

WAVERLY HALL CHRISTIAN ACADEMY
Daycare and Learning Center

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Parent Manual



Training Tomorrow's Leaders Today

Welcome

Thank you for selecting Waverly Hall Christian Academy Daycare and Learning Center as your child care provider. We appreciate the opportunity of caring for that which is most precious to you, your child. We recognize the level of trust and confidence you are placing in us. We pledge to fulfill this trust by providing you the very best in early childhood education and care.

Our **commitment** includes providing:

- A loving and caring staff which is properly trained to care for your child's special needs.
- Modern facilities designed to provide a warm and safe environment where your child may grow and learn.
- Programs which give children positive experiences to stimulate their many phases of growth and development.

We believe in the concept of caring for the whole child. We give equal attention to the social, emotional, physical, intellectual and spiritual development of each child.

Since our center is sponsored by Waverly Hall Christian Academy, our curriculum will be Christian in nature. You can view our Academy's statement of faith under our handbook tab of our website www.whchristian.org. Again, thank you for choosing our Center. Please let us know how we may better serve you.

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Disclaimer: WHCA Daycare and Learning Center shares facilities with Waverly Hall Christian Academy. Our day-care and early learning center is accredited by GACS and is not license nor is required to be licensed by Bright from the Start.

Services Offered

Our services begin at three (3) years and continue through age five (5). Our daily hours are **7:45 - 4:00**.

Because our Center is also a part of a private Christian academy, children may continue their education from first grade through twelfth grade and are able to earn an accredited high school diploma.

Waverly Hall Christian Academy offers a college preparatory program and a special needs program. WHCA is approved by the Georgia Department of Education to participate in the Special Needs Scholarship (SB10).

For more information, stop by the academy's office or call 706-582-2228.

Attendance

At WHCA Daycare and Learning Center you pay for the "position" held by your child. If your child misses a day for any reason outside of vacation time, you are still expected to pay for that day missed. Payment is based on a flat weekly fee.

In order to maintain a quality program and proper staffing, we ask that you notify the Director if your child will be absent on a scheduled day of attendance.

Vacation Days

Families are given up to five (5) days per year with full credit. You must give one (1) week written notice to receive credit.

Arrival and Departure

For the safety of your child, parents are required to sign their child in and out of the cen-

ter each day. A sign in and sign out method will be provided.

Parents are required to bring their child inside and place them in the care of a staff member before leaving your child at the center. Parents will need to re-enter the building when picking their child up.

Parents are required to wash their children hand in the center's restroom before leaving their child and before taking them from the center.

Authorized Persons

It is important that the registering parent notify the center **in writing** of persons authorized to pick up the child. Children will not be allowed to leave the center without an escort and will be released only to those individuals age 18 and older whose names are on file with the center. Our Center assumes no liability if we are not properly advised of name changes. **Telephone authorizations will not be accepted.** Anyone picking up the child should be prepared to show identification before the child will be released. In the case of divorced or separated parents, it is important that the parent registering the child indicate on the enrollment application who has legal custody and who may pick the child up. By doing so, the parent guarantees that the authorization is not restrictive of another parent's rights or contrary to law. We will abide by all legally served court orders. We must have on file a notarized court order in matters regarding parental custody.

Communicable Diseases

Childhood disease and illness is a part of growing up. In the event a communicable disease is identified in the center, you will be notified in writing. Parents who have children who are ill will be encouraged to consult with their family physician.

We are required by state licensing to report all communicable diseases to the local health authorities. Children absent because of a communicable disease may not return to the center without a signed statement from a physician indicating the child is no longer contagious.

Diaper / Wipes

Currently, we do not offer services to children under three. Diapers, and wipes for infants and toddlers will be provided by the child's parents. Baby food and formula items should be dated and labeled by the parent. Labels should include the child's full name. Unused portions will be discarded or returned to the parent each day. You will be notified of any exceptions to this policy. Infants and toddlers who are bottle fed must be provided with non-breakable bottles. Infants will always be held during bottle feeding. As infants and toddlers show evidence of wanting to feed themselves, they will be encouraged and permitted to do so.

A written feeding plan must be provided by the parent prior to the child's first day of enrollment. The plan shall be updated as the child's diet changes. Disposable diapers and wipes are required unless otherwise directed by the child's pediatrician.

A written authorization must be on file for all exceptions. **At least two complete changes of clothing should be brought to the center daily.**

Discipline

The method of discipline most often used by our center is positive redirection. Our staff members give praise and call attention to appropriate behavior in order to encourage and reinforce a child positively.

Our positive discipline techniques are constructive. We set limits that are developmentally appropriate and enforced consistently.

When necessary, children are given a few moments to consider their actions before they are allowed to rejoin group activities. Let us know if your child is experiencing any changes in their home environment which may affect their behavior in the center. If your child is experiencing some difficulty, we will notify you and a conference will be scheduled. Our Director and staff will work closely with you and your child to resolve any concerns. We do reserve the right to ask you to withdraw your child from the center if behavioral problems cannot be corrected. The use of corporal or physical punishment is never permitted. Should you have a concern regarding our discipline techniques, please discuss them with the Director.

Equal Opportunity

Our Center is an equal opportunity provider. Applications for enrollment and employment are acted upon without regard to race, creed, color, sex, age, national origin or disability.

Field Trips

A vital part of our program is field trips which are planned to support our curriculum. However, due to the new opening of our center, field trips will not be provided until our center can provide transportation to and from fieldtrips. When we are able to provide transportation, permission and release forms must be signed and dated by parents for their children to participate. Occasionally there will be fees related to field trips. Our Director will notify you in advance of all excursions and any required fees. Parents are encouraged and always welcome to participate in any field trip outing.

Fire Drills, Natural Disasters /Severe Weather

Our Center has special procedures designed for such emergencies as fire and weather/ disaster evacuation. Fire and/ severe weather drills are held monthly. Members of our staff are trained in fire safety and are familiar with the center's fire prevention procedures. This center is equipped with a fire alarm system, and fire extinguishers are placed throughout the building. The signal for fire drills is a sustained siren and/or voice announcement. Instructions for evacuation of the building are posted in each room. During the fire drill, the children must stay in line, walk slowly, maintain silence and follow the directions of the staff and/or fire marshal to the assigned assembly area on the playground. During severe weather, the center will maintain contact with local emergency preparedness personnel for emergency information. **Should an emergency requiring an evacuation of the center occur, you will be notified immediately and the children will be relocated to Waverly Hall City Hall.**

The signal for emergency weather conditions, including tornadoes, is an on-off siren and/or voice announcement. Instructions for classroom evacuation are posted in each room. During an emergency weather condition, the children are to walk quietly to the assigned assembly area in the building and assume the "DROP" position. The center will normally be opened during its designated hours of operation.

Physical Plant Problems

If it should become absolutely necessary to close the center because of severe weather conditions, power failures, heating or air condition loss, water loss or structural damage, then an announcement will be made telephonically.

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within ten (10) minutes, the family and the police will be notified.

Intruders

WHCA Daycare and Learning center has in place procedures to handle intruders. Our doors are locked from the outside and access to the building is limited to the front door. All visitors must use the call box located at the front of the building to gain entrance. Cameras are mounted throughout the building and the daycare has limited access by code only.

Forms

For your child's safety and to comply with state regulations, all enrollment forms must be completed and on file with the center prior to your child's first day of attendance. These forms include enrollment application, parent's contract, medical forms, feeding plans, and other forms as required.

Parents are expected to maintain all forms up-to-date and cooperate with the center in carrying out all governmental laws, rules and regulations.

Let us know of any changes in your home or work phone numbers, work locations, emergency contact phone numbers, family physician address, and other vital information as these changes occur.

Holidays

Our Center will follow the same calendar as Waverly Hall Christian Academy. A copy of the calendar can be found on our website, www.whchristian.org.

Our tuition rates are computed on a weekly/monthly basis. Therefore, a full week's/month's tuition is charged during the holiday week.

Operational Times

Our daycare is open, August through May from **7:45 a.m to 4:00 p.m., Monday through Friday**. Unless prior arrangements are made with the Director, all children must be picked up from the center by the scheduled closing time. If a child is not picked up by the scheduled closing time, center management will attempt to reach the child's parent or guardian or emergency contacts.

If management fails to reach either of these within one hour, then the child will be referred to Child Protective Services for further action. A late fee of \$1.00 per minute will be assessed and continued repeated acts will follow up in your child's termination of enrollment.

Illness

Children who are ill may not be brought to the center. If your child should become ill while at the center, you will need to pick your child up immediately. In such an event, your child will be isolated from the other children until an authorized person arrives.

The following guidelines should be considered in determining if your child should be kept at home:

- 1) If your child now has a fever, an oral temperature of 101 degrees or higher, or has had a fever during the past 24 hours.

- 2) If your child has a constant cough, wheezing, nasal discharge, sneezing, vomiting, or diarrhea.
- 3) If your child has any symptom of a communicable disease. (They are usually identified by sniffles, reddened eyes, sore throat, headache, and abdominal pain, plus a fever, a skin rash, ring worm or lice that has not been treated).

Please notify your Director should your child have a communicable disease.

If your child is absent due to an illness for three days or more, or because of a contagious disease, then a written certificate from a physician, stating the child is well and no longer contagious, is required before the child is allowed to re-enter the center. Routine visits to a doctor, clinic or dentist are the responsibility of the parent.

Medical Emergencies

It is our goal to notify parents if we noticed anything "out of the ordinary" with your child. The staff at our Center makes every effort to ensure the safety of your child. Unfortunately, accidents and medical emergencies do occur.

Safety is a primary concern in child care; safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident 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. Each classroom is equipped with a first aid kit meeting the state regulations. In the unlikely event of a serious medical emergency or death of a child, we will call 911 and your child will be transported to the hospital by ambulance.

We will call you as soon as possible. We are required to report injuries where 911 is contacted or death to Bright from the Start - Child Care Services within 24 hours.

Please keep the telephone numbers for these persons updated on your child's enrollment forms. A part of your child's registration package is an emergency release form. Your signed emergency release form will assist us in getting prompt medical attention for your child. Our representative will stay with your child until you arrive.

Medication

Except for emergency first aid, no medication, prescription or non-prescription, may be administered by the staff of our Center, unless a parent has given **written authorization**. Over the counter medication will be administered as directed by the printed label, or in accordance with a written physician's prescription.

All medication must be in the original container indicating the child's full name, type of medication, date of prescribed medication, amount and time of dosage. Medication will be dispersed at 11:30 a.m. and/or 3:30 p.m. by center management.

State regulation prohibits our dispensing medication to a child whose name is not on the original label. This includes sharing medication between siblings. When medication is brought to the center, it is to be given to the staff person in charge. Medication authorization forms are available from center management and must be completed by the parent before the medication may be given to the child. Medication authorizations must be updated every Monday. Parents will be notified of noticeable adverse reactions to prescribed medications.

Nutrition

Our Center will provide a breakfast/snack, and a P.M. snack daily. Serving times vary, but please use the following times as a general guideline. Students must provide their own lunches.

- **Breakfast**

7:30 a.m. - 8:30 a.m.

- **Lunch** 11:00 a.m.-11:30 p.m.

- **P.M. Snacks**

2:00 p.m. - 2:45 p.m.

If a special diet is required for your child, our center **may** be able to accommodate exceptions in the menu with proper documentation from their health care provider. If we cannot make the accommodations, then food items must be furnished by the parent.

Food and formula or breast milk for infants will be provided by the parent. You will be notified of any exceptions to this policy. These items must be in labeled, dated, unbreakable containers. State regulation dictates that only professionally prepared formula is to be used. Our learning programs begin promptly, therefore, breakfast will not be served after 8:30 a.m.

Open Door Policy

Parents are invited to drop in unannounced and visit our center at any time. You are permitted access to all parts of the center when your child is present. We do ask you to make your presence known to the staff person in charge, sign in and receive visitors pass. Your cooperation in not disrupting our program is appreciated.

Parent Communication

We are always anxious to know how you feel about our service. Please let us know when you are particularly pleased or displeased with the care your child is receiving.

Parents of infants and toddlers receive daily written reports on their child's activity.

We know that our staff is ready and able to do a fine job in teaching your children. Unfortunately, the needs of the children do not allow time for our teachers to meet with parents for extended periods during the classroom time. Our staff will always ensure you know of your child's progress and how he or she has done each day. If you feel more discussion is needed, or a teacher/parent conference would be beneficial, we request you schedule with the teacher and center management a time after classroom periods which would not interfere with the supervision of the children. We want you to be fully informed and feel free to communicate with us. We do, however, need to reduce classroom interruptions to a minimum.

Notices of center happenings and other events of interest to you will be posted for your convenience. We value the opportunity of being your center of choice and always encourage good parent/center communication.

Physical or Mental Limitations

We want to ensure that your child has the best opportunity for success while enrolled in our program. Let us know of any special conditions which might limit your child's participation. We will accommodate each child's individual needs as much as possible.

We accept any child whose needs can be met in our educational setting. They must be able to participate and substantially benefit from our program without risk to the child or to any other student enrolled.

It is our Center's policy to accept children in compliance with the American Disabilities Act

(ADA), its implementing regulations, and any other applicable local, state, or federal laws pertaining to the provisions of services to those with disabilities. We review each child's situation on a case-by-case basis. Please discuss your child's needs with your center Director prior to enrollment in the center.

We are committed to serve all the children we can without fundamentally altering the nature of the service we provide . . . group child care. If, after a trial period, we have determined that we are unable to meet your child's needs without modifying our practices to such an extent that the nature of the service we provide would be fundamentally altered, your child will be un-enrolled.

In addition, we must reserve the right not to perform services of a personal nature, such as toileting, which we do not provide for other children in the same age group.

Requirement to Report Child Abuse

As a child care provider, our Center is required by state law to report any cases where there is reasonable cause to believe that a child has been neglected, exploited, deprived, sexually assaulted, sexually exploited, physically injured or has suffered death by other than accidental means by a parent, guardian or caretaker, to the proper authorities.

Our Center will cooperate fully with the authorities in the investigation of all such cases. To avoid any misunderstandings, parents are encouraged to keep the center aware of any unusual bruises, marks or accidents occurring at home.

Staff

Members of the our Center's staff are carefully selected, trained and evaluated to ensure each staff person has the skills necessary to meet the child

care and preschool education needs of young children.

All staff members undergo a criminal background investigation by the State to ensure they have no previous criminal history in the areas of child abuse, drugs, or a felony conviction.

Toilet Training

Our staff will cooperate fully with you in implementing an acceptable program to toilet train your child. Let us have your suggestions so we may have a consistent toilet training routine that works both at home and at the center. During the training period the center will need an adequate supply of disposable diapers, training pants and an extra change of clothing for any accidents that might occur.

Toys and Personal Belongings

Our centers are provided with an adequate amount of toys and learning materials for all children. Our toys and equipment are developmentally appropriate for the age group they are assigned. We clean and sanitize our toys and equipment on a regular basis to further ensure the health and safety of your child. In order to prevent loss or damage, children are not permitted to bring toys, money or other personal belongings from home to the center.

On special occasions such as “Show and Tell,” or other sharing times, children will be permitted to bring their personal items. All items must be properly labeled and taken home at the end of the day. Please notify the Center Director should an item become lost. We will not be responsible for lost or damaged items.

Schedule of Fees

Registration Fee	\$50.00 <i>One time</i>
Supply Fee <i>(Per family, per year)</i>	\$50.00
Three – Five years	\$95.00 wkly
Daily or Drop in Basis <i>(Minimum amount of days may apply depending on enrollment)</i>	\$22.00 daily
Multi-Child Discount <i>(Second and Subsequent Children)</i>	10%
Late pick up fee <i>(Per Minute after 4:00 p.m.)</i>	\$1.00