

MARIETTA ACADEMY

*POLICIES & PROCEDURES*

Thank you for choosing Marietta Academy for your child care need. We appreciate your patronage. We do not take it for granted. The following information is designed to answer the most common questions that arise regarding our operating policies and our daily routines. We encourage you to read through it in order to familiarize yourself with any items that may have been overlooked in your initial visit to the center.

Marietta Academy, Inc. is committed to providing an environment appropriate to your child's health, safety, and development. Our policies reflect the care, thought and attention to detail necessary to deliver our promise of quality.

Parents are welcomed to be actively involved in the center as their schedule permits. Should you have any concerns or questions, please let us know. Our commitment is to provide excellence in child care and we believe that open communication with our parents is the best way to ensure that.

**ALLERGIES**

Allergies are common among young children. As with any other medical information, please discuss ay allergy problems your child may have with the center Director. She will initiate the appropriate precautions to ensure your child's health and safety. If your child has a food allergy, please have your doctor send us written verification for our files.

**ARRIVAL AND PICK-UP**

Arrival and pick-up time is the most hectic period of the day. We ask that children be brought inside the center and released to the care of a school staff member. This is an important security measure and helps ensure the safety of your child.

Equally important, we ask that you come inside the building to pick up your child at the end of the day. As an additional security measure, parents are required to use only designated entrance and exit doors. **At Marietta Academy it is mandatory that you sign your child in and out each day.**

Your child can be released only to those designated by you in writing. This policy is strictly enforced for your child's safety and protection. Photo identification is required.

**BIRTHDAYS**

A birthday is a special event in a child's life. Children enjoy sharing this exciting day with their friends. We are happy to have you participate with us in the day. If you wish to provide a “treat” for each child in your child's group or plan a small party for your child at the school simply inform the teacher. The best time for such an activity is just after nap time.

**CHANGES**

Families frequently have changes...new homes, ne jobs, new telephone numbers. Please keep us informed. Accurate information is critical for efficient, professional handling of emergencies.

**CHILD ABUSE AND NEGLECT**

As childcare providers, Marietta Academy staff is mandated by Georgia law to report any suspected or known child abuse or neglect. We cooperate fully to ensure the health and safety of the children. If abuse or neglect is suspected, the staff member will immediately contact the Director who will contact the Department of Family and Children Services.

**CHILD RELEASE POLICY**

A child will not be permitted to leave the center with anyone other than persons listed on the release form. If there is a change of names on the release form it will be the parent's responsibility to notify the office and change the form. If the person picking up the child is not known to the staff, proof of identification will be required. **All parents will be permitted to visit and remove the child during center hours unless access is prohibited or restricted by a court order. A copy of the court order must be on file.**

**CLOTHING/SHOES**

Clothing: Marietta Academy is designed to keep your child active...both indoors and out. It is important for your child to be dressed comfortably in washable play clothes. Because experiences with paint, sand, water and even lunch can be messy, we strongly suggest that clothing be adaptable to spills and accidents with these types of materials.

An extra set of clothing should be left at school always with the following guidelines:

Infants: 3 changes

Toddlers: 2 changes

Three and up: 1 change

These items will be stored in your child's classroom cubby. Any soiled items will be sent home daily in a plastic bag.

Note: Since independence in dressing and toileting needs is an important goal for children to achieve easy to mage clothing is strongly encouraged. Please, no overalls when your child is putty training.

All clothing that may be removed, such as jackets, sweaters, hats, mittens, bathing suits, and towels should be labeled with your child's name.

Should any item of your child's clothing be missing, please inquire with the office as quickly as possible. Storage is limited; therefore, unclaimed items will be donated to charity quarterly. We cannot be responsible for lost or misplaced personal belongings. However, we will assist you as much as possible in locating them.

Shoes: Shoes must be worn at all times. Rubber or crepe soled shoes with closed toes work best in preventing accidents and discomfort. We request that children not wear boots or dress patent leather shoes due to the number of accidents that occur with that type of shoe.

**COMMUNICABLE DISEASES**

Childhood diseases and illnesses are a natural part of growing up. When a child in Marietta Academy contracts measles, chicken pox, etc. you will be notified in accordance with the guidelines set put in the “Communicable Disease Chart” posted in the center.

In addition, please let us know when your child is exposed outside the center. It helps us watch for symptoms and thereby cut down on incidence of illness.

Children absent due to a contagious disease may return to Marietta Academy when a physician provides a signed statement indicating the child is no longer contagious and is ready to return to center activities.

**CONFERENCES**

Parents are welcome to visit Marietta Academy at any time and are urged to consult with staff whenever any problems arise regarding the child at home or school. Should you wish to observe your child at the center, we suggest that you visit between the hours of 8:30-11am. At any time you wish to have a conference with your child's teacher or the center Director, simply call the office. We will set up an appropriate time. We do schedule one formal conference each year so that you may discuss your child's developmental progress. The teachers are not permitted to hold impromptu conferences during drop offs and pickups as they must properly supervise the children entrusted in their care.

**CUBBIES**

Each child will be assigned a cubie located in their classroom. This is where they will hang their backpack and jacket each day. Parents should check their child's cubie each day for art work, letters to parents, etc.

**CURRICULUM**

Marietta Academy is designed to provide the developmentally appropriate experiences children need. Our curriculum is based on a philosophy of “learning by doing.” We also provide structured learning tasks to promote discipline.

Marietta Academy emphasizes an environment that promotes self-esteem, self-reliance , exploration, and creativity. We pride ourselves in giving children an atmosphere that nurtures their educational, social, and physical and emotional development. In order to accomplish that goal, we provide “centers” in each classroom that purposefully guide children through the necessary developmental stages. Examples of centers and activities fundamental to our program are listed below.

Manipulative Materials

Manipulative materials include such items as Legos, puzzles, stringing beads, pegs and pegboards, lacing cards, etc. These materials help to develop children's eye-hand coordination and awareness of concepts of shape, color, number, size, and location. These concepts are all basic to later reading and math skills. When using manipulatives, a child learns to work independently, to converse with others, to think and reason, and to solve problems. They enjoy a sense of achievement while exercising the opportunity to explore and make choices. Manipulative materials are an essential component to the development of a child's coordination and visual discrimination skills.

Science

The science table is usually one of the most exciting centers to children. The emphasis in this center is to allow children to experience nature and their physical environment. They examine natural materials such as plants, animals, shells, rocks, etc. They are exposed to such concepts as weight, texture, color, magnetism, floating, sinking, melting, evaporating, etc. Through sensory experiences (seeing, touching, hearing, smelling, and tasting) their curiosity is sharpened. They are encouraged to ask questions, predict results, test theories, and draw conclusions. Their thinking processes are broadened, their vocabulary increases, and they learn to appreciate their world as they observe nature and become more aware of their surroundings.

Language Development

In language development experiences, activities, and materials emphasize a developing vocabulary, speaking and listening skills, and pre-reading skills. Children have ready access to a small but changing selection of age appropriate books. Children are urged to interpret pictures in books...an early form of reading.

Puppets and dramatic play props encourage speech and dramatization. Other language development materials include picture board games, flannel board activities, listening centers and writing materials. Through language activities, a child develops conversation skills, verbal comprehension, imagination, and dramatization skills. Reading readiness skills such as left to right progression, discrimination of differences or sameness, size, shape, and color are also developed through work in this area.

Art Materials

When pasting, printing, finger painting, drawing, creating with play dough, or cutting, children develop their imaginations and gain a greater awareness of texture, color, size, shape and position. Eye-hand coordination, basic to reading and writing, is developed as children engage in art activities. In working with art materials, children have an opportunity to think for themselves, to enjoy sensory experiences, and to create. Through the art center we are able to encourage a child's freedom of expression and communication skills.

Dramatic Play

It is in the dramatic play area that children begin to sharpen their developing language and skills. Research shows that children who have adequate opportunities for pretend play will tend to be less aggressive and hostile than those children who do not engage in those types of activities. The process of fantasy helps children to be better able to tolerate frustrations and delays, to become better “sharers” with other children and to have more advanced language skills and intellectual reasoning skills. Dramatic play provides children with the skills to cope with the intellectual, emotional, and social demands of growing up. They begin to cooperate with others, display their emotions and reveal thoughts and attitudes through conversation. Imaginative play encourages experimentation and children begin to discover for themselves what works best. Marietta Academy is a fundamental resource for enhancing a child's self-esteem and self-reliance.

Music

Through music, a child learns many things. We find that it enhances language development and in combination with appropriate rhythmic activities, there can be definite improvements on many gross motor and coordination skills. As important, however, children enjoy singing, dancing, and marching. Music is a tremendous emotional outlet and provides opportunities for relaxation and rhythmic expression. Musical experiences are integrated throughout our curriculum to encourage a child's aesthetic development and appreciation.

**DISCIPLINE**

We regard discipline as part of the total relationship between a teacher and the children in her care. We find that when children are engaged in enjoyable activities and feel challenged, discipline problems are kept to a minimum. We find that positive discipline is instructive and encourages the healthy development of a child's self-esteem. To that end, our instructors are trained extensively to praise, call attention to appropriate behavior and develop routines and limits that are developmentally appropriate.

It goes without saying that Marietta Academy does not allow the use of physical punishment nor can punishment be associated with food, naps, or toilet training. In accordance to state guidelines, parents may not use physical punishment to discipline their child on Marietta Academy premises.

**EQUAL OPPORTUNITY PROVIDER**

Marietta Academy is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex, or national origin.

**PLEASE SEE TUITION & FEES AT CENTER FOR PRICING DETAILS**

Tuition: Tuition fees are due on Monday, in advance of service. Tuition is considered late after 9:30am Wednesday morning. The late fee of $20.00 will be charged at that time. **If your childcare fee is not paid by Friday of said week, your child(ren) will not be permitted to return the following Monday morning. A new enrollment fee will be required for reinstatement, if your child is dis-enrolled for non-payment.**

Payment: As a safeguard for our employees, we ask that you secure a Marietta Academy imprinted receipt for all cash payments for tuition, field trips, or any other center sponsored activities.

Absences: Tuition charges reflect the cost of our program, salaries and materials, all weeks are charged as full weeks regardless of attendance, with the following exceptions.

*You will be allowed to pay ½ tuition 3 times annually based on sickness, vacation, or any other family need.*

*Also, you will be given one vacation week per calendar year after 90 days of attendance in which no payment is required for your child's absence.*

a. If your child attends two days or less, the full weeks tuition is due.

b. If your child is absent the entire week, ½ tuition is due.

c. If your child attends three days or more, the full weeks tuition is due.

Please note that the above exceptions B can only be applied a total of three times a year.

Registration Fee: The registration fee of $65.00 is charged annually. The fee is used to defray certain administrative costs. The fee is for September to September enrollment. The fee is non-refundable.

Returned Checks: A service charge of $30 will be assessed on any insufficient funds check.

Holiday: **Weekly fees are averaged over the calendar year and no reductions are made for holidays or absences.**

Withdrawal: A written notice advising the Director or Assistant Director of an impending withdrawal from the center must be presented to the Director at least two weeks prior to the last day the child will be in attendance.

**HEALTH REQUIREMENTS**

Within two weeks of enrollment, Marietta Academy requires a current immunization form (#3231. It is important to keep in mind that in compliance with state law, this form must be updated from time to time.

**ILLNESS/ACCIDENT/INJURY**

Marietta Academy must handle illness or injury to protect the health of all children that we serve. To that end,

1. Any child, ill or injured, will be provided with a mat away from other children and closely supervised until they can be picked up immediately upon notification of parent or authorized person. When a child is ill, group care is not appropriate. While it is never convenient for a child to be ill, we ask that our parents understand that it cuts down the overall incident of illness in the center and ensures more comfort and care for your child when we heed the early warning signals of illness.
2. The conditions under which you will be asked to make immediate alternative care arrangements are when your child has a fever and/or there are signs of communicable disease. This is a State requirement, we cannot make exceptions.
3. A child must be free of fever for a full 24 hours before returning to school.
4. You will be notified immediately in the event of a serious accident or illness. If we are unable to make contact with you or the individuals you have designated, please be reassured that we always have a staff member trained in first aid and CPR on the premises. We will not hesitate to call an emergency vehicle if it is deemed necessary. It is important that you fill out and sign the authorization for emergency medical treatment. This form is provided in the enrollment packet. We hope we will never need this authorization, but we want to be sure your child receives the attention needed should an emergency arise.

**INFANT/TODDLER CARE**

Leaving an infant/toddler is one of the most difficult things parents do. We try to reassure our parents that we understand this difficulty and attempt to relieve their natural anxiety by designing routines for these rooms that reflect the highest standards in health, safety, and child/adult interaction.

Our infant/toddler staff members are specially selected for their ability to handle the unique needs of this age group. We train our staff thoroughly and assist them with continued professional growth through careful and constant supervision, on-going training, and regular evaluation.

Each child in the infant/toddler area has an individualized program that is consistent with their developmental needs and home routines. You can assist us in easing your child's adjustment to our program by giving us detailed information about your child. Any details you can provide us regarding your child's customary sleeping and feeding routines as well as any special likes and dislikes, will assist us in serving you both.

We will maintain a schedule with your infant/toddler and give you a daily report of diapering, food intake, and sleeping patterns. We also use this form to let you know when we are getting low on diapers, wipes, food, or any other information important to your child's care. We will make every effort to keep you informed of the kinds of activities we are providing for your child's development and hope that you will free to talk to us about any concerns or questions you may have.

The state requires all infant bottles to be fully prepared by the parents at home and brought in on a daily basis. Our staff is not allowed to prepare formula, pour milk into bottles, or return heated bottles tp the refrigerator. For further questions, please see the Director.

**MEDICATION & FIRST AID**

There are times where you may need for us to administer medication to your child. Medication is dispensed by the Assistant Director at 11:30 only. Records are kept for your review indicating dates and dosages dispensed. With your child's health and safety in mind, state regulations require that parents sign in all medication and provide certain identifying information.

All classroom teachers will administer basic first aid if needed. Minor injuries will be washed with soap and water. Ice and Band-Aids will be applied if necessary. A record of the accident or injury will be recorded on an Incident Report. A copy of this form will be kept in the child's permanent file and one copy will be sent home with the child.

Due to the age of the children in our care, biting may occur. In the event a child is bitten by another child, proper first aid procedures will be followed, and parents will be notified by a staff member. The parents of the child that bit will also be notified in order to prevent this from occurring again.

Prescription medication must be brought to Marietta Academy in the original container with the pharmacy label showing the child's name, the doctor's name, medication name, prescribed dosage, and a current date. Medications will be administered only as stated on the label directions and will not be administered after the expiration date.

Non-prescription Medication must be in original container and labeled with the child's first and last name and the date the medication was brought to school. It will be administered according to label directions. If the label reads “Consult Physician”, state regulations require that we have a statement in writing from your physician regarding appropriate dosage.

Sign-In Please use the medication forms located on the bulletin board as you enter the center to sign in all medication. The medication form is valid for one week only, the parent must complete another form if the medication is continuous. It is helpful to us when medication is brought to Marietta Academy in a labeled zip lock bag. Medication will be given at 11:30 daily. Please and the medication form and all medication to someone in administration who can then put them in the kitchen where it is out of reach of children.

Other: In consideration of liability issues, Marietta Academy does not maintain a supply of medications such as Tylenol, cough medicines, etc.

**NAP TIME**

All children that are at Marietta Academy between the hours of 12:00p.m. and 2:00p.m. Will have nap/rest time (infants nap at their own schedules). Each child will have his/her own mat. Parents need to supply a light blanket or towel which will be sent home after five days use. Parents of Georgia Pre-K children will also need to supply a crib sheet to cover their child's mat (which will also be sent home every Friday for laundering and will need to be returned each Monday). Those children who do not fall asleep will be allowed to get up and find a quiet activity to do.

**NUTRITION AND FOOD SERVICE**

Your child will be served breakfast between 7a.m and 8a.m., a nutritious lunch between 11:00 and 12:30, and an afternoon snack at 2:00 each day. Our menus are planned carefully to provide children with foods they will enjoy while providing the necessary nutrients for a balance, healthy diet. We try to serve foods that do not contain sugar, preservatives, or food coloring. These menus are posted monthly in a newsletter for your review.

We request you work with us by not allowing your child to bring food or gum to Marietta Academy. Menu exceptions cannot be made except for documented medical reasons. It is critical that you let us know of any allergies your child may have.

We believe that mealtime should be a pleasant, social, and learning experience for children. Therefore, we serve lunch family style. A staff member always sits with the children during meals to provide a good role model and encourage conversation. Children are encouraged to eat a variety of foods, but they are never forced to eat something they do not want.

**SCHOOL CLOSINGS**

In the event of inclement weather or national emergencies, we will follow the policies of the County School System. If they feel it is unsafe for children to be transported and therefore are closed, Marietta Academy will also be closed. You should watch the local news for this information.

In the event of severe weather or fire during operation, Marietta Academy will follow our evacuation plan which is posted in each classroom and at each entry. If any special arrangements need to be made for the child, you will be notified by phone.

**TOILET TTRAINING**

Children that are in diapers will be taken to the bathroom during toilet time when the teacher and parent feel the child is ready. If they are ready to try toilet training, we will work with them to make this a positive experience. No child will be forced to toilet train as this may make it difficult when they are ready. Any child requiring diaper ointment must have a signed medical authorization form in the classroom. Wet and soiled diapers will be disposed of in a diaper pail. The changing table will be cleaned with soap and water and disinfected after each use. The staff member changing diapers will wear disposable gloves and will change them after each use.