possible, teachers are encouraged to plan field trips both inside and outside the classroom environment to familiarize children with their community and broaden their educational experiences. The number of field trips will vary between programs. Parents who participate in field trips may be charged a fee.



YOUR INVOLVEMENT

Whenever possible, families should actively participate in the program and maintain open communication with program staff. Research shows that active family participation in children's learning experiences contributes to success in school. Volunteering in the classroom is highly recommended, because it helps the children and is informative and rewarding for families.

MORNING DROP-OFF

All students are to enter through the designated classroom door only.

PARENT INVOLVEMENT

TEACHER/PARENT COMMUNICATION

- ★ Parents are encouraged to maintain open communication with Bree's Creative Learning Preschool, Childcare Center staff.
- ★ A minimum of two parent/teacher conferences will be offered during the school year to review your child's progress.
- ★ To ensure accuracy, all written communications need to have the child's name referenced and be signed and dated by the parent or guardian.
- ★ You will receive newsletters from your child's teacher at least once a month.



CLASS PARTIES

The Lead teacher or teacher assistant will contact parents about providing refreshments. Please contact your child's teacher before sending refreshments to school for birthday celebrations or other special occasions. This will eliminate having too many cupcakes sent the same day. We ask that flowers, balloons and gifts not be delivered to students at center.

PARTY INVITATIONS

We discourage the distribution of party invitations at center. If you must send them, do not send party invitations unless the entire class is invited or all of the boys or all of the girls are invited. Teachers cannot provide student phone numbers or mailing addresses.



SIGN IN AND SIGN OUT SHEET

Every child must be signed In and Out. There must be a signature beside every child's name and the signature must be readable. If you have more than one child at the facility, you **MUST** put your signature so it can be read for each child.

TERMINATION POLICY



The first Two Weeks will be regarded as a Trial Period, in which case either party may terminate the contract without notice. After the first two weeks of enrollment, a two-week written notice from parent or provider is required to terminate the contract, with the exception of gross misconduct on the part of the parent, provider, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

ADVANCE NOTICE

If you will no longer be needing our services before your child turns four years of age, a 30-day advance notice needs to be given to the owner. This helps us tremendously. When the center is full, we are forced to say no to all incoming requests for childcare. If we have advanced notice of discontinuation of needed services, then it is possible for us to make future arrangements with new families inquiring about childcare for their child.

STUDENT HEALTH






HEALTH RECORDS

All children attending Bree's Creative Learning Preschool, Childcare Center program must have a Certificate of Vision, Hearing, Dental & Nutrition Screening (Georgia Department of Human Resources Form 3300) and a DHR Certificate of Immunizations Form 3231 (Revised 01/2014). Form 3231 must have either the date of expirations or school attendance block checked.



* MEDICATION

We ask that you give medication at home (medicines to be taken once a day, twice a day or three times a day) whenever possible. If it is necessary for a student to take medication at center, please follow these procedures:

-  The parent/guardian must physically transport medicine to the center.
-  Prescription medications must be in the original prescription bottle, clearly labeled with the student's name, physician's name and contact information, medication name and strength, amount given per dose, route and time of administration, and dispensing pharmacy. Over-the-counter medications must be in the unopened original container. The school staff will have the right to refuse to give medication that is questionable or expired. Narcotic and/or other prescription pain medications will not be administered at school.
-  The parent/guardian must complete an Authorization to Give Medication at Center form in order for school staff to administer medication.
-  If these procedures are not followed, medication may not be dispensed at center.
-  Unused medication will be disposed of unless picked up within one week after the medication is discontinued and/or at the end of the school year.



ILLNESS

You will be called if your child runs a temperature $\geq 100.4^{\circ}$, throws up repeatedly, or complains of continuous discomfort at center. It is important to make sure the center has up-to-date telephone numbers where a parent, relative or friend can be called at all times. It is your responsibility to pick up your child promptly when called as some of these illnesses can be contagious. Unless otherwise advised by a doctor, students must be fever free for 24 hours before returning to center.



This is very important for the wellbeing of you, your child, and the other children in the center. This simply means, a child's temperature should reflect a normal range without taking fever reducing medication for 24 hours before returning to school. A doctor's note may be required before a student returns to center when he/she has a contagious disease.

HEAD LICE

You will be contacted if your child has lice or nits found on his/her head. At the discretion of center officials, parents may be required to pick the child up. Information on head lice and treatment options will be provided. Prior to returning to school, treatment must be completed, and the parent must bring the child to the center office for clearance to return to class. The parent must also bring proof of treatment. A letter will be sent home notifying classmates' parents that a case of head lice is suspected and asking them to check all of their children for head lice.





FINAL NOTE

It is important that you follow of our policies and procedures. Not following these policies/procedures will result in you for fitting your child's slot in our center and with just cause for immediate termination of services and you will then be in violation of your Parental Agreement. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures, it is important that you express that to us before enrolling your child in our center. We are always open to suggestions and feel communication is a very important part to the quality of our center. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children will need our attention during business hours. Thank You for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.



Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all the policies and procedures of Bree's Creative Learning Childcare Center's handbook are understood and agreed upon.

Parent _____ Date _____

Director _____ Date _____