



PARENT HANDBOOK

We would like to thank you for joining the Success Souvenirs Child Development Center. We look forward to serving you. We hope that this year will be a very prosperous year. We look forward to your 100% participation with the students. Our school motto is every student will learn something before leaving Early Achievers Preschool Academy.

POLICIES & PROCEDURES

AGE GROUPS

Success Souvenirs Child Development Center will service children **ages 1 walking/drinking from cup** - 12 years of age.

HOURS OF OPERATION

The hours of operation for Success Souvenirs Child Development Center will be yearly January-December of current calendar year from 6:30 a.m.-6:00 p.m. Monday-Friday

ALL CHILDREN MUST BE AT SCHOOL NO LATER THAN 8:55 A.M instruction starts at 9:00 A.M. Students who report after this time will not be permitted without a doctor's excuse. NO EXCEPTIONS.

Holiday/School Closing

Success Souvenirs Child Development Center will possibly be closed for the following holidays:

full Tuition is still expected:

- Dr. Martin Luther King Jr. B-Day
- Labor Day (Day of)
- Columbus Day (Day of)
- Memorial Day (Day of)
- Independence Day (Dates TBA)
- President Day (Day of)
- Spring Break (Dates TBA)
- Thanksgiving (Dates TBA)
- Christmas (Dates TBA)

New Years (Dates TBA)
Summer Break (Dates TBA)

If weather conditions or other emergencies require closing of the center, delayed start, or early dismissal of school all parents should be aware of the center closing prior to the next morning. All parents should know that we are closed when Atlanta Public Schools or Clayton County schools are closed for severe weather.

Admission Requirements

All children must be between the ages of 1 years walking/drinking from a cup-12 years for admission to Success Souvenirs Child Development Center. All parents will be required to pay a 75.00 registration fee unless otherwise noticed by center director. Parents are responsible for supplying all immunization records (or affidavit against immunizations) for their child within 20 days of enrollment. Parents are also responsible for supplying all information needed to complete the child's enrollment file.

Covid Waiver

All children must have a Covid Liability Waiver on file. Any student entering facility with a temperature over 100.0 F will be asked to leave the facility at 24 hours after last

Transportation

No transportation will be provided unless a signed transportation agreement is on file, and times designated by Success Souvenirs Child Development Center are agreed upon by the parent.

Change of Clothes/Uniforms

We are a uniformed school, all students aged 1-5 are required to wear Monday-Friday. Uniform consists of: Orange and Navy-Blue solid tops ONLY and any uniform color bottom NO DEMIN. All children must have a change of clothes on site. Children without a change of clothes on the premises will not be allowed entry. No open toe or open heeled shoes allowed (ex: crocs, sandals, flip-flops etc.). **NO BEADS ALLOWED** students aged 2 and under. Children entering with a wet/soil diaper on arrival parent is responsible for 1st change.

FEES

All fees are due the Friday prior to the next week of childcare. All registration fees must be submitted before childcare can begin. The parent is still responsible for the payment of fees whether the child is present in the facility. The parent must still pay for childcare on holidays, and center planned vacation days. In the event a child is sick takes a vacation or etc. Early Achievers will assess a holding fee equal to one week's tuition for each week the child is out. **We will not hold any slots without compensation from either CAPS or the parent.** There will be a \$5.00 increase yearly on tuition. The fee rates for Success Souvenirs Child Development Center are as follows:

1 year -24 months-\$205.00

2 years -3 years-\$185.00

3 years -5 years-\$175.00
After School Care - \$140.00
One Time Registration Fee of \$75.00

- Please note that if we observe your child to have severe behavior issues or require care, we are not able to provide within the first two weeks of enrollment, we will discontinue care and charge the daily rate for that week.

LATE FEES

All children should be picked up no later than 6:00 P.M. there is \$1 per minute late fee charge for each child picked up after 6:00 P.M, a 5-minute grace period will be given on first occurrence only, any student picked up late 3 times or more in one quarter enrollment will be discontinued. There is a \$2 a minute late fee charged assessed on Fridays. Parents please make arrangements to ensure that children will be picked up in a timely manner.

DISCIPLINE/BEHAVIOR ISSUES

Success Souvenirs Child Development Center is committed to providing quality classroom management. Under no circumstances shall any physical discipline take place. Discipline shall include the taking away of privileges or when necessary quiet time. (i.e., reading a book, or another calming quiet activity. All children will be supervised during necessary quiet time)

Staff shall use positive methods in guiding children back on task, shall encourage appropriate

Behavior, and set clear limits and rules that children can understand.

Staff shall match their expectations with the children's developing abilities and capabilities.

Staff shall praise the children's accomplishments as well as their attempts at tasks.

Staff shall use positive, firm limit setting in situations where a child's safety is at stake.

Staff shall assist children by redirecting them from inappropriate actions to activities that are more favorable.

Staff shall not hit the children or engage in any form of corporal punishment.

Children shall not be subjected to cruel or severe punishment, humiliation, or verbal abuse.

Children shall not be deprived of meals or snacks as a form of discipline.

Children shall not be punished for soiling, wetting, or not using the toilet.

Severe Behavior Issues can and will result in immediate termination of service depending on the severity. Any behavior issues that have been identified OR communicated to the parent on at-least 1 occasion will result in a two week notice for the child to find another center.

Children enrolled will be under a 2-week probationary period to ensure this the correct childcare facility for them.

MEDICAL EMERGENCIES

In the event of a medical emergency the child shall be immediately taken to the medical facility indicated on the medical authorization form. If no facility is indicated, or if it is a life-or-death situation then the child will be transported to the nearest medical facility (Grady Memorial Hospital). Each child shall have a prior medical authorization file on site. The child will be transported to the medical facility by AMBULANCE.

RELIGIOUS ACTIVITIES

At this time the center has no center sponsored or religious cultural activities, apart from Christian music being played throughout the day. however, we are open to suggestions.

ADMINISTERNG MEDICATION

Only emergency medication (e.g., asthma pump, EpiPen, insulin) will be administered at **Success Souvenirs Child Development Center** for emergency medication to be administered each parent will need to complete a medication authorization form in its entirety. Parents will be contacted via phone call immediately if an adverse reaction to a medication occurs with their child. If any medication is needed parent will have to administer to their student.

ACCESS TO AREAS

All parents have permission to access all center areas used by the child. Please sign in with a staff member if you wish to access any of these areas.

INJURYS AND SICKNESS NOTIFICATIONS

In the event a child is injured at home, or a communicable disease is present it is the parent's responsibility to notify the center immediately. In the event a child is injured while at school or a communicable disease is present in the school it is the centers responsibility to immediately notify the parent or legal guardian. This will take place by a phone call form the director as well as a newsletter being sent home with each child (in event of a communicable disease. If the child has a communicable disease, they must be authorized to come back to school and must have a physician note present. The child will not be allowed to re enter the facility without prior authorization form their physician. No child with diarrhea, pink eye, ringworms, fever (101 degrees or higher), or sore throat shall be permitted into the facility. If this occurs while in the facility a parent will be notified to come and sign the child out of school. They will be placed in the office away from children until a parent is able to pick them up.

EVACUATIONS AND SEVERE WEATHER WHILE AT SCHOOL (Emergency plans have been developed and are posted for parent viewing)

In the event of Structural Damage OR Bomb threats:

1. Sound the alarm
2. Call for help from another class or management if you are alone and need help.
3. Make sure all the doors are unlocked
4. Move children to the nearest lighted exit sign (in the rear or side door), if blocked due to flames exit out of the side or front doors or vise versa.
5. 1 or more teachers will assist the students in the front of the line and 1 or more teachers will assist the back of the line to walk uniformly down the sidewalk to parking lot. which is gated. The other teachers will roll the baby beds out of side door or put the children who cannot walk into strollers if time is permitted.
6. Take a face to name attendance and account for every child.
7. The director or assistant director will notify and prepare a statement to address the parents and incoming calls.

8. In the event of a loss of electricity, children should be kept calm until power is restored or parents called.
 9. All staff members should have a flashlight and fresh batteries for power outage.
 10. In event of loss water, management will provide that for you.
 11. In the event of loss heat in very cold weather, children should be allowed to wear jackets or wrap up in blankets until building is warm or parents called.
 12. In the event of loss of cooling windows will be opened to allow cool air to enter the classrooms. There are windows located in each classroom.
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In the event of sever weather

1. Turn on the radio or television to listen to news to inform you of the weather.
2. Stop all activity
3. Take shelter immediately
4. Director will alert teachers to be prepared
5. Move all children to the back of the building. Have children sit with their heads between their legs and cover their heads with both arms. Always stay away from any windows.
6. Infant teachers should safely combine infants into their cribs and move them to the back wall with sleep mats covering the cribs.
7. Toddler/Preschool teachers will move toddlers into the bathroom with mats covering their heads.
8. All teachers need attendance roster.
9. Take a face to name attendance and account for every child.
10. The director will continue to monitor the weather channel.
11. Remain in your designated area until local authority issues the “all clear” signal.
12. The director will alert the staff as to when the weather improves, and they can return to class and proceed with daily activities.
13. Teachers’ takes roll call in their classroom.

LUNCH/MEALS

Breakfast, Lunch, Dinner and 1 snack will be served during the school day. Meals will be served and prepared inside the facility. All meals brought from home must meet the U.S.D.A guidelines. A description can be found on the parent bulletin board. NO OUTSIDE FOOD or SNACKS, with the exception of approved birthday parties.

TRAVEL AUHTORIZATION

No child will be permitted to leave the facility on a field trip without a completed permission slip with parent’s signature, as well as a completed travel authorization form. The travel authorization form must be completed at the time of enrollment and will be used in conjunction with the permission slip for ability for child to go on all field trips.

TODDLER CARE/DIAPERING

We do not provide Infant Care at this time. , however for all diapered children it is the responsibility of the parent to provide diapers, wipes, and all necessities associated with your child’s diapering needs. Diapering will occur twice per hour, or however often

needed based on child's frequency of soiled diapers. WE DO NOT POTTY TRAIN, however all potty-trained children are on a bathroom schedule which can be located in your child's classroom. Diapers without side opening ARE NOT allowed, must snap, and unsnap without child needing to be fully undressed.

ACCESS TO AREAS

All parents have permission to access all center areas used by the child. Please sign in which a staff member if you wish to access any of these areas.

NECESSARY ITEMS

It is the parent's choice as to whether they will provide grooming or other accessories such as combs and toothbrushes. Sheets and covers for each child's mat/sleeping station will be provided by Success Souvenirs Childcare Development Center. All children are required to have a change of clothing. Shoes are a requirement for entry into the facility. NO EXCEPTIONS

POSTED NOTICES

All information to include the license, copy of rules, review of evaluation report, communicable disease chart, statement of parental access, names of persons in charge, current weekly menu, emergency plans for severe weather and fire, and statement for visitors will be available to parents always. No parent will be denied access to this information.

OBLIGATION TO REPORT

It is the obligation of Success Souvenirs Child Development Center to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services. It is also the obligation of the facility to report any suspected case of notifiable communicable disease to the local county health department.

WE DO NOT DISCRIMINATE AGAINST ANY CHILD, PARENT, EMPLOYEE, OR VISITOR REGARDLESS OF AGE, RACE, COLOR, ETHNICITY, OR RELIGIOUS BACKGROUND.

Parent Name (printed) _____

Parent Signature: _____ Date: _____

Director's Signature: Ms. White

RATE SHEET

1 year -24 months-\$205.00

2 years -3 years-\$185.00

3 years -5 years-\$175.00

After School Care - \$140.00

One Time Registration Fee of \$75.00